



OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS

# ***AN OBPVS OVERVIEW OF What, Who, and How the Agency Regulates Private Vocational Schools***

Reference Materials for State Senate  
Interim Study No. 15-01 on October 27, 2015

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<sup>1</sup> The New School Application Form has not yet been revised to add a mandatory Organizational Chart and [Secretary of State] Formation Documents such as Articles and Bylaws as permitted through Rule Changes effective September 11, 2015..

## What Schools and Who the OBPVS Licenses

### Key Statutory Authorities in Title 70 O.S.

**Section 21-101 - Definitions** As used in Sections 21-101 through 21-203 of this title:

2. "Private school" means any **privately owned, nonpublic entity that receives remuneration** that is approved for a state authorization license and **provides postsecondary education**, or provides vocational-technical education prior to the person obtaining a high school diploma or its equivalency.

**Section 21-103 - It shall be unlawful** to establish, conduct, operate or maintain a private school, to solicit or canvass for scholarships or tuition to a private school, **or to offer a program of education or training** unless a license granting state authorization to operate such school has been issued by the Board and is in effect. A private school shall be issued only one license, regardless of the number of locations operated by such school.

### **Section 21-105.1 -**

A. The existence of a private school, for the purpose of requiring a state authorization license to be obtained, shall be determined by the education or training program that is offered or proposed to be offered and such other school attributes as enumerated by the Legislature or the Oklahoma Board of Private Vocational Schools.

B. Training and education programs to be considered for state authorization licensure include:

1. Training or education that pertains to a business, professional, trade or industrial occupation or vocational-technical field that may result in the receipt of a degree, diploma or certificate;
2. Improvement or enhancement of specific or general business skills that may be used in one or more occupations;
3. Preparing a person to instruct subject matter that might otherwise not require private school licensing, such as a recreational, avocational or hobby activity, if the future instructor's training may result in the future teacher receiving remuneration for the training he or she will offer; and
4. Providing a program of prelicensing or exam preparation when not licensed or approved by another state agency.

C. Training or education to be licensed for state authorization by the Board may include a program that is offered through:

1. Traditional classrooms;
2. Short-term programs such as a seminar or workshop that does not qualify for an exemption from licensing and offers to improve or enhance specific or general business skills that may be used in one or more occupations;
3. Correspondence; and
4. Distance education.

D. An entity shall be treated as a school for purposes of licensing regardless of whether the entity:

1. Identifies itself as a school or other similar term;
2. Owns, rents or leases a physical facility or has physical space donated to conduct classes or to host a correspondence or distance education program;

3. Possesses any specific tax status granted by the Internal Revenue Service or a state's taxation authority; or
4. Proposes funding that may or may not be limited to receiving monies or other consideration through the U.S. Department of Education's Title IV or other federal mechanisms, privately paid tuition, student loans, grants, scholarships or receipt of other consideration.

### **Reference Materials**

For a list of currently licensed Schools, please refer to **Exhibit A**.

### **What Schools are Not Licensed**

**Section 21-101.1** - The term "private school" shall not include the following which are exempt from licensing by the Oklahoma Board of Private Vocational Schools:

1. Barber schools, beauty schools or other schools which are exclusively regulated or licensed pursuant to the provisions of any school-licensing law of this state, although such school may choose to apply to secure a license for state authorization from the Board;
2. Any form of flight instruction subject to regulations promulgated by the Federal Aviation Administration;
3. Parochial, private or other nonpublic schools offering programs of general education accredited or approved by the State Board of Education, the State Board of Career and Technology Education or the State Regents for Higher Education;
4. Education or training, as approved by the Board, provided and paid for by:
  - a. an employer for its own employees,
  - b. a professional organization, as approved by the Board, for its members,
  - c. a parochial, denominational, eleemosynary school or institution, which is sectarian in nature and uniquely useful for and intrinsic to the propagation of a faith or the pursuit of the mission of the school or institution as approved by the Board, or
  - d. an entity supported by taxation of a local or state source;
5. Education or training, as approved by the Board, which offers instruction solely in the field of an avocation, hobby, recreation or entertainment, as approved by the Board;
6. Professional prelicensing programs or continuing education programs when an alternate state agency maintains complete authority or jurisdiction over the right to offer or certify such a program, regardless if the other agency mandates the subject matter of the program;
7. Postgraduate certificates offered or provided by a school that has approval for that specific program issued by another state agency or an accrediting agency approved by the Board;
8. If a private school combines training or education that is both licensed and not licensed by another state agency, licensing by the Board will be required for the entity's combined programs. However, the Board will defer to the other state agency on matters contained in

the other agency's regulations and will refrain from establishing conflicting requirements. Matters to be governed by the other state agency may include but are not limited to curriculum, testing or certification completion. The Board may require a private school to document its approval by any other state agency or an accrediting organization; and

9. Seminars or workshops offered by an entity that:

- a. is not primarily in the business of providing programs of instruction,
- b. provides instruction to advance the personal development or general, transferable skills of a participant, and
- c. offers aggregate clock or contact hours of no more than twenty-four (24) clock or defined contact hours per calendar quarter of the calendar year.

### **Reference Materials**

The OBPVS routinely provides inquiring parties, two (02) Decision Trees (Flowcharts) to help to determine if the OBPVS licenses and regulates an Entity. Please refer to **Exhibits B and C**.

## **OBPVS Licensed Schools may be Licensed-only or Licensed AND Accredited (What that Means)**

The prior pages described what Entities are required to license with the OBPVS. In additions, a sub-set of approximately twenty-three (23) of the OBPVS-licensed Schools also **voluntarily** elect to be Accredited. Accreditation is conducted by various, third-party, independent Accrediting Organizations. Typically, Accreditor Standards are more stringent than the minimum requirements of the OBPVS. When feasible, the OBPVS Staff joins various Accrediting Teams, on-site, at Oklahoma Schools to a) observe Accreditor processes and findings, and b) conduct a secondary field inspections by applying the minimum OBPVS standards. Participation in accreditation processes costs Schools significant time and money to both apply and then to maintain compliance.

Think of accrediting as a, "Good Housekeeping Seal of Approval," **beyond** mere licensure. All Accrediting Bodies are **not** of the same quality or integrity. Hence, the OBPVS Board and Staff studies an organization's independence and standards. As with contracting for Title IV monies from the U.S. Department of Education, many, if not all, Accrediting organizations require a School to have a minimum of two (02) year operational history **prior to** applying for Accreditation. Typically, Accreditation may be of a Programmatic (Course/Program) type, or Institutional which requires compliance with much more comprehensive Standards, like Oklahoma's State Licensure.

The primary three (3) Accrediting Organizations most frequently used by Oklahoma-Licensed Schools are:

**ABHES** - Accrediting Bureau for Health Education Schools, <http://www.abhes.org/>

**ACISC** - Accrediting Council For Independent Colleges and Schools, [www.acics.org](http://www.acics.org)

**ACCSC** - Accrediting Commission of Career Schools and Colleges.

<http://www.accsc.org/>

## Reference Materials

- Exhibit D: ABHES Standards about Transfer Credit  
Exhibit E: ACCSC Standards about Transfer Credit<sup>2</sup>

## Licensure Overview

The key Statutory Authorities found in Title 70 O.S., Section 21-102.1 include: The Oklahoma Board of Private Vocational Schools is authorized to:

**2. Promulgate rules** to include but not be limited to the implementation of minimum standards for the operation of private schools and the application of a school, seminar or workshop for a license of state authorization;

**3. Approve or disapprove:**

- a. applications for state authorization,
- b. other applications for licensing,
- c. requests for exemption, and
- d. requests for a definition exception;

**4. Issue a private school license** to document state authorization or other licensing upon determination that such school meets the standards fixed by the Board;

5. Prescribe, except as is otherwise provided by law and subject to the provisions of the Administrative Procedures Act, such penalties as it may deem proper for the enforcement of this act, not to exceed One Thousand Dollars (\$1,000.00);

**6. Fix minimum standards for private schools, which shall include standards for courses of instruction and training, qualifications of instructors, financial stability, advertising practices, and refund of tuition and fees paid by students for courses of instruction or training not completed, and shall promulgate and adopt reasonable rules and regulations for the implementation of such minimum standards for the operation of private schools;**

7. Where possible, to regulate degrees offered by distance education, make use of the State Regents for Higher Education's interstate reciprocity agreements to create a more efficient and cost-effective means of the regulation of private schools;

8. Make use of interstate reciprocity agreements that reasonably satisfy the Board's minimum standards to approve state authorization or other license application, if such agreements become available for other programs the Board approves for state authorization or other license;

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<sup>2</sup> The New School Application Form has not yet been revised to add a mandatory Organizational Chart and [Secretary of State] Formation Documents such as Articles and Bylaws.

9. Require an entity to repay any fees charged to the Board by a financial institution or the State Treasurer for a returned check or other failed form of payment;

**10. Develop annual compliance training to emphasize standards relating to the operation of a school and relicensing processes, and require attendance by a representative of each school, seminar, or workshop;**

**11. Provide all licensing forms free of charge via one or more electronic means, but shall charge for the pick up or mailing of a hard-copy licensing application packet to a person requesting information about private school licensing requirements;**

12. Certify an electronic record or the printing of an electronically stored record as an original, subject to approval by the Oklahoma Archives and Records Commission and when in accordance with the record retention and destruction policy of the Board;

13. Collect or require the submission of data, including but not limited to:

- a. admissions,
- b. certification scores or passage rates,
- c. complaints or grievances,
- d. enrollment,
- e. funding,
- f. graduation,
- g. job longevity or retention,
- h. job placement, and
- i. other data, as necessary, to carry on the mission or duties of the Board, or to assist in the state's workforce development initiatives; and

14. Carry out such other duties as necessary to provide state authorization for private vocational schools, seminars, and workshops and such other schools that make offerings of courses or programs as permitted by this act.

### **Several current Rules about the minimum Standards for Schools**

#### **Are Pertinent**<sup>3</sup>

#### **565:10-3-1. Requirements for licensure as private vocational school**

Application shall be made either on forms provided by the OBPVS or using substantially similar forms processed by the Applicant and shall include, but not be limited to, the following documents:

- (1) **A copy of the current school catalog**, in a printed format, that shall be furnished to each student. For distance education, the catalog may be made available electronically but shall also have a printing option or contact information for delivery of a printed copy made clearly available. The final version of each catalog shall be certified as true and correct in content and

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<sup>3</sup> **Extensive Housekeeping Rule changes became effective on September 11, 2015.** The OBPVS Board has planned a follow-up substantive Rulemaking effort for FY-2016 to potentially become effective in the late Summer or early Fall of 2016.

policy by an administrative official of the school and submitted to the OBPVS. The catalog shall at least contain the following information.

