

**Checklist for Inaugural Authorization to Operate**  
(these are the same items as listed on the application)

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

Location of School: \_\_\_\_\_

Minimum Standards – Rule 41,004 & 005

- Application for Inaugural Authorization to Operate (41,005)
- Authorization to Operate Fee (\$360.00 + \$135.00 per program) (41,005.09C & Appendix A)
- Agent's Permit Application (41,005.09I)
- Agent's Permit fee (\$150.00) (41,005.09C & Appendix A)
- Administrators/Director Application (41,004.04 & 41,005.07)
- Instructor Application (41,004.05 & 41,005.06)
- Advertising (41,004.13 & 005.09A)
- Catalog or Draft of Catalog with required information (41.004.09)(see catalog checklist)
- Collection Methods Description (41,005.09F)
- Credentials Sample (41,004.10)
- Enrollment Agreement (41,005.09E)
- Facility Ownership or Lease (41,005.09H)
- Financial Statements AND Income Tax Return (41,004.12 & 41,005.09C)
- Floor Plan (41,005.04)
- Equipment List for Training Purposes (major items)(41,004.02 & 41,005.05)
- Background Statement (41,004.03 & 41,004.04B)
- On-Site Visit, date: \_\_\_\_\_ (41,004.02, 004.11, 004.15)
- Refund Policy (41,004.14) Page # \_\_\_\_\_
- Maintenance of School Records Policy Statement (41,004.15)
- Sample Student Academic Transcript (41,004.15)
- Sample Student Financial Transcript (41,004.15A4)
- Building & Safety Code Statement (41,004.11 & 41,005.09D)
- Surety Bonds (**MUST SUBMIT ORIGINAL BOND**) – School\_\_\_ and \_\_\_ Agents (41, 005.09B)