



**MICHAEL A. MAURO**  
*Secretary of State*  
*State of Iowa*

**INSTRUCTIONS**  
**Postsecondary (261B) School**  
**Registration and Exemption**  
**(Forms PS-1 and PS-2)**

**DO NOT COMPLETE BOTH THE EXEMPTION AND THE REGISTRATION**

SUBMIT THE EXEMPTION OR REGISTRATION AND ALL SUPPORTING MATERIALS IN DUPLICATE

All items must be completed before the registration application or the exemption will be processed. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly marked* for ease of identification.

**GENERAL INFORMATION**

**Q.** *Who must register?*

**A.** Registration and renewal is required for:

- 1) any school that maintains or conducts one or more courses of instruction, including courses of instruction by correspondence, offered in Iowa; or
- 2) any school which has a presence in Iowa and offers courses in other states or foreign countries.

“School” is defined as an entity which:

- a. Is, owns, or operates a nonprofit postsecondary educational institution.
- b. Provides a postsecondary instructional program or course leading to a degree.
- c. Uses in its name the term “college”, “academy”, “institute”, or “university” or a similar term to imply that the person is primarily engaged in the education of students at the postsecondary level, and which makes a charge for its services.

“Presence” means maintaining an address within Iowa.

**Q.** *What is required to register?*

**A.** In order to register, a school shall be accredited by an agency or organization approved or recognized by the United States department of education or a successor agency and be approved for operation by the College Student Aid Commission and/or the State Board of Education. Practitioner preparation programs and professional development programs leading to licensure in Iowa as a teacher or administrator will be referred to the State Board of Education for approval.

**Q.** *When must registration and renewal occur?*

**A.** Registration must occur prior to the school commencing instruction which would bring the school under the registration requirement.

1. Registrations must be renewed a minimum of every four years.
2. Registrations must also be renewed upon any substantive change in program offerings, location or accreditation.

**Q.** *Must the school also file a bond under Iowa Code §714.17 et seq.?*

**A.** The provisions of *Iowa Code § 714.17 et seq.* apply to instructional and proprietary schools and requires the posting of proof of financial security. There is no automatic exemption between chapters 261B and 714.

Whether a school is subject to 714 depends upon the specific situation of the school. The school must review the provisions of 714 to determine how the law applies to the school's own situation.

- Q.** *If the school is incorporated under the laws of a jurisdiction other than Iowa, must the school also obtain a Certificate of Authority to do business in Iowa? Is registration under Chapter 261B required if a Certificate of Authority to do business in Iowa has been granted?*
- A.** *Iowa Code §490.1501 requires non-Iowa for-profit corporations to obtain a Certificate of Authority from the Secretary of State before business is transacted in Iowa. Iowa Code §504.1501 similarly requires non-Iowa nonprofit corporations to obtain a Certificate of Authority from the Secretary of State prior to conducting affairs in Iowa. Registration under Iowa Code chapter 261B is not a substitute for obtaining a Certificate of Authority. An incorporated school must review the provisions of Iowa Code §490.1501 *et seq.* or §504.1501 *et seq.* in the context of the school's planned activities to determine whether a Certificate of Authority is also required.*
- Q.** *What involvement does the College Student Aid Commission have in the registration process?*
- A.** *According to Iowa Code Chapter 261.2, the Commission shall ensure that all of the following conditions are satisfied:*
- a. *The courses, curriculum, and instruction offered by the postsecondary school are of such quality and content as may reasonably and adequately ensure achievement of the stated objective for which the courses, curriculum, or instruction are offered.*
  - b. *The postsecondary school has adequate space, equipment, instructional material and personnel to provide education and training of good quality.*
  - c. *The educational and experience qualifications of the postsecondary school's directors, administrators, and instructors are such as may reasonably ensure that students will receive instruction consistent with the objectives of the postsecondary school's programs of study.*
  - d. *Upon completion of training or instruction, students are given certificates, diplomas, or degrees as appropriate by the postsecondary school indicating satisfactory completion of the program.*
  - e. *The postsecondary school is financially responsible and capable of fulfilling commitments for instruction.*

**NOTE:**

The information you provide will be open to public inspection under Iowa Code chapter 22.11.