- (A) Name and address of the school,
  - (B) Effective date of the catalog.
  - (C) Names and titles of the controlling owners and officials of the school
  - (D) A calendar for the school showing vacation periods, holidays, and beginning and ending dates for each school year, semester, quarter, term, and/or session observed by the school.
  - (E) School policies and regulations covering leave, absences, missed classes and assignments, makeup work, tardiness, and the causes for school to terminate enrollment of student for such reasons.
  - (E) Enrollment prerequisites for each course offered, and policy of school relative to granting of credit for previous education, training, and/or work experience.
  - (F) Detailed listing of tuition, fees, books, supplies, tools and instructional aids to be used and purchased by students for each course and the cost for each item.
  - (G) Policy and regulations at the school relative to the refund of the unused portion of tuition, fees, and supplies. The Policy shall either comply with 565:10-11-3 or contain one or more provisions that are more beneficial to students. Unless the school provides a good faith rationale for another treatment, the policy shall state its applicability to both school-determined and student-caused enrollment terminations.
  - (H) A topical outline of each course for which approval is requested showing subjects, units, skills, or jobs to be learned in the course, and the total number of contact, quarter, or semester hours to be spent by the student in each phase of the training program. Correspondence or distance learning courses shall show this information by using the number of lessons and estimated time of completion. A school that is accredited by a national or regional accrediting body recognized by the U. S. Department of Education, may use quarter or semester hours to measure correspondence or distance learning courses.
  - (I) School policy and regulations relative to standards of academic progress. This policy will define the grading system, the minimum grades considered satisfactory, conditions for enrollment interruption based on unsatisfactory grades or progress, and a description of the probationary period, if any, allowed, and conditions, if any, for readmission for students dismissed for unsatisfactory progress.
  - (J) School policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct, and the conditions, if any, for readmission.
  - (K) Any changes made to the catalog shall be approved in advance by the OBPVS and a copy of the published, final version of the replacement catalog shall be submitted certified as to certified as true and correct in content and policy by an administrative official of the school.**
  - (L) A catalog addendum may be used. If an addendum is used, there shall be a statement in the catalog that the catalog is not complete without the addendum.**
  - (M) Each addendum shall show its effective date and the effective date of the catalog to which it is related.**
- (2) A financial statement which meets the requirements as stated in 565:10-27.
  - (3) A surety bond or certificate of deposit, which shall meet the requirements in 565:10-9. Branch school locations shall be covered under the Main school bond.
  - (4) Instructor qualification details to include, at a minimum, an Instructor Qualification Form, with appropriate supporting documentation, a Form to attest to Felony Convictions, and Class

assignment information shall be submitted for each proposed instructor to demonstrate compliance with. 565:10-11-1.

**(5) A copy of the master enrollment agreement(s) in compliance with 565:11-4.**

- (6) A copy of a current fire inspection, no more than three months old, showing that the school meets all requirements pertaining to local fire and safety codes.
- (7) A copy of each master certificate, diploma, or degree given by the school that, at a minimum, creates field to identify the program, the date of completion and the full address of the school.
- (8) Plans, blueprints, or line drawings which describe in detail the facilities in which the school will operate.
- (9) A listing of key instructional equipment with a purchase price or replacement value of Five Hundred Dollars (\$500.00) or more, per item.
- (10) Payment of the appropriate application fee(s) in accordance with 70 O.S. §21-106.
- (11) Schools located outside Oklahoma, shall be licensed or approved in each state where the courses to be offered to Oklahomans will be provided. Each school shall provide a copy of its non-Oklahoma licenses or approvals, if any.
- (12) An organizational chart extending from the school's essential functions or departments upward to the ultimate owner and identifying all levels of ownership.
- (13) A copy(ies) of the organizational or formational documents for the Applicant, including but not limited to, Articles of Incorporation, Bylaws, Articles of Organization or Management that are typically filed with a Secretary of State or similar agency. The copy(ies) need not be Certified Copies unless specifically requested by the OBPVS.

**565:10-11-4. Student records**

(a) **Required student records.** The school shall maintain individual records for each student enrolled, which are current, complete and accurate, to provide the following information:

**(1) An Enrollment Agreement for which the student and school shall retain a copy containing, but not limited to, the following information:**

- (A) Student name and address.
  - (B) Starting date.
  - (C) Student and-school official signatures and date signed.
  - (D) Title of the course enrolled.
  - (E) Total instructional hours.
  - (F) Payment schedule and total cost.
  - (G) Refund policy.
  - (H) A statement to the effect that the individual signing the contract or application has read and understands all aspects of the agreement.**
  - (I) The holder in due course rule.
  - (J) Three day cancellation notice in accordance with 565:10-11-3(b)(2).
  - (K) Signature and date of signing by the student or student's guarantor.
- (2) Dates the student enrolled, began classes, and completed enrollment or graduated.
  - (3) Grades received on completed assignments, for a completed individual course(s), or additional program requirements, as appropriate, in order to justify an ultimate programmatic grade point average, if any.
  - (4) All monies owed and/or paid by the student to the school.
  - (5) Student attendance, which shall be kept daily indicating present or absent.

- (6) Guidance or other records, including, but not limited to academic, conduct, financial, or placement matters.
- (7) A transcript shall be maintained permanently. When a school closes, the notice to the OBPVS must include details for the ongoing retention of student transcripts.
- (8) A school which gives credit toward a course based on prior experience or previous training shall record such credit on the school's records and the student's official transcript as satisfactory and list the portion of the course for which the student is given credit. A copy of the transcript reflecting courses for which a student is given credit shall be attached to the school's official transcript and shall be retained as part of the student's permanent records.
- (9) Written advertising and endorsement records as described in further detail at 565:10-11-6,
- (10) Other records which may have a direct bearing on factors involving continued approval of the school.

**Reference Materials consisting of Current OBPVS Forms, as follows:**

- Exhibit F: Catalog Checklist (Form 1210CM)**
- Exhibit G: Enrollment Agreement Checklist (Form 1220CM)**
- Exhibit H: New School Licensing Application (Form 1400CM).<sup>4</sup>**

**OBPVS Recommendations**

Should the Legislature decide that it would be beneficial if the OBPVS were to require Private Vocational Schools to comply with additional disclosure standards about the potential limitations on Transfer Credits being accepted by a subsequent Academic Institution, limitations, the OBPVS currently envisions that the following alternatives may be meaningful:

- 1. Require enhanced Catalog Disclosures
- 2. Require Enrollment Agreement Disclosures that could, additionally, require explicit Sign-Off by the Prospective Student and, when applicable, the Prospect's Parent or Guardian.
- 3. Require both Disclosure 1. and 2.

Such disclosures may be accomplished, the OBPVS believes, through its existing Statutory Authority to promulgate Rules,<sup>5</sup> or the Legislature may decide to enact new Statutory Language. The OBPVS Board already plans to initiate substantive Rulemaking activity during FY-2016. The effective date for the next round of Permanent Rulemaking would be during late Summer or early Fall of 2016 *if Rule revisions are approved by both the Legislature and the Governor.* Matters considered for upcoming Rulemaking include, but will not be limited to:

- 1. Additional Financial Stability Requirements
- 2. Possibly increasing the amounts of mandatory Surety Items (Bonds or Certificates of Deposit), and
- 3. Additional language about the OBPVS Student Complaint Process. [END.]

<sup>4</sup> The New School Application Form has not yet been revised to add a mandatory Organizational Chart and [Secretary of State] Formation Documents such as Articles and Bylaws as allowed under the Rule Revisions effective September 11, 2015.

<sup>5</sup> Refer back to Title 70 O.S. §21-102.1(2). on Page 5 of this Overview.

OBPVS Licensed School Details As Of October 26, 2015  
 Sorted Alphabetically and Showing Program Type(s), i.e. Degrees or Non-Degrees, or Both

School	Owner	Ownership Type	School Location	Zip Code	Primary Phone	Primary Fax	Accredited?	PROGRAM TYPES D = Degree; D/C = Diploma/Certificate; or BOTH	SCHOOL LOCATION IS A:	SCHOOL CATEGORY S = Single; M = Multiple Fields	SCHOOL TYPE C = School; M = Semina	Overview of Programs
Academy of Dog Grooming Arts	Platinum Paws, Inc.	C	5920 NW 38th Warr Acres, OK	73122	405-470-5551	N/A		D/C	MAIN	S	C	Dog Grooming
Achieve Career Institute	Kelvin Batten	LLC	616 S. Boston Avenue, Ste 402 Tulsa, OK	74119	918-295-8862	918-295-8863		D/C	MAIN	S	C	Misc. Job Training, incl'g Med. Asst.
Advanced Dental Assisting School, LLC	Advanced Dental Assisting School	LLC	1226 W. Broadway Drumright, OK	74030	918-352-3312	918-352-2681		D/C	MAIN	S	C	Dental Assisting
Advert Group			Oklahoma City, OK									Security (CLEET)
Allied Career Training	American Construction Training, LLC	LLC	3299 County Rd. 25 STE A Dothan, AL	36303	334-983-1677	334-983-1678		D/C	MAIN	S	C	Heavy Equipment
Alsobrook Academy	Alsobrook Group, LLC	LLC	500 N. Meridian, Ste. 202, Oklahoma City, OK	73107	405-601-6122	405-602-3854		C	MAIN	S	C	Security (CLEET)
American Broadcasting School	American Broadscating School, Inc.	C	4511 SE 29th Street Del City, OK	73115	405-672-6511	405-672-6488	Y	Both	MAIN	S	C	Broadcasting
American Institute for Healthcare Quality	Drs. A.F. and Robyn Assaf	LLC	4312 Classen Blvd. Oklahoma City, OK	73118	405-525-0777	405-557-0777		D/C	MAIN	S	C	Healthcare Inspector
American Institute of Medical Technology	American Institute of Medical Technology	LLC	4500 S. Garnett Rd., Ste. 110 Tulsa, OK	74146	918-496-0800	918-496-8505	Y	D/C	MAIN	S	C	Radiology (Sonography and Echocardiography)
American School of Dog Grooming	Beil Enterprise, Inc.	C	2619 N. MacArthur Blvd. Oklahoma City, OK	73127	405-787-8778	N/A		D/C	MAIN	S	C	Dog Grooming
Andrews School, The	The Andrews School	S	5601 NW 72, Ste 167 Oklahoma City, OK	73132	405-721-3555	405-373-9047		D/C	MAIN	S	C	Medical Transcription, Medical Asst., Billing, and Coding
Art Institute of Dallas, The	South University	LLC	8080 Park Ln. #100 Park Dallas, TX	75231	214-692-8080	214-696-4898	Y	Both	MAIN	S	C	Art Design
Art Instruction Schools, Inc.	Bureau of Engraving, Inc.	C	6465 W Wayzata BLVD STE 240 Minneapolis, MN	55426	612-362-5075	N/A	Y	D/C	MAIN	S	S	Art/Writing
Ashtanga Yoga Studio	Ashtanga Yoga Studio, Oklahoma	S	120 E Tonhawa Norman, OK	73069	405-503-7779	N/A		D/C	MAIN	S	C	Yoga Teacher Training
At-Home Professions	Weston Enterprises, Inc.	C	2001 Lowe Street Ft. Collins, CO	80525	970-225-6300	970-223-1678	Y	D/C	MAIN	S	C	Med Transcript
Ausley's Security Academy	Ausleys, Inc.	C	9409 SE 60th Lawton, OK	73501	580-248-0828	N/A		D/C	MAIN	S	M	Security (CLEET)
Bar Stars Professional Bartending School	Bar Stars Professional Bartending Schools	LLC	4300 Highline Blvd. Suite D2 Oklahoma City, OK	73108	405-919-4232	405-604-3344		D/C	MAIN	S	C	Bartending

