



# KENTUCKY STATE BOARD FOR PROPRIETARY EDUCATION

P.O. Box 1360, Frankfort, Kentucky 40602 ~ 911 Leawood Drive, Frankfort, Kentucky 40601  
(502) 564-3296, Fax: (502) 696-4961 ~ <http://bpe.ky.gov>

## RENEWAL APPLICATION TO OPERATE A RESIDENT COMMERCIAL DRIVER LICENSE TRAINING SCHOOL

### INSTRUCTIONS

1. This application shall be typed or printed legibly and completed in its entirety.
2. This application and all supporting material shall be submitted with the annual license renewal fee of Nine Hundred Dollars (\$900.00). This fee is nonrefundable. All fees must be paid by check or money order made payable to the **Kentucky State Treasurer**. **DO NOT SEND CASH.**
3. Attach continuation sheets if more space is needed to provide information.
4. Refer to KRS 165A.485 201 KAR 40:060.
5. This completed application may be submitted to the Kentucky State Board for Proprietary Education either by mail to P.O. Box 1360, Frankfort, Kentucky 40602 or by delivery to 911 Leawood Drive, Frankfort, Kentucky 40601.

### SCHOOL INFORMATION

School Name \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Website Address \_\_\_\_\_

Administrative Contact Person Name \_\_\_\_\_ Title \_\_\_\_\_

Administrative Contact Person Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Administrative Contact Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address \_\_\_\_\_

Since the last renewal, has any administrator, owner or officer been associated with a school that closed?  Yes  No

\_\_\_\_\_  
If Yes, please explain.

Since the last renewal, has the school, any administrator, owner or officer of the school been cited to cease and desist operations by any act or practice of any federal or state agency?  Yes  No

\_\_\_\_\_  
If Yes, please explain and list state(s).

Since the last renewal, has the school been refused approval by a federal, state, or accrediting agency?  Yes  No

\_\_\_\_\_  
If Yes, please explain.

List names of approvals by all federal agencies, state agencies and accrediting agencies.





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### PROGRAM INFORMATION

List programs **previously approved** by the Board.  
List title of program(s) as it will appear on the school's Certificate of Licensure.

Name of Program	Type of Program Certificate/ Diploma / Associate Degree	Length of Program	Contact/Clock or Credit Hours	Number of Students Completed

### SUPPORTING MATERIAL

- SCHOOL SURETY BOND (PE-26) or Continuation Certificate for School Surety Bond with the bond number listed or an irrevocable letter of credit at a financial institution in the minimum of Twenty Thousand Dollars (\$20,000.00), marked Exhibit A.
- BLANKET AGENT SURETY BOND (PE-27) or Continuation Certificate for Blanket Agent Surety Bond with the bond number listed, in the minimum amount of Five Thousand Dollars (\$5,000.00) for each agent/recruiter soliciting in Kentucky, marked Exhibit B.
- APPLICATION FOR RENEWAL OF PERMIT TO ACT AS AN AGENT (PE-19) for each agent/recruiter, marked Exhibit C.
- Student enrollment form, complete with the school's refund policy as stated in the school catalog, marked Exhibit D.
- FORM FOR INSTRUCTIONAL STAFF & KEY ADMINISTRATIVE PERSONNEL (PE-11) for classroom instructors and key administrative personnel only, marked Exhibit E.
- Electronic copies of all students' transcripts and students' accounts for each student who has attended the school since the end of the immediately preceding renewal period, marked Exhibit F.
- If your school is accredited, a copy of the certificate or letter of accreditation provided by your accrediting agency, marked Exhibit G.
- Fire inspection report indicating compliance with all fire and life safety codes. A certificate of compliance from the local health department shall be submitted for schools utilizing food/kitchen areas for instruction, marked Exhibit H.
- Copy of current liability insurance policy including a list of all equipment with appropriate vehicle identification numbers (VIN), marked Exhibit I.
- Copy of all advertisements currently published in print or in broadcast, marked Exhibit JI.



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School catalog, bulletin, brochure, or other publication distributed to students. This document must be certified as true and correct in content and policy by the appropriate school official and must contain the following information, marked Exhibit K:

**Insert  
Page  
Number**

**Catalog Requirements**

Title and date of issue.

Official name of the school, its governing body, officials, and faculty.

Calendar showing legal holidays, beginning and ending dates of when classes are offered and other important dates.

Policy regarding enrollment dates, and specific entrance requirements for each course or program.

Policy regarding attendance, including but not limited to, absences, make-up work, and tardiness.

Policy regarding standards of academic progress required of the student.

Policy regarding withdrawal, dismissal and re-entry.

Policy regarding transcript request.

Detailed schedule of fees, including but not limited to, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, and deposits.

Refund policy as stated in the student enrollment form.

Outline for each program offered listing all courses in the program as well as the contact/clock or credit hours for each course.

Description for each course in a program.

Policy regarding granting credit for previous education, training and experience.

Statement regarding transfer of credits.

### CERTIFICATION

I certify that the information provided on this application as submitted to the Kentucky State Board for Proprietary Education is true and correct in its entirety. In addition, I hereby pledge to follow all standards set out in KRS Chapter x and all rules and regulations set out in 201 KAR Chapter xx.

\_\_\_\_\_  
School Official Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date



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### CERTIFICATION

I certify that the information provided on this application as submitted to the Kentucky State Board for Proprietary Education is true and correct in its entirety. In addition, I hereby pledge to follow all standards set out in KRS Chapter 165A and all rules and regulations set out in 201 KAR Chapter 40.

\_\_\_\_\_  
School Official Name Title School Official Signature Date

State Of \_\_\_\_\_

Affix notary stamp here

County Of \_\_\_\_\_

Signed and sworn before me on this \_\_\_\_\_ day

of \_\_\_\_\_, 20 \_\_\_\_\_

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature