Checklist for Initial or Renewal Application – Licensed By Other Agencies

Name of School: _______________________________ Date: ____________
Location of School: _______________________________

Rule 42, Section 005, Rule 44, Section 005.05, 85-1603 R.R.S.
Rules and forms may be found online at www.PPCS.org

☐ Initial or Renewal Application For A School Licensed By Another State Agency In Nebraska
   (42,005 & 008)
☐ Agent’s permit application - (42,005.01)
   ☐ Agent’s permit initial fee - $150.00 (42, Appendix A)
   ☐ Agent’s permit renewal fee - $150.00 (42, Appendix A)
   ☐ Agent’s Bond $5,000 (may be individual or blanket bond)(42, 005.02B)
      Initial - We must have the “original” bond, not a copy.
      Renewal - Send a bond continuation statement from your bonding company

☐ Advertising (42.005.02H) – all ads run in the past year
☐ Branch location application (if applicable)(42,005.02H)
☐ Statement – School Safety (42,005.02C)
☐ Enrollment agreement (the contract you and the student sign) (42.005.02E)
☐ Financial Statement – Must be prepared in accordance with Generally Accepted Accounting Principles (GAAP)(42.005.02D)
☐ Tuition Recovery Cash Fund Form & Fee (assessed years 2 thru 5 only)(44, 005.05)
☐ Refund Policy (may be in school catalog) (42, 005.02F & 004.08) Page # _____
☐ Current License Issued By Other State Agency; Expiration Date: ________________ (send us a copy of the current license)[85-1603(7)]
☐ Catalog (42,005.02G)
☐ Instructor Application
☐ Administrator/Director Application

NOTE:
• License Fees - No license or branch fees because licensing agency charges a fee.
• No school bond is required because the licensing agency requires it.
• Catalog checklist is not required