SECRETARY OF STATE  
Postsecondary and Instructional School Registration  
State Capitol, Room 105  
Des Moines, Iowa 50319

Phone: (515) 281-8993  
FAX: (515) 242-5952

Website: [www.sos.state.ia.us](http://www.sos.state.ia.us)

**FORM PS-1: REGISTRATION/RENEWAL APPLICATION**

SUBMIT THE REGISTRATION AND ALL SUPPORTING MATERIALS IN DUPLICATE

**PART A - IDENTIFICATION**

The statute requires that a registering school provide the following identifying information:

1. The name or title of the school;
2. The principal location of the school in Iowa, in other states, and in foreign countries. "Principal location" is interpreted to mean the place(s) where the books and records of the school are maintained or the school's officers maintain their offices.
3. The name and address of the chief executive officer of the school.
4. The name, address, and telephone number of a contact person in Iowa.
5. The names and addresses of the principal owners of the school or the officers and members of the legal governing body of the school. This is interpreted as persons owning 10% or more interest in the school.

## **PART B - PROGRAMS**

The statute requires that a registering school provide the following information regarding the school's program:

1. Addresses of locations where instruction is likely to occur. For correspondence instruction, this is interpreted as the location where the instructive correspondence originates.
2. The names or titles and a description of the courses to be offered.
3. The academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates using each methodology and delivery system.
4. The names or titles and a description of degrees to be offered by the school.
5. Information regarding the school's accreditation. The institution should also submit a copy of the most recent statement of affiliation from its accrediting institution.
6. Information regarding other states which have approved the school for operation.

## **PART C - TUITION/POLICIES**

The statute requires that a registering school provide the following information regarding the school's tuition and policies:

1. The tuition charges, fees and other costs payable to the school by a student.
2. The refund policy for return of refundable portions of tuition, fees, or other charges.
3. The means by which the school will make the required written disclosure to students (*Iowa Code §261B.9*).
4. The procedures to be followed for preservation of student records.

## **PART D - SIGNATURE**

Sign and date the application. Enclose the filing fee if applicable: \$4,000.00 for Initial Application; \$1,000.00 for Substantive Change Renewal; \$4,000.00 for a Four Year Renewal. (There is no fee for an amendment to current registration).

*Iowa Code §261B.5* requires that if any registration information changes, the school shall inform the Secretary within 90 days of the effective date of the changes.

## **FORM PS-2: EXEMPTION CLAIM**

**Do not complete both a claim of exemption and a registration application.**

SUBMIT THE EXEMPTION AND ALL SUPPORTING MATERIALS IN DUPLICATE

### **PART A - IDENTIFICATION**

Identification of the school and chief executive officer is necessary for this Office to maintain a record of schools which have claimed exemption from registration.

### **PART B - EXEMPTION**

*Iowa Code § 261B.11* provides twelve identified exemptions from registration:

1. Schools and educational programs conducted by firms, corporations, or persons for the training of their own employees.
2. Apprenticeship or other training programs provided by labor unions to members or applicants for membership.