EXHIBIT A  
 8 Pages Total  
 Pages 10 to 17

OBPVS Licensed School Details As Of October 26, 2015  
Sorted Alphabetically and Showing Program Type(s), i.e. Degrees or Non-Degrees, or Both

School	Owner	Ownership Type	School Location	Zip Code	Primary Phone	Primary Fax	Accredited?	PROGRAM TYPES D = Degree; D/C = Diploma/Certificate; or BOTH	SCHOOL LOCATION IS A:	SCHOOL CATEGORY S = Single; M = Multiple Fields	SCHOOL TYPE C = School; M = Semina	Overview of Programs
Barbri, Inc (Branch)	Barbri, Inc.	LLC	1901 N. Lincoln Blvd., Oklahoma City, OK	73105	248-624-3200	248-624-3939		D/C	MAIN	S	C	Bar Exam Prep.
Barbri, Inc (Main)	Barbri, Inc.	LLC	Tulsa, OK		248-624-3200	248-624-3939		D/C	MAIN	S	C	Bar Exam Prep.
Becker Professional Education (Norman)	Devry Education Group, LLC	LLC	4013 NW Expressway Ste 100 Oklahoma City, OK	73116	630-353-3840	630-353-3968		D/C	BRANCH	S	C	CPA Exam Prep.
Becker Professional Education (OKC)	DeVry Education Group, Inc.	C	Univ of Oklahoma 307 West Brooks Norman, OK	73109	630-353-3840	630-353-3968		D/C	MAIN	S	C	CPA Exam Prep.
Blue Label Bartending School	JGB Enterprises LLC	P	3303 1/2 South Peoria Avenue Tulsa OK	74105	918-671-5222			D/C	BRANCH	S	C	Bartending
Body Business School of Massage Therapy	Cynthia Gill	P	27 W. Broadway Ardmore, OK	73401	580-924-2309	580-924-0037		D/C	MAIN	S	C	Massage
Body Business School of Massage Therapy-BR	Cynthia Gill	P	211 W Main Durant, OK	74701	580-924-2309	580-924-0037	Y	Both	MAIN	M	C	Massage
Brown Mackie College (Oklahoma City)	Brown Mackie College Oklahoma City Inc.	C	7101 NW Expressway, Suite 800 Oklahoma City, OK	73132	405-621-8000	405-621-8055		D/C				Gen. Bus./Medical Asst. & Insur./Paralegal/Computers/ BioMed/Nursing (RN)
Brown Mackie College (Tulsa)	Brown Mackie College Tulsa Ok, Inc	C	4601 South Garnett Road #110, Tulsa OK	74176	918-628-3729	918-828-9083	Y	Both	MAIN	S	C	Criminal Justice, Medical Asst., Accounting, Cosmetology
Career Point College	Dickinson of San Antonia, Inc	C	3138 South Garnett Road, Tulsa, OK	74146	918-627-8074	918-627-4007		Both	MAIN	S	S	Acctg., Criminal Justice, Genrl. Ofc., Paralegal, Early Childhood Ed., Var. Medical
Career Track	Park University Enterprises, Inc.	C	5700 Broadmoor St. Ste. 300 Mission, KS	66202	913-967-8387	913-967-8533		D/C	MAIN	S	C	Mgmt/Admin
Center Of Professional Studies	Center of Professional Studies, Inc.	C	8141 East 31st St. Tulsa, OK	74145	918-438-2677	918-438-2678		D/C	MAIN	S	C	Security (CLEET)
Central State Beauty and Wellness College	Central State Beauty Academy, Inc.	C	8494 NW Expressway, Oklahoma City, OK	73162	405-722-4499	405-722-4521		D/C	MAIN	S	C	Beauty, Massage, and Medical Assisting
Central State Massage Academy	Central State Beauty Academy, Inc.	C	8494 NW Expressway, Oklahoma City, OK	73162	405-722-4499	405-722-4521						Beauty & Massage
Chisolm Tails Pet Styling Academy, The	Chisolm Trails	LLC	126 W. Hwy 152 STE 3@4 Mustang, OK	73064	405-376-4292	405-445-7117	Y	Both	MAIN	S	C	Show-level Dog Grooming
Clary Sage College	Community Higher ED, Not-For-Profit	C	4242 S Sheridan Tulsa, Ok	74145	918-6910-0027	918-610-0029		D/C	MAIN	S	M	Barber, Cosmo., Fashion & Int. Design, Massage

OBPVs Licensed School Details As Of October 26, 2015  
 Sorted Alphabetically and Showing Program Type(s), i.e. Degrees or Non-Degrees, or Both

School	Owner	Ownership Type	School Location	Zip Code	Primary Phone	Primary Fax	Accredited?	PROGRAM TYPES D = Degree; D/C = Diploma/Certificate; or BOTH	SCHOOL LOCATION IS A:	SCHOOL CATEGORY S = Single; M = Multiple Fields	SCHOOL TYPE C = School; M = Semina	Overview of Programs
Community Care College	Community Higher ED, Not-For-Profit	LLC	635 S. Main Street Sapulpa, OK	74066	918-224-0680	918-224-9518		D/C	MAIN	S	C	Acctg., Child Devel., Medical & Dental Asst., Fitness, Massage, Vet. & Surgical Tech.
CompuMaster	Graceland College Ctr for Prof Development and Lifelong Learning, Inc	LLC	6900 Squibb Road Mission, KS	66202	913-748-5082	913-261-3779		D/C	MAIN	M	M	Computer Seminars
Cross Country Education	Cross Country Education, LLC	LLC	9020 Overlook Blvd Ste 140 Brentwood, TN	37027	615-331-4422	615-986-3025		D/C	MAIN	S	C	Healthcare/Child Dev Seminars
Custom Dental Assisting School	Custom Dental Assisting School, LLC	LLC	3200 E Main St Cushing, OK	74023	405-245-2576	405-509-2416		D/C				Dental Assisting
Everyone Yoga School	Everyone Yoga School	C	1310 E. 6th St., Tulsa, OK	74120	512-736-7296			D/C	MAIN	S	C	Yoga Teacher Training
4C Welding and Industrial Center	4C Welding and Industrial Center	C	2689 US 70 Highway, Hugo, OK	74743	580-326-9417	580-326-9411		D/C	MAIN	S	C	Welding
Federal Exams	Federal Exams, inc.	LLC	5602 North Rockwell Bethany, OK	73008	405-787-2345	405-787-3633		D/C	MAIN	S	C	Aviation Mech
Five Star Horseshoeing School	Five Star Horseshoeing School	LLC	807 NE Johnson RD. Minco, OK	73059	405-274-2266	405-352-5920		D/C	MAIN	S	C	Horseshoeing
Force Welding School	Force Welding School, LLC	C	103 N. Beauchamp St. Valliant, OK	74764	580-579-7519	580-743-2123		D/C	MAIN	S	C	Welding
Four M Welding School	NDE, Inc.	C	4702 N. Mingo RD Tulsa, OK	74117	918-834-0400	918-831-3767		D/C	MAIN	S	M	Welding
Franklin Covey Client Sales, Inc.	Franklin Covey Client Sales, Inc.	C	2200 West Parkway Blvd. Salt Lake City, UT	84119	801-817-7092	801-817-8707		D/C	MAIN	S	M	Bus Mgmt/Admin Seminars
Fred Pryor Seminars	Park University Enterprises, Inc.	S	5700 Broadmoor St. Ste. 300 Mission, KS	66202	913-967-8387	913-967-8533		D/C	MAIN	S	C	Bus Mgmt/Admin Seminars
Freedom From Pain Institute	Freedom From Pain Institute	LLC	1000 NW 37th St. Okiahoma City, OK	73118	405-728-4844	405-728-9272		D/C	MAIN	S	C	Myoskeletal Align
Goodwill Industries of Tulsa, Inc	Goodwill Industries of Tulsa, 501 (c) (3 )Inc. (Not For Profit)	LLC	2800 Southwest Blvd. Tulsa, OK	74107	918-584-7291	918-583-3219		D/C	MAIN	S	C	Security (CLEET), Forklift Ops., Asst Career/Computer Readiness
Green Country School of Dental Assisting	Green Country School of Dental Assisting	C	201 North Lynn Riggs Claremore, OK	74017	918-343-7188	918-342-4697		D/C	MAIN	S	C	Dental Assisting

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OBPVS Licensed School Details As Of October 26, 2015  
 Sorted Alphabetically and Showing Program Type(s), i.e. Degrees or Non-Degrees, or Both

