

**CHECKLIST FOR INITIAL APPLICATION FOR AN OUT-OF-STATE  
School to Recruit in Nebraska**

**Legal Name & Title of School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Authority:** NE Revised Statute Section 85-1622  
Rule 42,005.02I (Certificate of Approval to Recruit);  
Rule 42.005 (Agents);  
Rule 41,005.01 thru 005.09A & 005.09C (Applies to out-of-state schools because of  
Rule 42,005.02I1)

**The following items are required annually:**

- Application form (42,005.02I2)
- Fee – please refer to our website at <http://www.education.ne.gov/PPCS/> (42,005.02I3 & APPENDIX A)
- Administrator/Director Application (41,005.07)
- Advertising(41,005.09A)(42,005.02G & H)
- Agent’s application (42,005)
- Agent’s fee <http://www.education.ne.gov/PPCS/> (42, APPENDIX A)
- Agent’s Bond (\$5,000 per agent & must submit original bond): (42,005.02B)
- Catalog (must be current)(41,005.03)(42,005.02G)
- Course Info: (If not shown in catalog) (42,005.02G)
  - Course outline
  - Class schedule (dates & hours)
  - Course description
- Enrollment agreements or contract forms to be used with the students in Nebraska (42,005.02E)
- Equipment list (major items)(41,005.05)
- Financial statement (from accounting firm - must be GAAP format)(42,005.02D)
- Floor plan showing classrooms, students’ lounge, rest rooms, etc (41,005.04)
- Instructor Applications (41,005.06)
- License or approval issued by the appropriate agency of home state- Expires \_\_\_\_\_  
If state of domicile has no authorization laws for career schools, the school must submit evidence of national accreditation (recognized by USDOE) AND submit a \$20,000 school bond. (42,005.02I4)
- A list of owners, ownership structure, controlling officers, and managing employees (41,005.02)
- No felony statement (41,005.02B)
- Statement – School Safety (42,005.02C)
- Names, addresses, and current status of all schools of which the applicant has previously owned any interest in, and currently owns any interest in, and a declaration as to whether any of these schools were ever denied accreditation, licensing, or authorization to operate from any governmental body or accrediting agency (41,005.02A)
- Refund policy (42,005.02F)