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)