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H&R Block Income Tax Course (A Main School and 17-19 Branches)	HRB Tax Group Inc.	C	1611 North Meridian Oklahoma City, OK	73127	1-800-HR Block	866-558-9946	Y	Both	MAIN	S	C	Income Tax Ptep.
Hadley Fluids & Engineering, LLC	Hadley Fluids & Engineering, LLC		Yukon, OK					D/C	MAIN	S	C	Oil Rig Drilling Fluids
Heavy Equipment College of Oklahoma (FKA Oklahoma College of Construction)	BEING REVIEWED	C	6125 W. Reno Ave Ste 100 Oklahoma City, OK 7207 S. I-35 Service Rd.	73127	405-491-4400	405-491-4403		D/C	MAIN	S	M	Heavy Equipment
Heritage College	Weston Educational, Inc.	C	Oklahoma City, OK 127 South Railroad Ave	73149	405-631-3399	405-631-6711		D/C	MAIN	S	M	Health, Fitness, Pharm Tech Nurse Licensing (NCLEX) Test Prep.
Hurst Review Services	Hurst Review Services	LLC	Brookhaven, MS	39601	601-833-1961	601-833-1142		D/C	MAIN	S	C	
Intergrated Massage Therapy College	Intergrated Massage Therapy College	C	1931 W. 33rd St Edmond, OK	73013	405-420-9516	405-844-2204		D/C	MAIN	S	C	Massage
International University	International University Inc.	LLC	3220 East 21st St. Tulsa, OK 201 South Lee BLVD Lawton, OK	74115	918-671-5000	877-809-0700		D/C	MAIN	S	C	First Aid
Jamark Training Academy	Marcos Rodriguez	LLC	OK	73501	580-353-0330	580-699-3294		D/C	MAIN	S	C	Security (CLEET)
Jenks Hypnosis and Training Center, LLC	Don and Nancy Reno	P	805 N. Fir Jenks, OK	74037	918-298-6884	N/A		D/C	MAIN	S	M	Hypnosis
John Casablancas Center	Community Vocational Schools of Oklahoma, Inc.	C	6808 S. Memorial, Ste. 334 Tulsa, OK	74133	918-459-9900	918-459-9991		D/C	BRANCH	S	C	Modeling/Acting
John Casablancas Center-Branch	Community Vocational Schools of Oklahoma, Inc.	C	5009 N. Pennsylvania, Ste. 200 Oklahoma City, OK	73112	405-842-0000	405-842-0069		D/C	MAIN	S	C	Modeling/Acting
Lawton Correctional Facility	The GEO Group Inc.	LLC	8607 SE Flower Mound Rd. Lawton, OK	73501	580-351-2778 Ext 199	580-351-2641	Y	D/C	MAIN	S	C	Bus./Basic Computers, Cabinetry- Woodworking, Culinary
Lincoln College	Nashville Acquisition	C	1524 Gallatin Rd. Nashville, TN	37206	615-226-3990	615-650-8211		D/C	MAIN	M	C	Auto/Diesel Tech
Lorman Educational Services	Lorman Business Center Inc.	C	2510 Alpine Rd. EauClaire, WI	54703	715-833-3940	715-833-3944		D/C	BRANCH	M	C	Legal/Ins/Tax Seminars
Lorman Educational Services	Lorman Business Center Inc.	C	2510 Alpine Rd. EauClaire, WI	54703	715-833-3940	715-833-3944	Y	D/C	MAIN	S	C	Legal/Ins/Tax Seminars
Midwest Dental Assisting School			Tulsa, OK					D/C	MAIN	S	C	Dental Assisting & Admin.

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Motorcycle Mechanics Institute	Universal Technical Institute, Inc.	C	2844 W. Deer Valley Rd. Phoenix, AZ	85027	623-869-9644	623-581-2871	Y	D/C	MAIN	S	C	Motorcycle Tech
Motorcyle/Marine Mechanics Institute	Universal Technical Institute, Inc.	LLC	9751 Delegates Dr. Orlando, FL	32837	407-240-2422	407-240-1318		D/C	MAIN	S	C	Motorcycle and Marine Tech
NASCAR Technical Institute (NC)	Universal Technical Institute, Inc.	C	220 Byers Creek Rd. Mooresville, NC	28117	704-658-1950	704-658-1952		D/C	MAIN	M	M	Auto Tech
National Seminars Group	Rockhurst University Continuing Education	LLC	6901 West 63rd St. Shawnee Mission, KS	66202	913-432-7755	913-432-6718		D/C	BRANCH	S	C	Mgmt/Acct Seminars
Natural Health and Wellness (School of Natural Medicine)	Tim Williamson	S	415 E. Broadway, San Springs, OK	74603	918-241-9600	918-694-1517		D/C	MAIN	S	C	Acupuncture
New Horizons Consumer Learning Center of Oklahoma (Tulsa)	New Horizons Computer Learning Center of Oklahoma	C	6550 E. 71st Tulsa, OK	74133	918-346-6226	405-286-2463		D/C	MAIN	S	C	Comp Software Certifications
New Horizons Consumer Learning Center of Oklahoma (OKC)	New Horizons Consumers Learning Center of Oklahoma	LLC	3010 NW 149th St. Oklahoma City, OK	73134	405-516-4000	405-286-2463		D/C	MAIN	S	C	Comp Software Certifications
Northeast Oklahoma Health Career Center	Thomas R Loken, DDS	C	2214 Chandler Rd. Muskogee, OK	74403	918-681-6101	918-682-4348		D/C	MAIN	S	M	Dental Assisting
OK Codes, Inc	OK Codes Inc.	LLC	902 N. Cockrell Ave. Norman, OK	73071	405-360-2565	N/A		D/C	MAIN	S	C	Plumbing & Mech Pre-Licensing
Oklahoma Asbestos Training Institute	Environmental Hazard Control Lab Inc.	C	6539 East 31st St, Ste 33 Tulsa, OK	74145	918-749-3390	918-749-3361		D/C	MAIN	S	M	Asbestos Removal
Oklahoma Association of Comm Action Agencies	Oklahoma Association of Comm Action Agy	C	605 Centennial Blvd. Edmond, OK	73013	405-949-1495	405-509-2712		D/C	MAIN	S	C	Asbestos Removal
Oklahoma College of Court Reporting	L&B Education Inc.	LLC	2224 NW 50th St Oklahoma City, OK	73112	405-748-6438	N/A		D/C	MAIN	S	C	Court Reporting
Oklahoma Healing Arts Institute	AcuCollege of America	C	6901 NW 63rd ST Oklahoma City, OK	73132	405-662-2650	N/A		D/C	MAIN	S	C	Accupuncture
Oklahoma Horeshoeing School	Jacob B Roth	C	26446 Horseshoe Cir Purcell, OK	73080	405-288-6085	405-288-1004	Y	D/C	MAIN	S	C	Horseshoeing
Oklahoma School of Photography	Kristi Brumell	C	2306 N. Moore Ave. Moore, OK	73160	405-799-1411	405-799-2023		D/C	MAIN	S	C	Photography

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Oklahoma School of Welding (FKA Southeast School of Welding)	Oklahoma School of Welding, LLC	LLC	321 S Scott St, Del City, OK	73115	918-423-9353	N/A		D/C	BRANCH	S	C	Welding
Oklahoma School of Welding (FKA Southeast School of Welding)	Oklahoma School of Welding	LLC	1710 E. College Ave, McAlester, OK	74501	918-423-9353	N/A		D/C	MAIN	S	C	Welding
Oklahoma State Horseshoeing School	Oklahoma State Horseshoeing School	C	4802 Dogwood Rd Ardmore, OK	73401	580-223-0064	580-223-0729		Both	MAIN	M	C	Horseshoeing
Oklahoma Technical College	Community Higher ED, Not- For-Profit	C	4444 South Sheridan Tulsa, OK	74055	918-610-0027	918-895-7500		D/C	MAIN	S	C	Auto., Barber, HVAC
Owasso Dental Assisting Academy	Kevin Bybee	LLC	9551 N. Owasso Expressway # 100 Owasso, OK	74055	918-376-9600	918-376-9622		D/C	MAIN	S	S	Dental Assisting
PESI	PESI	T	3839 White Ave. Eau Claire, WI	54703	800-844-8260	800-554-9775		D/C	MAIN	S	M	Healthcare & HR Law Seminars
Petroleum Landman School, LLC	Petroleum Landman School	LLC	3304 Rockhampton Ave Oklahoma City, OK	73179	405-639-7581	405-840-4655	N	D/C	MAIN	S	C	Pilates Teacher Training
Pilates Edge, The, Inc	Rene Craig & Earl Craig	C	2927 W. Wilshire Blvd., Oklahoma City, OK	73116	405-463-3388	N/A	Y	Both	MAIN	M	C	Med/Dental/Pharm/ Nursing (LPN)
Platt College (Lawton)	STVT - AAI Education, Inc	C	112 SW 11th Street, Lawton, OK	73501	580-215-7050	580-291-4228		Both	MAIN	M	C	Med/Nursing(LPNI)/Dental/ Massage
Platt College (Moore)	STVT - AAI Education, Inc	C	201 N. Eastern Moore, OK	73160	405-912-3260	405-912-4360	Y	Both	MAIN	M	C	Med/Dental/Pharm. Tech./ Nursing (LPN)
Platt College (OKC-Ann Arbor)	STVT - AAI Education, Inc	C	3801 S. Sheridan, Tulsa, OK	74145	918-663-9000	918-622-1240		D/C	MAIN	M	C	Practical Nursing, Medical & Dental Asst. & Billing/Coding, Surgical Tech.,
Platt College (OKC-Memorial Rd.)	STVT - AAI Education, Inc	C	309 S Ann Arbor, Oklahoma City, OK	73128	405-946-7799	405-943-2150	Y	Both	MAIN	M	C	Medical/Culinary/ Nursing (RN)
Platt College (Tulsa)	STVT - AAI Education, Inc	C	2727 W. Memorial Rd., Oklahoma Cit, OK	73134	405-749-2433	405-748-4150	Y	Both	MAIN	M	C	Med/Dental/Pharm/ Nursing (LPN and RN)
Pontiac Business Institute (Cushing)	Tech & Bus Institute of America Inc.	C	3200 S. Kings HWY, Cushing, OK	74023	918-225-3336	918-225-3363		D/C	BRANCH	M	C	Electrical, Horticulture, Computer Intro., Plumbing & Masonry
Pontiac Business Institute (Holdenville)	Tech & Bus Institute of America Inc.	C	6888 E 133rd Rd., Holdenville, OK	74848	405-379-6400	405-379-6496		DC	MAIN	S	C	Electrical/Horticulture/ Computer Intro.

