



Initial Accreditation Application Checklist
to Operate a Postsecondary Proprietary Educational Institution in the State of Indiana

*Submit all completed application materials, including this checklist, as a *single packet* to:

ATTN: Department of Workforce Development
Office for Career and Technical Schools
10 N Senate Ave, Suite SE 308
Indianapolis, IN 46204

Use this checklist before submitting your application:

DOCUMENT TITLE	DOCUMENT LINKS
Application Form with notary signature & seal and attachments	pdf
Minimum Standards	pdf
Refund policy (verbatim)	pdf
Enrollment Agreement Checklist	pdf
Faculty qualifications	pdf
Original Institutional Surety Bond for \$25,000 minimum with surety signature & seal	pdf
Financial Report Submission Sheet with notary signature & seal	pdf
Indiana Tuition Report Form with notary signature & seal	pdf

* Application materials that do not require signatures may be submitted electronically to OCTS@dwd.in.gov; however, fees and Original Institutional Surety Bond must be sent via postal service. Applications will not be processed until the fee is received. DO NOT SEND CASH.

NOTE: The application cannot be completed on a mobile device. If using a PC, use Chrome or Internet Explorer; if using a Mac, use Chrome or Safari. SAVE A COPY FOR YOUR RECORDS.