

# *Iowa College Student Aid Commission*

## **Application for Exemption from Postsecondary School Registration Iowa Code Chapter 261B**

Iowa Code §261B.11 provides for limited cases in which a postsecondary educational institution (school) may operate lawfully in Iowa without submitting to the registration oversight requirements of Iowa Code §§261B.2, 261B.3, 261B.3A, 261B.4, and 261B.5.

The following types of schools must apply to the Commission to claim an exemption:

- Schools and educational programs conducted by religious organizations solely for the religious instruction of leadership practitioners of that religious organization
- Postsecondary education institutions licensed by the state of Iowa under Iowa Code Section 157.8 or 158.7 to operate as schools of cosmetology arts and sciences or as barber schools in the state.
- Postsecondary educational institutions offering programs limited to nondegree specialty vocational training programs.
- Higher education institutions located in Iowa that are affiliated with health care systems located in Iowa, and which offer health professions programs that are accredited by an accrediting agency recognized by the U.S. Department of Education.
- Higher education institutions located in Iowa whose massage therapy curriculum is approved under administrative rules of the professional licensure division of the department of public health and whose massage therapy instructors are licensed massage therapists under Iowa Code Chapter 152C.

There is no fee associated with this exemption application.

A school that receives Commission approval of the claimed exemption must reapply for the exemption, at minimum, every two years. A school that falsely or erroneously claims an exemption remains subject to the enforcement authority of Chapter 261B. A school that is denied an exemption claim by the Commission or that no longer qualifies for a claimed exemption must immediately apply for registration or cease operating in Iowa.

A school that must apply for a registration exemption must submit its application to Commission's Postsecondary Registration Coordinator. Please see contact information below. Paper applications are not required or necessary. In all cases, the Commission encourages a school to submit an application in PDF format electronically, preferably via e-mail.

**For assistance or questions regarding the application, please contact:**

Postsecondary Registration Coordinator  
Iowa College Student Aid Commission  
430 E. Grand Ave., FL 3  
Des Moines, IA 50309  
[carolyn.small@iowa.gov](mailto:carolyn.small@iowa.gov)  
(515) 725-3413

**All items must be completed** before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Other documents or materials should also be attached to support the type of exemption claimed on the application. Attachments must be tabbed and clearly marked to cross-reference with the application item number.

(1) Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141:

[(261B.4(2))] and [(261B.4(1))]

Name of School:

Suite:

Street:

City:

State:

Zip:

Country:

Telephone Number (including country or area code) for the school's primary state authorization contact:

E-mail address for the school's primary state authorization contact:

Web address:

(2) Type of school:

For-profit  
Non-profit  
Public

(3) Address of all locations in Iowa where instruction is to be provided

Suite:

Street:

City:

State:

Zip:

Country:

Telephone Number:

(4) Provide the contact address to be used by students and graduates who seek to obtain transcript information.

Name:

Suite:

Street:

City:

State:

Zip:

Country:

Telephone Number (including country or area code):

(5) Indicate which of the following exemptions is/are claimed:

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 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 solely 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 leadership practitioners of that religious organization.
9. Postsecondary educational institutions licensed by the state of Iowa under section 157.8 or 158.7 to operate as schools of cosmetology arts and sciences or as barber schools in the state.
10. Accredited higher education institutions that meet the criteria established under section 261.9, Subsection 1.

(6) Explain in detail why the institution qualifies for the indicated exemption(s). Attach supporting documentation as needed. Note the Commission will make a determination based on this information.

**SIGNATURE**  
**Applicant School Chief Executive Officer**

Name Title

Signature Date

**If any information in this application changes between the time of application Commission action, the school must inform the Commission in writing.**

*Revised 2/01/14*