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Praxis College of Health Arts & Sciences	Nursing Entrepreneurs Inc	C	8900 N. Western Ave., Oklahoma City, OK	73114	405-879-0224	405-879-2102		D/C	MAIN	S	C	Massage
Safety Resource Unlimited	Jennifer Sale	C	4800 SW 20th St., Oklahoma City, OK	73128	405-681-0407	405-681-0418		D/C	MAIN	S	C	Crane Operation
Security Officer Requalification	Susan and Paul Gordan	P	2334 N. Moore Ave Bldg. B, Moore, OK	73160	405-793-0869	405-793-0870		D/C	MAIN	M	M	Security (CLEET)
SkillPath Seminars	Graceland College Ctr for Prof Development and Lifelong Learning, Inc	C	6900 Squibb Road, Mission, KS	66202	913-748-5082	913-261-3779		D/C	MAIN	S	C	Admin/Bus Mgmt Seminars
Smile Solutions Training Center	Dental Resource Solutions	LLC	550 24th Ave, SW, Norman, OK	73069	405-364-7385	405-447-8888		D/C	MAIN	S	M	Dental Assisting
Son Set Consultants Training	Son Set Consultants Training, LLC	LLC	7679 N. 1401th E. Ave., Owasso, OK	74055	918-633-0740	N/A		D/C	MAIN	S	C	Welding Inspection
Southwest Training Health Care Center	Southwest Health Care	C	963 SW 107th, Yukon, OK	73170	405-616-2144	405-616-2152		D/C	BRANCH	S	C	Health Care/Nurse Asst
Southwest Training Health Care Center	Southwest Health Care	C	1129 Cameo Dr., Yukon, OK	73099	405-616-2144	405-616-2152	Y	Both	MAIN	S	C	Health Care/Nurse Asst
Spartan College of Aeronautics & Tech	Spartan Education LLC	C	8820 East Pine St., Tulsa, OK	74155	918-836-6886	918-831-5287		D/C	MAIN	S	M	Aeronautics and Aviation Maintenance, Etc.
Spirit House Yoga	Spirit House Yoga LLC	LLC	5107 N. Shartel Ave., Oklahoma City, OK	73118	405-528-4288	N/A		D/C	MAIN	S	C	Yoga Teacher Training
3rd Street Yoga			Edmond, OK					D/C	MAIN	S	C	Yoga Teacher Training
Tulsa Dental Assisting School, LLC	Tulsa Dental Assisting School, LLC	LLC	5301 S. Lewis Avenue, Tulsa, OK	74105	918-742-8100	918-742-8159	N	Both	MAIN	S	C	Dental Assisting
Tulsa Welding School (Loc. #1)	Tulsa Welding Schools, Inc	C	2545 E. 11th St., Tulsa, OK	74104	918-587-6789	918-295-6821		Both	BRANCH	S	C	Welding
Tulsa Welding School (Loc. #2)	Tulsa Welding Schools, Inc	C	2233 E., 11th St., Tulsa, OK	74104	918-587-6789	918-295-6821	Y	Both	MAIN	M	C	Welding
Universal Tech Institute of Northern Texas	Universal Technical Institute, Inc.	C	5151 Regent Boulevard, Irving, TX	75063	972-505-2200	972-505-2201	Y	D/C	MAIN	S	C	Auto and Diesel Technology

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Universal Tech Institute of Texas	Universal Technical Institute, Inc.	C	721 Lockhaven Dr., Houston, TX	77073	281-443-6262	281-443-0610		D/C	MAIN	S	C	Auto & Diesel Tech
Unleashed Pet Grooming School	Jackie Daniel	LLC	7825 S. Walker Ste B, Oklahoma City, OK	73139	405-635-8080	N/A	Y	Both	MAIN	M	C	Dog Grooming
Vatterott College-Oklahoma City	Vatterott Educational Centers, Inc.	C	4343 S. 118 E. Ave, Suite A, Tulsa, OK	74146	918-835-8288	918-836-9698	Y	Both	MAIN	M	C	Med/HVAC/Wind Energy
Vatterott College-Tulsa	Vatterott Educational Centers, Inc.	C	5537 Northwest Expressway, Oklahoma City, OK	73132	918-835-8288	918-836-9698	Y	Both	MAIN	M	C	Cosmetology/Med Admin/Pharm Tech
Virginia College	Virginia College	LLC	5124 S. Peoria, Tulsa, OK	74105	918-960-5400	918-960-5499	N	D	MAIN	M	C	Medical Asst. & Billing-Coding, Cosmo., Network Tech., & Bus. Adm.
Wings Health Care Training	LaDonna Ross, Nurse Aide Training, Inc.	C	204 S. Elm Place, Broken Arrow, OK	74012	918-251-3322	918-251-8398	N	Both	MAIN	M	C	Healthcare Customer Relations (CNA Program approved by the OSDH)
Wright Career College (OKC)	Mission Group Of Kansas (Not for profit)	C	2219 West I-240 Service Rd., Suite 124, Oklahoma City, OK	73159	405-681-2300	405-681-7016		Both	BRANCH	M	C	Med Asst/Bus/Comp Tech and Surgical Tech.
Wright Career College (Tulsa)	Mission Group Of Kansas (Not for profit)	C	4908 S. Sheridan, Tulsa, OK	74145	918-628-7700	918-628-7709	Y	D/C	MAIN	M	C	Med/HVAC/Comp Tech
WTI Tulsa Campus	M & H Schools Inc.	C	8421 E. 61st St., STE U, Tulsa, OK	74133	918-292-8166	918-794-4581	Y	D/C	MAIN	S	C	Welding
WyoTech (FL)	Zenith Education Group, Inc. dba WyoTech	C	4373 N. 3rd St., Laramie, WY	82072	800-521-7158	888-234-6097	Y	D/C	MAIN	S	C	Auto & Diesel Tech
WyoTech (PA)	Zenith Education Group, Inc. dba WyoTech	C	470 Destination Daytona Lane, Ormond, Beach, FL	32174	386-255-0295	386-252-3253	Y	D/C	MAIN	S	C	Auto & Diesel Tech
WyoTech (WY)	Zenith Education Group, Inc. dba WyoTech	C	500 Innovation Dr., Blairsville, PA	15717	800-822-8253	724-459-6499	Y	D/C	MAIN	S	C	Auto & Diesel Tech
Yoga Home School of Therapeutics	Sara Alavi	C	5801 West Britton Road, Suite K, Oklahomas City, OK	73132	405-470-8180	N/A	N	D/C	MAIN	S	C	Yoga Teacher training
Yoga Spirit Academy	Janet W Parachin	LLC	11134 East 75th Place So., tulsa	74133	918-261-9786	N/A		D/C	MAIN	S	C	Yoga Teacher training
Yogalife	Rebecca Hews		120 Thompson Dr., Norman, OK	73069	405-426-5990	N/A	N	D/C	MAIN	M	C	Yoga Teacher Training
END												

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# Oklahoma Board of Private Vocational Schools

## Licensure Decision Tree 1-of-2 to study possible Licensing Exemptions

**STEP #1: The (3) Main Attributes that together may cause a "School" to exist, by Oklahoma Law, are**

1. Is the entity PRIVATE (not Public-Governmental)?
2. Does the Entity receive PAYMENT *from anyone* for its training?
3. Is the training provided potentially vocational (job preparation or advancement) training?

**STEP #2: Does the School /Seminar meet requirements for a Statutory Exemption in accordance with Title 71 §21-101.1?**

- A. Barber/Beauty School; or a Provider of Professional Prelicensing (Exam Prep.) or Continuing Ed., or Post-Graduate Certificates *exclusively regulated by another State Agency*; -OR- an FAA-regulated Flight School ?
- NOTE: "Exclusively" is NOT the same as those Agencies (including, but not limited to, the Board of Accountancy or the Oklahoma Supreme Court) that regulate ONLY on-going C.E. (after an individual is licensed)!
- B. General (2ndary) Ed. or Entity supported by local/State Tax ?
- C. Ed. provided and PAID by Employer or Professional Org. ?
- D. Parochial, denominational, sectarian, eleemosynary, etc. ?
- E. Recreation/Avocation/Hobby/Entertainment fields ?
- F. Will ONLY Degrees (Asso/Bach/Mast &/or Ph.D.) be offered ?
- G. Is the Seminar or Workshop provided by an Entity **not** *"primarily in the business of training"* ?

NOTE: There are two Statutory elements to "Primarily in the Business":  
 Maximum Training of 24-Hours, per Calendar Quarter **AND** 2) the Entity earns LESS THAN 20% of its GROSS REVENUE from training, per CPA Financials.

**YES?**  
 Continue to decide IF an Exemption is possible, or IF a License will be required.

**NO?**  
 A License is not *currently* required.  
 [DONE.]

**STEP #3 (A):**  
**YES?** Send a written request with documentation to ask the OBPVS Board to approve an "Exemption."  
 [DONE. Await Board Approval or Denial.]

**STEP #3 (B):**  
**NO?** Apply to the OBPVS for a License of State Authorization.  
 Continue to Licensure Decision Tree 2-of-2.

EXHIBIT B

# Oklahoma Board of Private Vocational Schools

## Licensure Decision Tree 2-of-2 to decide which Application type to submit

### Step#1, Continuing from Licensure Decision Tree 1-of-2

The Entity **not eligible** for an Exemption from Licensing as a Private Vocational School **and/or** had its written Request for Exemption **DENIED** by the Board in accordance with Title 71 O.S. §21-101.1.

**STEP #2** – Decide if the Entity will apply to the OBPVS for a License of State Authorization as a *School* **or** a *Seminar* by reviewing the Course Offerings in accordance with **OAC 565:10-23-1**. The Rule allows an Applicant to License as a Seminar if *either* of the following is true that **NO** Course is offered of: **a) Longer than 32 Contact Hours, or b) More than 3-times, per year.**  
**ARE ONE OR BOTH OF THE CONDITIONS TO BE A SEMINAR MET (courses not longer than 32 Hours or not offered more than 3-timer, per year) ?**

**YES.**  
**APPLY AS A SEMINAR.**

**MAYBE.** If there are only a limited no. of courses (say 1-2) over 32 Contact Hours, the Entity may submit an Attestation to the Board agreeing to **LIMIT** the offering of each course to **NO MORE** than 3 times a Year in order to request to **APPLY AS A SEMINAR.**

Later, *if circumstances change*, the Seminar is *required* to return to the OBPVS to convert the License to a School-type.

**NO.**  
When a course is more than 32 hours -OR- offered *more than* 3 times/year  
**APPLY AS A SCHOOL.**

EXHIBIT C

# ABHES Policies

## EXHIBIT D

### *Transfer Credits*

Every institution must have transfer of credit policies that are publicly disclosed in accordance with 34 CFR§668.43(a) (11) of the Higher Education Act (HEA) and include a statement of the criteria established by the institution regarding transfer of credit earned at another institution of higher education. An institution or program may accept credits earned at another institution accredited by an agency recognized by the Secretary or the Council for Higher Education Accreditation (CHEA) to satisfy specific requirements for completion of a program. An institution or program may accept credits earned at another institution that is not located in the United States or its territories if the specific foreign education is evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. The institution must use the credential evaluation services of an agency that has published standards for membership, affiliations to national international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g. NACES and AICE). (Note: language from [www.ed.gov/international/unsei/edlite-index.html](http://www.ed.gov/international/unsei/edlite-index.html))

The institution or program must demonstrate that it has evaluated the coursework accepted for transfer in accordance with its published policies, and the basis for a conclusion that it is equivalent to the coursework for which it substitutes and meets all ABHES requirements, including competency achievement.

As is provided elsewhere in this manual, programs and institutions must clearly state their transfer of credit policies, and they are encouraged to accept transfer credits as a means to promote academic mobility and to avoid requiring students to unnecessarily repeat equivalent, prior coursework.

