

APPROVAL CHECKLIST AND STATEMENT OF SUBMISSION

Wis. Stats. 38.50 (10) (a)
Form EAB 1.11 (Rev. 11/15)



STATE OF WISCONSIN
EDUCATIONAL APPROVAL BOARD
431 CHARMANY DRIVE, SUITE 102
MADISON, WI 53719
(608) 266-1996

Wis. Stats. 38.50 (10) (a) requires all private postsecondary schools, not otherwise exempt, to obtain approval from the Educational Approval Board (EAB) before advertising or doing business in Wisconsin. A school official(s) or a designated representative must complete this form and other required forms; and submit them with the appropriate fees in order to obtain approval. This form provides a listing of required fees. Wisconsin law provides for forfeitures of up to \$500 for each day an unapproved school advertises or does business in Wisconsin.

I. APPLICATION CHECKLIST

- Form EAB 1.01 – School Information: An inventory including information about the administrative headquarters location, profile, ownership, and management.
 - Evidence of regional/national or programmatic accreditation. Not applicable.
 - Authorization to operate letter(s) from other states. Not applicable.
- Form EAB 1.02 – Surety Bond Calculation.
 - Private School Surety Bond and Power of Attorney. **ORIGINAL BOND REQUIRED**
- Form EAB 1.03 – New Program Application: A separate form must be submitted for each program offered.
- Form EAB 1.04 – Background of Instructor: Schools that are not accredited must complete this form for each instructor.
- School Catalog
 - Form EAB 1.05 – Completed School Catalog Checklist.
- Enrollment Agreement or Contract. Not applicable.
 - Form EAB 1.06 – Completed Enrollment Agreement Checklist.
- Form EAB 1.08 – Teaching Location: An application for each site where the school will offer instruction must be submitted.
 - Evidence that each teaching location meets applicable fire, safety and sanitation standards by submitting a recent fire inspection report and occupancy permit.
- Form EAB 1.09 – Representative Permit. Not applicable.
- Form EAB 1.10 – Planning and Assessment: A narrative describing the school's purpose, market research and/or analysis, management practices, processes for evaluating student results and use of employer advisory committees.
- Evidence of financial soundness as demonstrated by one of the following (*check one*):
 - Audited financial statements for the most recently completed fiscal year.
 - Income statement and balance sheet for the most recently completed fiscal year.
 - If the school has not previously operated, an opening balance sheet and a financial projection for the first 12-month period of operation following EAB approval.
- Samples of all current and/or proposed advertising and promotional materials.
- Appropriate application fees with check(s) made payable to the Educational Approval Board.

Submit materials to:

Wisconsin Educational Approval Board
431 Charmany Drive, Suite 102
Madison, WI 53719

II. FEE SCHEDULE

<p>Initial school approval fee and first approved program:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Non-Degree Program</td><td style="text-align: right;">\$2,000</td></tr> <tr><td>Associate's Degree Program</td><td style="text-align: right;">\$2,500</td></tr> <tr><td>Bachelor's Program</td><td style="text-align: right;">\$3,300</td></tr> <tr><td>Master's Program</td><td style="text-align: right;">\$3,900</td></tr> <tr><td>Doctoral Program</td><td style="text-align: right;">\$5,100</td></tr> </table>	Non-Degree Program	\$2,000	Associate's Degree Program	\$2,500	Bachelor's Program	\$3,300	Master's Program	\$3,900	Doctoral Program	\$5,100	<p>Each additional new or revised program:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Non-Degree Program</td><td style="text-align: right;">\$1,500</td></tr> <tr><td>Associate's Degree Program</td><td style="text-align: right;">\$2,000</td></tr> <tr><td>Bachelor's Program</td><td style="text-align: right;">\$3,000</td></tr> <tr><td>Master's Program</td><td style="text-align: right;">\$3,500</td></tr> <tr><td>Doctoral Program</td><td style="text-align: right;">\$4,500</td></tr> </table>	Non-Degree Program	\$1,500	Associate's Degree Program	\$2,000	Bachelor's Program	\$3,000	Master's Program	\$3,500	Doctoral Program	\$4,500
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<p>Initial <u>distance learning only</u> school approval fee and first approved program:</p> <p>Cost of the highest degree/non-degree program offered (see fees above).</p>	<p>Each additional new or revised <u>distance learning only</u> program:</p> <p>Each additional program (regardless of level). \$500</p>																				

Note: Other applicable fees are contained within each specific form required with this application. A check for the total, combined applications fees can be submitted with the initial school approval application.

III. STATEMENT OF SUBMISSION

I, the undersigned, certify that:

1. I am an official/designated representative of the school named in this application, and I make this submission of application and certification by its authority.
2. I have read the completed application for school approval under *Wis. Stats.* §38.50 (10), including all attachments and materials submitted with the application.
3. Notwithstanding any other provision of law, I will make available to the Educational Approval Board (EAB) without prior notice any records and accounts of this school which are necessary to ascertain that the school is complying with the requirements of *Wis. Stats.* §38.50.
4. The school agrees to comply with *Wis. Stats.* §38.50 and with the rules of the Educational Approval Board (EAB) as a condition of approval.
5. The school will not deny enrollment to any person solely on account of the person's race, sex, color, or creed.
6. The school will not make any distinction or classification of its students solely on the basis of race, sex, color, or creed.

I further certify that the information contained on this application and any attachments to the application is true and correct to the best of my knowledge.

Signature of Authorized School Official/Representative:

Print or Type Name and Title of Authorized School Official/Representative:

Date:

FOR EAB USE ONLY

Initial School Approval Application Received:
(Date Stamp)

Initial School Approval Application Fee Received:
Date:

Information Entered in Database? Yes No

All Forms and Fees Received? Yes No

Bond Received? Yes No

School Files Prepared? Yes No

School Administration Consultant Assigned: