

OFFICE OF HIGHER EDUCATION
Private Occupational School Approval Unit
450 Columbus Boulevard, Suite 707, Hartford, CT 06103

HOSPITAL-BASED OCCUPATIONAL SCHOOL APPLICATION INSTRUCTIONS

If you have any questions after reviewing the instructions and the forms, you may speak to a member of the POSA Unit Staff at (860) 947-1816.

BASIC INSTRUCTIONS

1. Read the application carefully
2. Answer each question/page, even if you must mark "N/A" (Not Applicable)
3. Provide all information as requested.
4. Keep copies of all items submitted.
5. Complete and return all pages of the application. (For existing schools this must be 120 days prior to expiration authorization.)
6. Enclose check for the correct amount indicated on page HPOSA AP Page 2.
7. Return the completed application to the address indicated above.
8. Please note that all signatures submitted to this Office must be original.

IMPORTANT: *All applications must be submitted on one-sided sheets of paper. Please do not double side any submissions.*

SPECIFIC ADDITIONAL INSTRUCTIONS

The following are specific additional instructions for completing certain pages. Also review any direction that may be at the top of each form. **NOTE FOR CURRENTLY APPROVED SCHOOLS: DO NOT SUBMIT CHANGES THAT WOULD BE CONSIDERED AS REVISIONS THAT REQUIRE ACTION BY THE EXECUTIVE DIRECTOR OFFICE OF HIGHER EDUCATION IN THE APPLICATION PACKET FOR RENEWAL OF AUTHORIZATION.** (Submit any revisions separately, e.g.: changes in program curriculum, tuition price, hours of instruction, program name, location offered, etc.)

Name of school (HPOSA AP Page 1):

Be certain to provide the complete name of the school. If the school is granted authorization the school name will be the name included on the Certificate of Authorization and published in the Office's school directory.

Application Fee (HPOSA AP Page 2):

The initial application fee should be mailed with the application. There is a fee for a new school and for renewal of authorization for the main campus and any branches.

Hospital Affiliation (HPOSA AP Pages 2-3):

Disclose the Hospital's President, Chief Fiscal Officer, Board of Directors or Association and information on Hospital Accreditation.

Additional Facilities (HPOSA AP Page 4):

The school must list all locations other than the main campus address for the school, whether branch campus, additional classroom site.

Chief Fiscal Officer Affidavit of Compliance (HPOSA AP Page 5):

The Chief Fiscal Officer must submit an Affidavit of Compliance verifying that the hospital and hospital-based school programs have current and appropriate insurance, fire marshal and zoning approval and that the hospital and hospital-based school are fiscally solvent.

Revocation History (HPOSA AP Page 6):

The school must disclose the involvement of any school Director who has acted in a similar capacity at a hospital-based school in Connecticut or another state (if such school would have met the criteria for a hospital-based school in Connecticut had the school been located in Connecticut) which had its Certificate of Authorization revoked or the privilege to operate as a hospital-based school canceled by that state. This disclosure is independent of the disclosure on the Director form (HPOSA AP 8-9).

Hospital School Staff Roster (HPOSA Page 7):

List the names of all employees of the school having contact with students and their position (and multiple positions for the same individual if necessary), on a campus by campus basis. Your school may need to attach sheets to the Hospital School Staff Roster. Your school will need to submit a Hospital School Staff Roster for each approved campus.

Director Form (HPOSA Page 8-9):

This form is to contain information on the CHIEF ADMINISTRATOR of the school (main campus and all branches). Note that the Disclosure section must be completed. Submit a resume with this completed page as evidence of training and experience. Note that it is the responsibility of the school to hire only an appropriately qualified individual as the Director.

Disclosure of Criminal Record (HPOSA AP Page 10-11):

The Director must complete this form. The executive director may deny a certificate of authorization if the person who owns or intends to operate a private occupational school has been convicted in this state, or any other state, of larceny in violation of section 53a-122 or 53a-123; identity theft in violation of section 53a-129b or 53a-129c; forgery in violation of section 53a-138 or 53a-139; or has a criminal record in this state, or any other state, that the executive director reasonably believes renders the person unsuitable to own and operate a private occupational school.

Instructor Form (HPOSA Pages 12-13):

All items on this page must be completely filled out. Submit a resume with this completed page as evidence of training and experience. Ensure all relevant employment experience which directly related to meeting the required twenty-four months of experience (within the ten years immediately preceding instruction) requirement in the subject/skill area to be taught is included. Be certain to describe duties and responsibilities as clearly as possible. Note that the programs or courses to be taught must be specifically listed to ensure that the instructor is teaching in a field in which he/she is qualified. In addition, indicate if this instructor will serve as the Department Head or Supervising Instructor, which information is vital to ensure that there is a person who meets the requirements in terms of the minimum experience for each subject area of vocational training offered by the school. Note that it is the responsibility of the school to hire only appropriately qualified individual(s) as Instructor(s).

Request for Waiver of Instructor Approval Qualifications (HPOSA Page 14):

This form is used in conjunction with the Instructor Form HPOSA Page 12-13 when applying for a waiver of instructor approval qualification(s).

Recruiter Form (HPOSA Pages 15-16):

A Recruiter Form must be completed for each person who will be involved in soliciting enrollments, which includes the signing of the Enrollment Agreement (contract) on behalf of the school. Note that the Connecticut law recognizes a Recruiter as an agent of the school and the school is responsible for the actions of the Recruiter in recruiting students. It is the responsibility of the school to hire only appropriately qualified individual(s) as Recruiter(s).