### *Articulation Agreements*

As an alternative case-by-case consideration of requests for transfer of credit, an institution or program may enter an articulation agreement with an institution accredited by an agency recognized by the Secretary or CHEA. An articulation agreement formalizes transfer of credits under certain specific conditions stated in the agreement and provides for acceptance of specific credits earned at the other institution to satisfy specific requirements for completion of a program. Credits accepted from another institution pursuant to an articulation agreement are transfer credits and must meet all provisions regarding transfer credits. The institution or program receiving transfer credits must demonstrate the basis for concluding that each transfer credit accepted is equivalent to the credit that it replaces in terms of the knowledge and skill the credit represents in the curriculum design. Articulation agreements are encouraged to provide opportunities for academic mobility. However, all transfer of credit provisions apply to credits received pursuant to articulation agreements.

#### **Subsection 7 – Minimum completion requirement**

At a minimum, 25 percent of the credits or the recognized clock-hour equivalent required for completion of a program must be earned through coursework offered by and completed at the institution or program granting the credential.

Source: ABHES  
17<sup>th</sup> Ed. Accreditation Manual  
Effective 1/1/2012/Updated 7/1/2015

## Transfer of Credit

### Section II (A)(10), Substantive Standards, Standards of Accreditation

- a. At its discretion, a school may accept transfer credit for a course completed in other postsecondary institutions when comparable in scope and content to the school's own coursework.
- b. In evaluating credit earned by students for transfer, a school must adhere to the following principles and practices:
  - i. A school has established appropriate criteria (in areas such as comparability, applicability, source, and age of the previously earned credit; academic preparedness of the student at the time of credit transfer; grade earned for the credit to be transferred; etc.) and applies a systematic, consistent process for determining whether to accept credit earned at other institutions for transfer.
  - ii. A school publishes its transfer-of-credit policy in its catalog and clearly communicates the criteria and process for evaluating and accepting credit earned at other institutions for transfer.
  - iii. The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed coursework and whether the competencies reasonably align with the coursework and the program into which the credit is to be transferred.
  - iv. Accreditation of the institution or program from which the student is seeking to transfer credits is a consideration for credit transfer decisions; however, the source of accreditation of the institution or program from which the student is seeking to transfer credits is not the sole basis for accepting or denying credit for transfer.
- c. The school must document in the student record from what school and on what basis transfer credit was accepted.
  - i. At a minimum, 25% of the credits required for nondegree and undergraduate degree programs must be completed at the school awarding the degree.
  - ii. The majority of the credits required for a graduate degree program must be completed at the school awarding the degree.

## OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS CATALOG CHECKLIST

**Applies to: Original and Change Submissions**      **Fee(s): \$50 per Main School or Branch School Location (+ \$25 to change location)**

**Select One:**     New School       Changing the existing Catalog on file and already-approved by the OBPVS.

**School Name:** \_\_\_\_\_

**INSTRUCTIONS:** In each blank indicate the page number(s) where the item appears and highlight or underline the information on that page of the Catalog DRAFT being submitted. For changes only, include an attachment with a brief, narrative description of the nature of each change and whether the change is to REVISE, ADD, or DELETE information. The OBPVS recommends the effective date be not less than thirty (30) days in the future to provide for the mandatory Agency prior approval of a Catalog/Addendum or changes, in accordance with **OAC 565:10-11-6(a)**. Oklahoma has no provision to allow a School to begin using “non-substantive changes” or to make a “file and use” action.

	<u>Page No(s)</u>	<u>Check if Changed</u>
<b>The following Disclosures are mandatory but may not require OBPVS-regulated language or provisions:</b>		
1. Name and address of school.	_____	<input type="checkbox"/>
2. Effective date of Catalog <b>CURRENTLY in use</b> (month, day, and year, as applicable) _____	_____	<input type="checkbox"/>
3. What is the proposed effective date of the Catalog Change <b>attached for submission?</b> _____	_____	<input type="checkbox"/>
4. Names and titles of controlling owners and officials of the school	_____	<input type="checkbox"/>
5. A calendar for the school showing vacation periods, holidays, etc.	_____	<input type="checkbox"/>
6. School policies covering leave, absences, tardiness, etc.	_____	<input type="checkbox"/>
7. School policy for makeup of missed work.	_____	<input type="checkbox"/>
8. Enrollment prerequisites for each course offered.	_____	<input type="checkbox"/>
9. Policy for credit of previous training or work experience.	_____	<input type="checkbox"/>
10. Detailed listing of tuition, fees, books, supplies etc.	_____	<input type="checkbox"/>
11. Refund Policy (must comply with <b>OAC 565:10-11-3</b> ).	_____	<input type="checkbox"/>
12. Outline of each course including hours. Refer to <b>OAC 565-10-3-1(H)</b> .	_____	<input type="checkbox"/>
13. Policy relative to standards of progress in the following areas:		
a. Grading system and the minimum grades considered satisfactory.	_____	<input type="checkbox"/>
b. Dismissal for unsatisfactory grades or progress.	_____	<input type="checkbox"/>
c. Probationary period for unsatisfactory grades or progress.	_____	<input type="checkbox"/>
14. Student Conduct policy.	_____	<input type="checkbox"/>

**Does the Catalog have an Addendum?**     YES     NO. If yes, attach a separate sheet of paper with a description of the Addendum and provide the effective date of each Addendum. Ensure that the Addendum(s) meets the requirements in **OAC 565:10-3-1(1)(L)** and **(M)**.

I certify that the attached Catalog contains all information required by **OAC 565:10-3-1(1)(A)** through **(M)** and that all statements and policies in the Catalog are true and correct and in compliance with **OAC 565:10** and **OAC 565:1**. I understand that submitting false, misleading, or incomplete information may result in a fine and/or revocation or denial of a School’s license. I understand that any change(s) to be made to the Catalog **must be approved in advance by the OBPVS**, and that a copy of the final (printed) new Catalog shall be submitted to the OBPVS upon publication. I further certify that each student will receive, or have electronic access to, a printable copy of the Catalog at the time of enrollment.

\_\_\_\_\_  
**Signature of Authorized Administrative Official**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Type or clearly print Name and School Title**

OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS

ENROLLMENT AGREEMENT CHECKLIST

Applies to: Original and Change Submissions Fee: None

Select One:  New School

Changing the existing Enrollment Agreement on file and already-approved by the OBPVS.

School Name: \_\_\_\_\_

**INSTRUCTIONS:**

The following (13) items, at a minimum, must be part of the Enrollment Agreement. On this Form, indicate the Enrollment Agreement's page and paragraph number for each item. **On a copy of the Enrollment Agreement DRAFT, cross-reference the item number and highlight or underline the location.**

**For changes only**, include an attached sheet with a brief, narrative description of the nature of each change and whether the change is to REVISE, ADD, or DELETE information.

	<u>Item Included in Paragraph # on Page Number(s)</u>	<u>Check if Changed</u>
1. Name and address of school.	_____	<input type="checkbox"/>
2. Effective date of Enrollment Agreement (month, day, year)	_____	<input type="checkbox"/>
3. Student's name and address.	_____	<input type="checkbox"/>
4. Starting date of course or program.	_____	<input type="checkbox"/>
5. Student's signature.	_____	<input type="checkbox"/>
6. Signature of school official.	_____	<input type="checkbox"/>
7. Title of course or program.	_____	<input type="checkbox"/>
8. Total number of hours in the course or program.	_____	<input type="checkbox"/>
9. Total cost of the course or program.	_____	<input type="checkbox"/>
10. Payment schedule.	_____	<input type="checkbox"/>
11. Refund Policy (to comply with OAC 565:10-11-3), including the Three-day Cancellation Policy.	_____	<input type="checkbox"/>
12. Statement that student read and understands the agreement.	_____	<input type="checkbox"/>
13. Holder in Due Course Rule.	_____	<input type="checkbox"/>

I certify that the attached Enrollment Agreement contains all information required by OAC 565:10-11-4(a)(1)(A) through (J) and that all statements and policies are true and correct and in compliance with the Rules in OAC 565:1, et seq. and OAC 565:10, et seq. I understand that submitting false, misleading, or incomplete information may result in a fine and/or revocation or denial of the school's license. I understand that any future change(s) made to the Enrollment Agreement must be shall be submitted to the OBPVS prior to use, for advance approval.

\_\_\_\_\_  
Signature of Authorized Administrative Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or clearly print Name and School Title



STATE OF OKLAHOMA

**OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS**

3700 NORTH CLASSEN BLVD., SUITE 250; OKLAHOMA CITY, OKLAHOMA 73118

Telephone: 405-528-3370 Facsimile: 405-528-3366

1  
EXHIBIT H  
14 Pages Total  
Pages 24 to

**TO: Persons Interested in Applying for an Oklahoma License or a Licensing Exemption**

**RE: REVISED, Combined Instructions and New School/Seminar Application**

Thank you for your inquiry regarding the requirements to operate a private vocational school or seminar lawfully in Oklahoma or on-line or by correspondence to Oklahoma residents.

Importance of Obtaining a License of State Authorization - It is important to keep in mind that in accordance with **Title 70 O.S. §-21-103, A.**, "It shall be unlawful to establish, *conduct*, operate or maintain a private school or to solicit or canvass for scholarships or tuition to a private school unless a license to operate such school has been issued by the Board and is in effect. The Board shall issue a private school license upon determination that such school meets the standards fixed by the Board. A private school shall be issued only one license, regardless of the number of locations operated by such school." If by chance you have begun to operate prior to applying for or receiving state authorization, contact the Oklahoma Board of Private Vocational Schools ("OBPVS") right away for assistance to make a good-faith effort to comply (to apply and to obtain a license of state authorization).

**The 8-Page required Application begins on the next page (Page 2)** to apply for a License of State Authorization for any of the following:

- New School
- New Branch School
- New Seminar, or
- New Seminar Branch.

Please turn to **Pages 10 to 14** for additional Instructions and guidance.

The Application and other OBPVS Forms are form-fill protected and may be word-processed or neatly hand-written.

When submitting an Application, it is **not** necessary to return Page 1 or Instruction Pages 10 to 14.

**OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS**  
**Application for a NEW License of State Authorization**  
**to operate as a Private Vocational School or Seminar**

**FEE ENCLOSED:** Total Enclosed \$ \_\_\_\_\_ consisting of:

- School or Seminar License of \$1,200.00
- NEW BRANCH School or Seminar License of \$300.00 (Separate Ap. required by/for each Branch).
- Solicitors at \$200.00 each for \_\_\_\_\_ [No. of Solicitors] for a total of \$ \_\_\_\_\_

**CATEGORY OF APPLICATION, check Appropriate Box:**

- Main School       School Branch
- Seminar (Main)       Seminar Branch)

Type:  Resident School/Seminar       Correspondence/On-Line School/Seminar

Levels:

- To provide **ONLY** Postsecondary Education
- May also provide education to students prior to High School Diploma/Equivalency or before reaching an age passed required Compulsory Education (to be described in greater detail elsewhere in the application).