3. Courses of instruction of an a vocational or recreational nature that do not lead to an occupational objective.
4. Seminars, refresher courses, and programs of instruction sponsored by professional, business, or farming organizations or associations for the members and employees of members of these organizations or associations.
5. Courses of instruction conducted by a public school district or a combination of public school districts.
6. Colleges and universities authorized by the laws of Iowa to grant degrees.
7. Schools or courses of instruction or courses of training that are offered by a vendor to the purchaser or prospective purchaser of the vendor's product when the objective of the school or course is to enable the purchaser or the purchaser's employees to gain skills and knowledge to enable the purchaser to use the product.
8. Schools and educational programs conducted by religious organizations solely for the religious instruction of members of that religious organization.
9. Postsecondary educational institutions licensed by the state of Iowa to conduct business in the state.
10. Accredited higher education institutions that meet the criteria established under section 261.92, subsection 1. The cited section provides:
  1. "Accredited higher education institution" means a public institution of higher learning located in Iowa which is accredited by the north central association of colleges and secondary schools accrediting agency based on their requirements as of April 1, 1969, or an institution of higher learning located in Iowa which is operated privately and not controlled or administered by any state agency or any subdivision of the state, and which meets the following requirements:
    - a. Is accredited by the north central association of colleges and secondary schools accrediting agency based on their requirements as of April 1, 1969, and,
    - b. Promotes equal opportunity and affirmative action efforts in the recruitment, appointment, assignment, and advancement of personnel at the institution. In carrying out this responsibility the institution shall do all of the following:
      - (1) Designate a position as the affirmative action coordinator.
      - (2) Adopt affirmative action standards.
      - (3) Gather data necessary to maintain an ongoing assessment of affirmative action efforts.
      - (4) Monitor accomplishments with respect to affirmative action remedies identified in affirmative action plans.
      - (5) Conduct studies of pre-employment and post-employment processes in order to evaluate employment practices and develop improved methods of dealing with all employment issues related to equal employment opportunity and affirmative action.
      - (6) Establish an equal employment committee to assist in addressing affirmative action needs, including recruitment.
      - (7) Address equal opportunity and affirmative action training needs by doing all of the following:
        - (a) Providing appropriate training for managers and supervisors.
        - (b) Insuring that training is available for all staff members whose duties relate to personnel administration.
        - (c) Investigating means for training in the area of career development.
      - (8) Require development of equal employment opportunity reports, including the initiation of the processes necessary for the completion of the annual EEO-6 reports required by the federal equal employment opportunity commission.
      - (9) Address equal opportunity and affirmative action policies with respect to employee benefits and leaves of absence.
      - (10) File annual reports with the college student aid commission of activities under this paragraph.
11. Postsecondary educational institutions offering programs limited to nondegree specialty vocational training programs.
12. Not-for-profit colleges and universities established and authorized by city ordinance to grant degrees.

To claim an exemption, the school must indicate which of the claimed exemptions applies to the school, and describe the course and the facts which establish the appropriateness of the exemption.

### **PART C - SIGNATURE**

Sign and date the exemption claim. There is no filing fee for filing a claim for an exemption.

# IOWA CODE CHAPTER 261

## COLLEGE STUDENT AID COMMISSION

### 261.9 DEFINITIONS.

When used in this division, unless the context otherwise requires:

1. "Accredited private institution" means an institution of higher learning located in Iowa which is operated privately and not controlled or administered by any state agency or any subdivision of the state and which meets the criteria in paragraphs "a" and "b" and all of the criteria in paragraphs "d" through "g", except that institutions defined in paragraph "c" of this subsection are exempt from the requirements of paragraphs "a" and "b":

a. Is accredited by the north central association of colleges and secondary schools accrediting agency based on their requirements.

b. Is accredited by the north central association of colleges and secondary schools accrediting agency based on their requirements, is exempt from taxation under section 501(c)(3) of the Internal Revenue Code, and annually provides a matching aggregate amount of institutional financial aid equal to at least seventy-five percent of the amount received in a fiscal year by the institution's students for Iowa tuition grant assistance under this chapter. Commencing with the fiscal year beginning July 1, 2006, the matching aggregate amount of institutional financial aid shall increase by the percentage of increase each fiscal year of funds appropriated for Iowa tuition grants under section 261.25, subsection 1, to a maximum match of one hundred percent. The institution shall file annual reports with the commission prior to receipt of tuition grant moneys under this chapter. An institution whose income is not exempt from taxation under section 501(c) of the Internal Revenue Code and whose students were eligible to receive Iowa tuition grant money in the fiscal year beginning July 1, 2003, shall meet the match requirements of this paragraph no later than June 30, 2005.

c. Is a specialized college that is accredited by the north central association of colleges and secondary schools accrediting agency, and which offers health professional programs that are affiliated with health care systems located in Iowa.

d. Promotes equal opportunity and affirmative action efforts in the recruitment, appointment, assignment, and advancement of personnel at the institution. In carrying out this responsibility the institution shall do all of the following:

- (1) Designate a position as the affirmative action coordinator.
- (2) Adopt affirmative action standards.
- (3) Gather data necessary to maintain an ongoing assessment of affirmative action efforts.

(4) Monitor accomplishments with respect to affirmative action remedies identified in affirmative action plans.

(5) Conduct studies of preemployment and postemployment processes in order to evaluate employment practices and develop improved methods of dealing with all employment issues related to equal employment opportunity and affirmative action.

(6) Establish an equal employment committee to assist in addressing affirmative action needs, including recruitment.

