Checklist for Renewal of Authorization to Operate in Nebraska
(these are the same items as listed on the application)

Name of School: _______________________________ Date: ____________

Location of School: _______________________________

References: Rule 41, Sections 00.4, 005 & 007; Rule 42, Section 005

☐ Application for Renewal of Authorization to Operate in Nebraska (41, 005, 006.04 & 007)
☐ Renewal Fee ($220.00 license fee + $75.00 per program) (41,005.09 & Appendix A)
☐ Branch Locations (if applicable): Complete separate Branch application (41, 002.04, 005.08)
  ☐ Branch application fee: $135.00 (Appendix A)
☐ Building and Safety Code Statement (Form provided) (41,004.11 & 41,005.09D)
☐ Background Statement (Form provided) (41,004.03 & 41,004.04B)
☐ Enrollment Agreement - Contract that will be signed by agent & student. (41,005.09E & 42,005.02E)
☐ Catalog or Draft of Catalog with required information (see catalog checklist) (41,004.09, 005.09A)
☐ Financial Statements - Must be prepared in accordance with Generally Accepted Accounting Principles (GAAP) (41,004.12 & 41,005.09G)
☐ Refund Policy (41,004.14) Page # _____

Required Documents IF different from last year:
☐ Advertising (41,004.13 & 41,005.09A) – all ads run in the past year
☐ Sample Student Transcript (41,004.15A2 & A3)
☐ Equipment List for Training Purposes (major items) (41,004.02B & 41,005.05)
☐ Credentials Sample – if changed since last authorized
☐ Application for Administrator/Director (41, 004.04 & 41,005.07) – if different from database
☐ Floor Plan (41, 005.04)
☐ Instructor list - no longer with school that are shown on database
☐ Instructors’ Qualification Forms (41,004.05 & 41,005.06) – for any new instructors
☐ Classroom locations & description of facilities, if different from main campus (41,005.04)
☐ Agent Applications (new agents only)
☐ If your school is required to submit the Tuition Recovery Cash Fund form and Fee, a form will be directly mailed to your school

3/2015