Program/Course List (HPOSA Page 17):

List, in alphabetical order, all programs offered at each campus that require approval as occupational instruction. Complete a separate form for the main campus, each branch campus or additional location. Follow the instructions listed at the bottom of the form to indicate time of training, length of training, and delivery of instruction. Include the dollar amount for tuition only.

Program/Course Information (HPOSA Page 18):

Be sure that the form is completely filled in and that all of the required documents are attached. This must include the curriculum for the program, including the name(s) of all course(s). Do not rely on a description of the program in the Catalog. The curriculum (or a summary depending on the length) must be attached to the form. The equipment list should include only that equipment used to teach the particular program. The instructional materials list should include only those materials used to teach the particular program. The admissions requirements should apply only to qualification for admission in the particular program. Include a separate page for each scheduling of a program (e.g.: day and evening schedules). Note, for the “Total Charges” section, the items listed must be for the totals for entire program, not per semester, term or module: indicate total tuition and an accurate and complete “breakout” of all additional charges which are not included in the stated tuition price.

Library Materials (HPOSA Page 19):

Provide a list of materials available in your school library. There must be some reference materials available to instructor(s) and students.

Student Records (HPOSA Page 20):

Include copies of the forms that are used or have been developed for use for record keeping by the school for “student records”. The student records developed by the school must contain, at a minimum, the following information for each student:

- (a) Application for admission
- (b) Enrollment Contract/Agreement*
- (c) Interview form, if used
- (d) Admission/achievement test, if used
- (e) Health Form(s)
- (f) Attendance form *
- (g) Permanent transcript/grade record form*
- (h) Transcript Release form*
- (i) Student payment record form
- (j) Incident Counseling form
- (k) School Disclosure of Information Form – student acknowledgment of information:
 - a. Background Check Required – assault, larceny etc.
 - b. Driving Record Check Required – driving violations, suspension
 - c. Conditions required for employment in field of training
 - d. License or Certification required and Agency Responsible
 - e. List any Barriers to Employment – felony, medical conditions, etc.

Enrollment Agreement/Contract (HPOSA Pages 21-22):

The Enrollment Agreement (contract) must contain, at a minimum, the items noted on this checklist form. Include a copy of the actual or draft Enrollment Agreement(s). Be certain to indicate on the space next to each item on the form where that item is located on the Enrollment Agreement (e.g.: the paragraph number on the Enrollment Agreement or assign letters of the alphabet and indicate the letters on the form and on the Enrollment Agreement). Note: the Enrollment Agreement is the legal document that defines the rights and obligations of the school and the rights and obligations of the student.

Catalog (HPOSA Pages 23-24):

The Catalog must contain, at a minimum, the items noted on this checklist form. Include a copy of the school Catalog. Be certain to indicate on the space next to each item on the form where that item is located in the Catalog (e.g.: the page number of the Catalog or assign letters of the alphabet and indicate the letters on the form and in the Catalog. Note: if the school elects to have another publication such as a “student handbook” the school still must provide the required information in the Catalog. If published, the school must also provide a copy of their student handbook.

Diploma/Certificate/Student Progress (HPOSA Page 25):

This form requires that you provide responses for two items. First, include a copy of the educational credential (e.g.: diploma or certificate) that your school will award to a graduate upon successful completion of the program. Second, indicate what item(s) will be given to the student who withdraws in good standing prior to completing the program and to the student who completes the program but does not meet graduation requirements. Note: A hospital-based school may not refer to the educational credential as a “degree”.

Complaints/Inquiries (HPOSA Page 26):

Attach a copy of the school policy regarding complaints and inquiries. The school should state an internal policy toward investigation and possible resolution. The school must have a policy that informs the student or potential student of the right to contact the Executive Director of the Office of Higher Education and provide the address and telephone number of the Office. Note: This policy must be posted at all times at all locations of the school (main campus, branches, and classroom sites).

Fees (HPOSA Page 27):

The school must disclose whether the school will be or does charge public customer(s) for any service that will be provided by the student or product that will be produced by the student during the training at the school. If this does not apply indicate not applicable.

Advertising (HPOSA Page 28):

School advertising must be factual and meet generally acceptable standards for professional conduct. The advertising must comply with law on advertising standards and the school shall not use “blind,” “help wanted” or “employment columns” in print or electronic mediums. Attach copies of actual or drafts for proposed advertisements, including fliers and brochures and telephone book advertisements. Note: Advertising must contain the complete school name and address as listed on the Certificate of Authorization, as well as the telephone number of the school. Note: Testimonials used in advertising must be documented as to source and date made. **Note: References to any trends in the job market or careers or vocational training must be attributed to the source and date of the study, research, or publication. Programs must be approved prior to advertising to the public.**

Affidavit of Non-discrimination (HPOSA Page 29):

The school must submit an affidavit that the school will not discriminate against students or others. This form must be completed with an original signature and the signature of the director notarized.

Affidavit of Requirements for School Closure (HPOSA Page 30):

The Chief Fiscal Officer, School Director and/or Program Director must each complete this form if they are different individuals. Duplicate as appropriate. This affirmation is required to affirm the school administration’s knowledge of their responsibilities in the event of a school closure.

Designation of Agent of Service and Maintenance of Records (HPOSA Pages 31-32):

The school must submit a statement of designation of a school agent for the service of process. This form must be signed by the authorized school official making the designation and the official must indicate in Section (A) the capacity in which he/she is authorized to make such designation. The person who has been selected as the agent must also sign Section (B) of this form. The Keeper of the Records must sign Section (C) with regard to maintaining, preserving and protecting school records; recognition of the Executive Director or the Executive Director’s designee’s right to inspect records; and the school’s responsibility of record preservation in the event of closure. In section (D), indicate the method of record preservation. Note: A new affidavit must be submitted with each renewal application and at such time as information therein changes.