(7) Address equal opportunity and affirmative action training needs by:

- (a) Providing appropriate training for managers and supervisors.
- (b) Insuring that training is available for all staff members whose duties relate to personnel administration.
- (c) Investigating means for training in the area of career development.

(8) Require development of equal employment opportunity reports, including the initiation of the processes necessary for the completion of reports required by the federal equal employment opportunity commission.

(9) Address equal opportunity and affirmative action policies with respect to employee benefits and leaves of absence.

(10) File annual reports with the college aid commission of activities under this paragraph.

e. Adopts a policy that prohibits unlawful possession, use, or distribution of controlled substances by students and employees on property owned or leased by the institution or in conjunction with activi-

ties sponsored by the institution. Each institution shall provide information about the policy to all students and employees. The policy shall include a clear statement of sanctions for violation of the policy and information about available drug or alcohol counseling and rehabilitation programs. In carrying out this policy, an institution shall provide substance abuse prevention programs for students and employees.

f. Develops and implements a written policy, which is disseminated during student registration or orientation, addressing the following four areas relating to sexual abuse:

- (1) Counseling.
- (2) Campus security.
- (3) Education, including prevention, protection, and the rights and duties of students and employees of the institution.
- (4) Facilitating the accurate and prompt reporting of sexual abuse to the duly constituted law enforcement authorities.

g. Adopts a policy to offer not less than the following options to a student who is a member of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty:

(1) Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.

(2) Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.

(3) Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

2. "Commission" means the college student aid commission.

3. "Financial need" means the difference between the student's financial resources available, including those available from the student's parents as determined by a completed parents' confidential statement, and the student's anticipated expenses while attending the accredited private institution. Financial need shall be redetermined at least annually.

4. "Full-time resident student" means an individual resident of Iowa who is enrolled at an accredited private institution in a course of study including at least twelve semester hours or the trimester equivalent of twelve semester hours. "Course of study" does not include correspondence courses.

5. "Part-time resident student" means an individual resident of Iowa who is enrolled at an accredited private institution in a course of study including at least three semester hours or the trimester or quarter equivalent of three semester hours. "Course of study" does not include correspondence courses.

6. "Qualified student" means a resident student who has established financial need and who is making satisfactory progress toward graduation.

7. "Tuition grant" means an award by the state of Iowa to a qualified student under this division.

# IOWA CODE CHAPTER 261B

## REGISTRATION OF POSTSECONDARY SCHOOLS

*As amended 2004 Acts House File 2559  
Effective July 1, 2004*

### 261B.1 Policy.

The general assembly finds that the availability of courses and programs leading to educational degrees and the existence of institutions of postsecondary education that offer courses and programs leading to educational degrees are in the best interest of the state. The general assembly has found that the state can provide protection for persons choosing institutions and programs by ensuring that accurate and complete information about institutions and programs is available to these persons and to the public.

### 261B.2 Definitions.

As used in this chapter, unless the context otherwise requires:

1. *"Degree"* means a postsecondary credential conferring on the recipient the title of associate, bachelor, master, or doctor, or an equivalent title, signifying educational attainment based on any one or a combination of study or the equivalent experience or achievement testing. A postsecondary degree under this chapter shall not include an honorary degree or other unearned degree.
2. *"Presence"* means maintaining an address within Iowa.
3. *"School"* means an agency of the state or political subdivision of the state, individual, partnership, company, firm, society, trust, association, corporation, or any combination which meets any of the following criteria:
  - a. Is, owns, or operates a nonprofit postsecondary educational institution.
  - b. Provides a postsecondary instructional program or course leading to a degree.
  - c. Uses in its name the term *"college"*, *"academy"*, *"institute"*, or *"university"* or a similar term to imply that the person is primarily engaged in the education of students at the postsecondary level, and which makes a charge for its services.
4. *"Secretary"* means the secretary of state.
5. *"Student"* means a person who enrolls in or seeks to enroll in a course of instruction offered or conducted by a school.

### 261B.3 Registration.

1. A school that maintains or conducts one or more courses of instruction, including courses of instruction by correspondence, offered in this state or which has a presence in this state and offers courses in other states or foreign countries shall register with the secretary. Registrations shall be renewed every four years or upon any substantive change in program offerings, location, or accreditation. Registration shall be made on application forms approved and supplied by the secretary and at the time and in the manner prescribed by the secretary. Upon receipt of a complete and accurate registration application, the secretary shall issue an acknowledgment of document filed and send it to the school.

2. The secretary may request additional information as necessary to enable the secretary to determine the accuracy and completeness of the information contained in the registration application. If the secretary believes that false, misleading, or incomplete information has been submitted in connection with an application for registration, the secretary may deny registration. The secretary shall conduct a hearing on the denial if a hearing is requested by a school. The secretary may withhold an acknowledgment of document filed pending the outcome of the hearing. Upon a finding after the hearing that information contained in the registration application is false, misleading, or incomplete, the

secretary shall deny an acknowledgment of document filed to the school. The secretary shall make the final decision on each registration. However, the decision of the secretary is subject to judicial review in accordance with section 17A.19.

3. The secretary shall adopt rules under chapter 17A for the implementation of this chapter.

### 261B.3A Requirement.

1. In order to register, a school shall be accredited by an agency or organization approved or recognized by the United States department of education or a successor agency and, except as provided in subsection 2, be approved for operation by the college student aid commission.
2. A practitioner preparation program that is operated by a school that applies to register the program in accordance with this chapter shall, in order to register, be accredited by an agency or organization approved or recognized by the United States department of education or a successor agency and, in addition, be approved by the state board of education pursuant to section 256.7, subsection 3.

### 261B.4 Registration information.

As a basis for registration, schools shall provide the secretary with the following information:

1. The name or title of the school.
2. The principal location of the school in this state, in other states, and in foreign countries, and the location of the place or places in this state, in other states, and in foreign countries where instruction is likely to be given.
3. A schedule of tuition charges, fees, and other costs payable to the school by a student.
4. The refund policy of the school for the return of refundable portions of tuition, fees, or other charges.
5. The degrees granted by the school.
6. The names and addresses of the principal owners of the school or the officers and members of the legal governing body of the school.
7. The name and address of the chief executive officer of the school.
8. A copy of or a description of the means by which the school intends to comply with section 261B.9.
9. The name of the accrediting agency recognized by the United States department of education or a successor agency which has accredited the school and the status under which accreditation is held.
10. The name, address, and telephone number of a contact person in this state.
11. The names or titles and a description of the courses and degrees to be offered.
12. A description of procedures for the preservation of student records.
13. The academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including, but not limited to, classroom instruction, correspondence, electronic telecommunications, independent study, and portfolio experience evaluation.

### 261B.5 Changes.

If any information provided to the secretary under section 261B.3 or 261B.4 changes, the school shall inform the secretary within ninety days of the effective date of the change on forms prescribed and furnished by the secretary.

### 261B.6 List of schools.

The secretary shall maintain a list of registered schools and the list and the information submitted under sections 261B.3 and

261B.4 are public records under chapter 22.

#### **261B.7 Unauthorized representation.**

Neither a school nor its officials or employees shall advertise or represent that the school is approved or accredited by the secretary or the state of Iowa nor shall it use the registration as a reference in promotional materials.

#### **261B.8 Registration fees.**

1. The secretary shall set by rule and collect a nonrefundable initial registration fee and a renewal of registration fee from each registered school.
2. Fees shall be set by rule not more than once each year and shall be based upon the costs of administering this chapter.
3. Fees collected under this section shall be deposited in the general fund of the state.

#### **261B.9 Disclosure to students.**

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

#### **261B.10 Advisory committee.**

The state advisory committee for postsecondary school registration is created. The committee shall consist of the secretary of state and seven members appointed by the coordinating council for post-high school education. Members shall serve for staggered four-year terms and shall include representatives from public and private two-year and four-year colleges, universities, and specialized and vocational schools.

The committee shall meet at least annually to advise the secretary and other agencies in matters relating to the administration of this chapter and to serve as a resource and advisory board to the secretary as needed. The secretary shall serve as chairperson of the advisory committee and may call meetings and set the agenda as needed.

#### **261B.11 Exceptions.**

This chapter does not apply to the following types of schools and courses of instruction:

1. Schools and educational programs conducted by firms, corporations, or persons for the training of their own employees.
2. Apprentice or other training programs provided by labor unions to members or applicants for membership.
3. Courses of instruction of an avocational or recreational nature that do not lead to an occupational objective.
4. Seminars, refresher courses, and programs of instruction sponsored by professional, business, or farming organizations or associations for the members and employees of members of

these organizations or associations.

5. Courses of instruction conducted by a public school district or a combination of public school districts.
6. Colleges and universities authorized by the laws of this state to grant degrees.
7. Schools or courses of instruction or courses of training that are offered by a vendor to the purchaser or prospective purchaser of the vendor's product when the objective of the school or course is to enable the purchaser or the purchaser's employees to gain skills and knowledge to enable the purchaser to use the product.
8. Schools and educational programs conducted by religious organizations solely for the religious instruction of members of that religious organization.
9. Postsecondary educational institutions licensed by the state of Iowa to conduct business in the state.
10. Accredited higher education institutions that meet the criteria established under section 261.92, subsection 1.
11. Postsecondary educational institutions offering programs limited to nondegree specialty vocational training programs.
12. Not-for-profit colleges and universities established and authorized by city ordinance to grant degrees.

#### **261B.12 Enforcement.**

When the secretary or the secretary's designee believes a school is in violation of this chapter, the secretary shall order the school to show cause why the secretary should not issue a cease and desist order to the school.

After the school's response to the show cause order has been reviewed by the secretary, the secretary may issue a cease and desist order to the school if the secretary believes the school continues to be in violation of this chapter. If the school does not cease and desist, the secretary may seek judicial enforcement of the cease and desist order in any district court.



MICHAEL A. MAURO  
Secretary of State  
State of Iowa

Application for  
Registration/Renewal of  
Postsecondary (261B) School

<b>For Office Use Only</b>	School No.: _____	Bar Code
	Expir. Date: _____	
	Date Entered: _____	

Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.

**READ THE INSTRUCTIONS BEFORE STARTING THE APPLICATION**  
SUBMIT THE REGISTRATION AND ALL SUPPORTING MATERIALS IN DUPLICATE

**All items must be completed** before the application will be considered. Attach additional pages as needed to provide the requested information. Other documents or materials may also be attached to support the application, which must be *tabbed and clearly marked*.

- This application is (check one):
- Initial Application (\$4,000 fee enclosed)
  - Substantive Change Renewal Application (\$1,000 fee enclosed)
  - Four Year Renewal (\$4,000 fee enclosed)
  - Amendment to current registration (no fee)

(Registrations shall be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

**PART A - IDENTIFICATION**

1. This application is filed on behalf of:

Name or title of school: \_\_\_\_\_

Address(es) of principal office(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. (including country or area code): \_\_\_\_\_

2. State the name, business address and telephone number, and home address of the chief executive officer of the school:

\_\_\_\_\_  
\_\_\_\_\_

3. State the name, address, and telephone number of a contact person in Iowa:

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4. State the name, address, and title of the other officers and members of the legal governing body of the school:

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5. State the names and addresses of persons owning more than 10% of the school:

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6. Name all agencies accrediting the institution.

Name	Address and Telephone Number	Is this agency recognized by the U.S. Department of Education?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

7. List the state and approval or registration agency for all states in which your institution has been approved or registered for operation.

State	Name and Address of Approval Agency

8. Is your school subject to a limitation, suspension or termination order issued by the U.S. Department of Education or its successor agency?  Yes  No If yes, explain below.

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9. Is your institution free of sanctions from all accrediting agencies and appropriate state agencies in all other states in which the school operates or maintains a presence?  Yes  No If no, explain below.

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## PART B - PROGRAMS

10. Do you: Enroll students in Iowa?  Yes  No    Employ Iowa faculty?  Yes  No  
Do you intend to: Enroll students in Iowa?  Yes  No    Employ Iowa faculty?  Yes  No  
Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

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11. Will your institution comply with *Iowa Code* section 261B.7 limiting the use of references to the Secretary of State, State of Iowa, or College Student Aid Commission in promotional material? (See enclosed copy of the *Iowa Code* for details)  
 Yes  No

12. In addition to the principal school address(es) provided in Item 1, state the addresses of all other locations in Iowa, in other states, and in foreign countries where instruction is likely to occur (e.g., classroom instruction, correspondence instruction (origination):

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**13.** Provide the names or titles and a description of the courses to be offered (the school may include a current catalog of courses with course descriptions):

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**14.** Provide the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including, but not limited to, classroom instruction, correspondence, electronic telecommunications, independent study, and portfolio experience evaluation.