**SUBMISSION INSTRUCTIONS**

**ATTACHMENTS:** Reference Attachments using the Item Number from this Application. For example, Attachment I., J., Controlling Owners; Attachment II., C., Instructional Staff Instructor Qualification Forms; or Attachment V., B. Outside Sales Representatives (Solicitor Application) Forms.

**APPLICABILITY:** If an item does not apply, then mark the item as, "N/A." Please do not delete a field or re-arrange the order of the listed items.

**I. GENERAL INFORMATION**

Date Application to be Submitted: \_\_\_\_\_

A. Name of School/Seminar: \_\_\_\_\_

B. **Main** Physical Address: \_\_\_\_\_

C. Main Telephone, with Area Code: \_\_\_\_\_

D. Main Facsimile, with Area Code: \_\_\_\_\_

E. Mailing Address, if different from the **Main** School Physical Address (above):

\_\_\_\_\_  
\_\_\_\_\_

F. Physical Address for **Branch**: \_\_\_\_\_  
\_\_\_\_\_

G. Type (form) of Ownership, Check Appropriate Box:  
 Corporation     LLC     Partnership     Individual (Sole Proprietor)

H. If a Corporation, Partnership, or LLC in which State was the entity formed, registered, or domiciled?  
\_\_\_\_\_ **Attach** a copy of the formation documents on file with a Secretary of State or other Agency.

I. Name of Owner or Ownership Entity: \_\_\_\_\_

J. Controlling Owners - **Attach** a sheet(s), to list the Name, Address, Telephone Number, and Ownership Percentage for each Controlling Owner. In addition, for a Single Proprietor Owner, each Partner of a Partnership, or each Manager of an LLC, **attach** an Affidavit of Citizenship/ Qualified Alien Status (**Form 1190CM**) and a Supplemental Info./Felony Record (**Form 1155CM**).

**Form 1190CM** \_\_\_\_\_ [No. of Forms Attached]  
 **Form 1155CM** \_\_\_\_\_ [No. of Forms Attached]

K. Is this School/Seminar a part of a group of schools/seminars with common ownership?  
 Yes     No.

L. *If yes*, provide the name of the "group": \_\_\_\_\_

M. Name of the School/Seminar/Campus Director: \_\_\_\_\_  
**This is the on-campus official that the OBPVS will initially contact for a Site Visit, and may be the same person as the Authorized Administrative Official. If so, submit only one set of Forms 1150CM and 1155CM.**    **Email Address:** \_\_\_\_\_

**Direct Area Code and Telephone Number:** \_\_\_\_\_

**Attach:**  **Form 1150CM**    and     **Form 1155CM.**

N. Name of the Authorized Administrative Official: \_\_\_\_\_  
**This person will initially serve as the OBPVS' Application Contact Person.** On an on-going basis, this person (who may be the same as the Director), is authorized to conduct official business with the Board or the Staff.    **Email Address:** \_\_\_\_\_

**Direct Area Code and Telephone Number:** \_\_\_\_\_

**Attach:**  **Form 1150CM**    and     **Form 1155CM,**    or  same as Item I., M.

**II. INSTRUCTIONAL STAFF**

A. Current Total Number of Instructors: \_\_\_\_\_ Full-time    \_\_\_\_\_ Part-time.

B. Describe the minimum educational standard(s) for employment as an Instructor by the School/Seminar? Or, attach a published draft Policy or other additional sheet(s), if needed.

C. **Required Attachments:**

**Form 1130CM** to list of all proposed Instructors

For each Proposed Instructor:

**Form 1140CM** \_\_\_\_\_ [No. of Forms Attached]

Attach the Instructor's Resume, Transcript, and/or National Certification copy(ies), as necessary.

**Form 1145CM** \_\_\_\_\_ [No. of Forms Attached]

**Form 1155CM** \_\_\_\_\_ [No. of Forms Attached]

III. **PLANT AND EQUIPMENT**

A. Does the School/Seminar own its own building?  Yes  No.

B. **If not**, attach a copy of the present facility Lease. A Lease(s) is attached:  Yes  No

C. Whether owned or leased, **attach** a copy of the current floor plan(s) clearly showing the name of the Applicant and the address of the building/facility as well as the size and use of each room such as a classroom, lounge, office, etc. The floor plan copy does not need to be an actual architectural blueprint, but should be of sufficient size and clarity for OBPVS review.  
 \_\_\_\_\_ [No. of Floor Plans Attached]

D. **Attach** a list of all instructional equipment proposed to be used, costing more than (\$100) per item and briefly describe the use of each item for which the use is not obvious.

E. Is all instruction offered in the building(s), described, above?  Yes  No.

F. **If not**, attach an additional sheet(s) to provide the other location(s) and furnish reasons why all instruction is not given at the regular building.

G. For each owned or leased facility (other than hotels or government buildings), **attach** a copy of each facility/building Fire Inspection Report(s) conducted by a public official such as a Fire Marshal. Inspections by Fire Alarm Vendors cannot be accepted. The Inspection Report(s) may be **no more than three months old**, and should show that the School or Seminar cleared any initial deficiencies to pass the final Inspection and/or that the facility/building was ultimately approved for occupancy.

H. **Attach** evidence of adequate liability insurance. Submit an ACORD® or Certificate of Insurance issued by an Insurance Company licensed/approved in Oklahoma, unless the School/Seminar is located outside Oklahoma. The document is usually available from the Applicant's Insurance Agent or Broker.

IV. **FINANCIAL STATUS**

A. **Attach** a current Financial Statement (or copy) prepared by a CPA or PA and containing a dated CPA/PA Cover Letter for the proposed School/Seminar or the Personal Financial Statements of its Owner(s). **OAC 565:10-27-1** specifies the type of Financial Statements to be submitted, as follows

<u>GROSS TUITION</u>	<u>TYPE OF STATEMENT/PREPARATION</u>
Less than \$250,000	Compilation* (also applies to a New School participating in Title IV)
\$250,000 or More	Review*

\* - However, if a School/Seminar is required to submit an **Audited Statement** to another licensing, accrediting, or approval body, then that Audited statement must be submitted. In addition, a School/Seminar may **choose** to submit an Audit in lieu of a Compilation or a Review.

B. **Attach** an Owner Compilation Attestation (**Form 1380CM**) applicable to Compilation-type Financial Statements.

Attached with Compilation                       N/A for an Audit or Review Statements.

C. Complete the Financial Statement Checklist in **Section VII.** of this Application (**Form 1400CM**).

D. **Attach** either an **OAC 565:10-9-1** Surety Bond (**Form 1160CM**) or an **OAC 565:10-9-5** Certificate of Deposit Collateral Agreement (**Form 1170CM**). Contact the OBPVS Staff if you have questions about the required amount of the Surety item, how to complete either Form, or who may issue the Bond or Certificate of Deposit. A Bond Expiration (or ending effective) Date should end not earlier than the next June 30<sup>th</sup>. A Notary Date may not precede signing, and the Power of Attorney Date may not be signed after the Bond date. ***The most common error is that the School Owner/Official not to provide his/her signature.*** The Owner/Official signature does not have to be notarized).

Bond attached.                       C.D. Copy and Collateral Agreement attached.

E. List the names, addresses, and main telephone numbers for the Bank(s) with which the Applicant does business.

\_\_\_\_\_

F. List the names, addresses, and main telephone numbers for two local businesses with whom the Applicant does business. On-line Schools/Seminars need not list Oklahoma businesses.

\_\_\_\_\_

**V. ADMINSTRATIVE**

A. Are Outside Sales Representatives employed (or will they be)? This means persons that will work outside the School/Seminar building and attend Job Fairs, Career Days, and/or pay visits to secondary schools or other locations. "Admission Officer" or "Academic Counselor" personnel that work only inside the School/Seminar building are not considered to be, "Outside Sales Representatives."

Yes     No.

B. If yes, list of all Outside Sales Representatives, by name, employed to sell in the State of Oklahoma.

\_\_\_\_\_

C. For each proposed Outside Sales Representative, **attach:** **No. of Forms Attached**

- |  |       |
|--|-------|
| <input type="checkbox"/> <b>Form 1180CM</b> (Private Solicitor License Ap. and 2 properly-sized Photos)    | _____ |
| <input type="checkbox"/> <b>Form 1190CM</b> (NOTARIZED Affidavit of Citizenship or Qualified Alien Status) | _____ |
| <input type="checkbox"/> <b>Form 1155CM</b> (NOTARIZED Supplemental/Felony Record Info.)                   | _____ |

D. School/Seminar Daily Hours of Operation. Complete the following table (or provide an attachment) to report the overall times (hours) of operation for all classes, combined, for exmaple Monday, "8 a.m. to 5:30 p.m.":

	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
MORNING	_____	_____	_____	_____	_____	_____	_____
AFTERNOON	_____	_____	_____	_____	_____	_____	_____
EVENING	_____	_____	_____	_____	_____	_____	_____

E. School/Seminar Break Schedule:

	<u>STARTING TIME</u>	<u>BREAK LENGTH</u>
Morning Break	_____	_____
Lunch Break	_____	_____
Afternoon Break	_____	_____
Evening Break	_____	_____
Other	_____	_____
Describe "Other:"	_____	

**VI. COURSES OR PROGRAMS OF INSTRUCTION**

- A. **Attach** a completed Course Information Form (**Form 1100CM** or a comparable internal document) from which an OBPVS Approval Letter would be prepared.
- B. A School or School Branch must submit a completed Course (**Form 1280C**) for each Program of Instruction or Course.  
 \_\_\_\_\_ No. of Forms Attached       N/A for a Seminar or Seminar Branch.
- C. **Attach** one DRAFT copy of the School's proposed Catalog or the Seminar's listing of Courses and/or sample Notification(s)/Announcement(s). The final version of this document must be certified as true and correct. (**OAC 565:10-5-1(1)** or **OAC 565:10-23**)
- D. A School Applicant must **submit** a completed Catalog Checklist (**Form 1210C**) to accompany the Catalog, above.  
 Attached with School Catalog       N/A to a Seminar Applicant.
- E. **Attach** one DRAFT copy of the School's Enrollment Agreement or the Seminar's Registration Form. For Seminars, this document may be the same as **Item VI., C.**, at the discretion of the Applicant.  
**Note:** The Enrollment Agreement of a School (and that of a Seminar that offers a payment plan or schedule) must contain the following Holder In Due Course Rule, per **OAC 565:10-11-4(a)(i)**:

**ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF, RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.**

- F. A **School** Applicant must **submit** an Enrollment agreement Checklist (**Form 1220C**) to accompany the Enrollment Agreement, above.  
 Attached with the Enrollment Agreement  N/A to a Seminar Applicant.
- G. **Attach** a spreadsheet or other list(s) of books, tools, and major supplies for each course proposed to be offered. Divide the list(s) between the items that the School/Seminar will furnish and the items that a student will be required to purchase. For each item, include the approximate cost.
- H. **Attach** a thorough description of any education or training that may be provided to a person prior to High School Graduation/Equivalency or before exceeding the age of Compulsory Education.
- I. **Attach** one copy of each School Diploma or Certificate of Completion, or the Seminar's Completion or Attendance Certificate. Be sure a complete Address for the School/Seminar is shown on the face of the document(s), the student's Program Name, the hours of the Program (if other than a Degree), and the Program-Completion Date (**not** just the date the Diploma or Certificate was issued or signed).
- J. **Attach** one copy of each approval Oklahoma State Regents for Higher Education (or approval declination based on a lack of physical presence in Oklahoma) for a Degree Offering(s).
- K. **Attach** one copy of each approval by an Accrediting Entity for the School organization and/or Programs. Required Accreditor approval copies would be from ACCSC, ACICS, ABHES, etc.