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**15.** Provide the names or titles and a description of degrees to be offered by the school:

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**16.** Identify the name of the accreditation body and the status under which the accreditation is held. Attach a copy of accreditation document(s).

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**PART C - TUITION/POLICIES**

17. State the tuition charges, fees and other costs payable to the school by a student. (The school should attach and tab a copy of a fee schedule produced for distribution to students/applicants.)

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18. State the refund policy of the school for return of refundable portions of tuition, fees, or other charges. (The school should attach and tab a copy of a refund policy statement produced for distribution to students/applicants.)

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19. Will your institution comply with the requirements of *Iowa Code* section 261.9(1)"e" to "g"?  
(See enclosed copy of the *Iowa Code* for details.) [ ] Yes [ ] No

20. Does your institution agree to file annual reports that the Commission requires from all Iowa colleges and universities?  
[ ] Yes [ ] No

21. Describe the procedures followed by the school for preservation of student records.

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**PART D - SIGNATURE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SUBMIT THE REGISTRATION AND ALL SUPPORTING MATERIALS IN DUPLICATE

**IMPORTANT!!**

**If any information contained in this application changes, the school must inform the Secretary within 90 days by filing an Amended Application clearly indicating the information which is being amended.**



**MICHAEL A. MAURO**  
*Secretary of State*  
*State of Iowa*

**Exemption Claim for  
 Postsecondary (261B) School  
 Registration - Optional**

**For  
 Office  
 Use  
 Only**

School No.: \_\_\_\_\_

Bar Code

Date Entered: \_\_\_\_\_

*Iowa Code* § 261B.11 provides eleven exemptions from the Postsecondary School registration requirements of Chapter 261B. Filing an official claim of an exemption is optional – it simply places the school on record as asserting an exemption from registration. A school which falsely or erroneously claims an exemption remains subject to the enforcement authority of Chapter 261B.

**DO NOT COMPLETE BOTH THE EXEMPTION AND THE REGISTRATION**

SUBMIT THE EXEMPTION AND ALL SUPPORTING MATERIALS IN DUPLICATE

**PART A - IDENTIFICATION**

1. This claim of exemption is filed on behalf of:

Name or title of school: \_\_\_\_\_

Address(es) of principal office(s): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Telephone No. (including country or area code): \_\_\_\_\_

2. State the name, business address and telephone number, and home address of the chief executive officer of the school:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PART B - EXEMPTION**

3. The school is exempt from registration pursuant to the following exception in *Iowa Code* § 261B.11: (check one)

- 1. Schools and educational programs conducted by firms, corporations, or persons for the training of their own employees.
- 2. Apprenticeship or other training programs provided by labor unions to members or applicants for membership.
- 3. Courses of instruction of an avocational or recreational nature that do not lead to an occupational objective.
- 4. Seminars, refresher courses, and programs of instruction sponsored by professional, business, or farming organizations or associations for the members and employees of members of these organizations or associations.
- 5. Courses of instruction conducted by a public school district or a combination of public school districts.
- 6. Colleges and universities authorized by the laws of Iowa to grant degrees.
- 7. Schools or courses of instruction or courses of training that are offered by a vendor to the purchaser or prospective purchaser of the vendor's product when the objective of the school or course is to enable the purchaser or the purchaser's employees to gain skills and knowledge to enable the purchaser to use the product.
- 8. Schools and educational programs conducted by religious organizations solely for the religious instruction of members of that religious organization.
- 9. Postsecondary educational institutions licensed by the state of Iowa to conduct business in the state.
- 10. Accredited higher education institutions that meet the criteria established under section 261.92, subsection 1 (see instructions).
- 11. Postsecondary educational institutions offering programs limited to nondegree specialty vocational training programs.
- 12. Not-for-profit colleges and universities established and authorized by city ordinance to grant degrees.

4. Describe the course of instruction offered and set forth the facts establishing the appropriateness of the exemption.

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**PART C - SIGNATURE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IMPORTANT!!**  
If the claimed exemption becomes inapplicable, the school must immediately register or cease offering the course(s) of instruction.