#### VII. FINANCIAL STATEMENT CHECKLIST FOR SECTION IV. OF THIS APPLICATION

- A. Type of Statements submitted:  Compilation  Review  Audit
- At the left of items B.1. to B.6., INITIAL each item to indicate the requirement is met and in compliance.**
- B. Requirements applicable to ALL Statement TYPES submitted must meet the following requirements:
1. \_\_\_\_\_ Prepared by CPA or PA:  PA  CPA
  2. \_\_\_\_\_ **Dated** and **signed** Cover Letter on letterhead by PA/CPA who prepared the Financial Statements.
  3. \_\_\_\_\_ The period covered by the Income Statement is for 12-months, unless the Applicant is brand new.  
 12-Months  Less than 12-Months. i.e. \_\_\_\_\_ [No. of Months]
  4. \_\_\_\_\_ Age of Statement:  Less than 6 Months old.  
 If the Statement is more than 6 months old, also submit an additional financial statement that may be internally-prepared and does not have to be prepared by a CPA or PA for the most recent quarter.  
 Quarterly Financial Statements Attached  N/A.
  5. \_\_\_\_\_ Financial Statement includes:  
 **Balance Sheet** and  **Income Statement** (Statement of Operations)

*In addition to the requirements for **all** types of Financial Statements in numbers A. and B., above, the following information must also be included, depending on the TYPE of Financial Statement:*

**For Compilation Statements, attach** an Owner Attestation (**Form 1380CM**) to certify the financial data is true and correct and to address that (5) potential Liabilities had a Zero Dollar (\$0.00) balance.

- Attestation attached.  N/A to an Audit or Review.

**For Review or Audit type Financial Statements, also submit:**

1. Statement of Change in Shareholder/Owner Equity:  Attached.  N/A to Compilation
2. Statement of Cash Flows:  Attached.  N/A to Compilation
3. Notes to the Financial Statements:  Attached.  N/A to Compilation

### VIII. NEW SCHOOL, SCHOOL BRANCH, SEMINAR OR SEMINAR BRANCH CHECKLIST

Items shown highlighted in Yellow do not apply to a Seminar or Seminar Branch.

An "N/A" response may not be used for an item marked with "XXXX."

<u>Item and/or Enclosure</u>	<u>Enclosed, and Fully Completed, Using Consistent School and Owner Names</u>	<u>N/A</u>
1. This Application <b>Form 1400CM</b> fully completed <u>and</u> Attachments	<input type="checkbox"/>	XXXX
2. Application Fee with additional Solicitor Fee, if applicable	<input type="checkbox"/>	XXXX
3. Fee for (1) or More Solicitors at \$200/Person	<input type="checkbox"/>	<input type="checkbox"/>
4. For each Solicitor, <b>Forms 1155CM, 1180CM, and 1190CM</b>	<input type="checkbox"/>	<input type="checkbox"/>
5. For a Single Proprietor Owner, each Partner of a Partnership, or each Manger of an LLC: <b>Forms 1155CM and 1190CM</b>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Form 1150CM</b> for Director	<input type="checkbox"/>	XXXX
7. <b>Form 1150CM</b> for Authorized Admin. Official	<input type="checkbox"/>	XXXX
8. <b>Form 1130CM</b> , List of Instructors Submitted	<input type="checkbox"/>	XXXX
9. For each proposed Instructor: <b>Forms 1140CM, 1145CM, and 1155CM</b>	<input type="checkbox"/>	XXXX
10. A Surety Bond is provided on <b>Form 1160CM</b> with a Power of Attorney that is dated <u>with the same Date as the Bond</u> (or an earlier Date)	<input type="checkbox"/>	<input type="checkbox"/>
11. <u>Or</u> , a Certificate of Deposit Copy and <b>Form 1170CM</b> for Surety	<input type="checkbox"/>	<input type="checkbox"/>
12. Course Information <b>Form 1100CM</b> , or suitable substitute	<input type="checkbox"/>	XXXX
13. Course Outline <b>Form 1280C</b> for each Course/Program	<input type="checkbox"/>	<input type="checkbox"/>
14. Thorough description of any education or training to be provided to a person before High School Graduation/Equivalency/Compulsory Age.	<input type="checkbox"/>	XXXX
15. List of Books, Tools, and Major Supplies for Students	<input type="checkbox"/>	XXXX
16. List of Instructional Equipment of more than \$100 per item	<input type="checkbox"/>	XXXX
17. Catalog Draft for School or Brochure, Etc. for Seminar	<input type="checkbox"/>	XXXX
18. Catalog Checklist <b>Form 1210C</b>	<input type="checkbox"/>	<input type="checkbox"/>
19. Enrollment Agreement Draft	<input type="checkbox"/>	XXXX
20. Enrollment Agreement Checklist <b>Form 1220C</b>	<input type="checkbox"/>	<input type="checkbox"/>
21. School Diploma/Certificate Draft or Seminar Certificate of Completion or Attendance Certificate Draft	<input type="checkbox"/>	XXXX
22. Building/ Facility Lease(s)	<input type="checkbox"/>	<input type="checkbox"/>
23. Building/Facility Floor Plan(s)	<input type="checkbox"/>	XXXX
24. Building/Facility <b>Fire Marshal Inspection</b> (usually a Fire Extinguisher Report cannot be used) Applies to all except <i>limited</i> Public Buildings	<input type="checkbox"/>	<input type="checkbox"/>
22. Liability Insurance ACORD (usually 1-page) or Certificate of Insurance. Do not send a full and complete Insurance Policy.	<input type="checkbox"/>	XXXX
23. CPA or PA Financial Statements	<input type="checkbox"/>	XXXX
24. Compilation-type Financials Attestation	<input type="checkbox"/>	<input type="checkbox"/>

[END OF CHECKLIST]

**IX. CERTIFICATION OF COMPLIANCE**

I certify that I have presented true statements throughout this Application and attachments submitted herewith to the best of my knowledge and belief.

I agree to conduct the School/Seminar in accordance with the Regulations of the Oklahoma Board of Private Vocational Schools (70 O.S. §21-101, et seq., OAC 565:1, and OAC 565:10, et seq.), and to notify the Board when changes are made to include, but not be limited to, any change in ownership, administration, location, instructors, an instructional program(s), tuition or any other change that will in any way affect the operations of this school.

No transfer of license if permissible, and a change of ownership requires a new Application to be submitted and approved by the Board.

I agree to submit for approval proposed changes to certain School/Seminar documents prior to implementation of the changes, as required by regulations.

I agree to permit official representatives of the Board of Private Vocational Schools to visit and/or inspect the school or classes thereof and review student and school records that relate to the Oklahoma licensing standards.

I authorize the Board to obtain such information as it may require concerning the statements made in this application.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Authorized Administrative Official

\_\_\_\_\_ Typed Name and School/Seminar Title

**NOTARY STATEMENT**

County of: \_\_\_\_\_

State of: \_\_\_\_\_

Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

My Commission Expires: \_\_\_\_\_, 20\_\_\_\_\_.

**[AFFIX NOTARY SEAL  
TO THE RIGHT >>>>]**

**[END OF APPLICATION FORM 1400CM]**

The following pages provide Instructions to complete the Application at Pages 2 to 9 of this document.

**Instruction**  
**Contents**

	<b><u>PAGE</u></b>
A. Alternative Packet Formats *	10
B. How to Apply for an Exemption to Licensing when All Criterion are Met *	11
C. Process and Steps to Apply for State Authorization *	12 to 13
D. Tips & Pointers *	13 to 14
E. OBPVS Staff Contact Information *	14

\* - *These pages need not be submitted (returned) to the OBPVS when making Application.*

**A. Alternative Packet Formats**

The license application packet has either come to you in hard-copy format, because you prepaid the statutory fee of \$25.00, or it was transmitted electronically, free of a charge. Both packet formats provide Explanatory Materials and the actual Forms required to apply. *If you received a hard-copy and would like the electronic version, with fill-able/protected Forms, please contact the OBPVS Office. On the other hand, if you received the electronic version and choose not to print so many files and pages, please submit a Check, Money Order, or Cashier’s Check payable to the OBPVS (TIN #73-6017987) to the Oklahoma Board of Private Vocational Schools ("OBPVS"). Please note: Electronic Packets are transmitted using two separate emails with the first providing Explanatory Materials and the second providing the Forms.*

**B. How to Request an Exemption from Licensing**

Review **Title 70 O.S. §21-101.1** that is provided in **Form 1265CM** and the Exemption Decision Tree 1-of-2 on **Form 1343CM** that were provided in both formats of the licensing packet. If **all elements** of an exemption requirement appear to be met, you are welcome to contact the OBPVS Staff to discuss the matter. In general, by State Law, the authority to approve an exemption request is reserved for the Board. A written request will be required that the Staff may research and provide to the Board for one of its upcoming public Board meetings. The written request may be transmitted to the OBPVS electronically, via Facsimile, regular or Courier mail, or hand-delivered. If a request is approved by the Board, then the Staff will document the Board’s approval for the entity’s records.

A written request for Exemption should include the following, at a minimum:

- Identity of the entity making the offering of a program and the Entity’s Owner, if different.
- Website(s) of the Entity and Owner
- Narrative description of offering, any fees, and the eligible training participants or “students”
- Who would pay the Entity for training
- The specific exemption being requested in accordance with **Title 70 O.S. §21-101.1**, effective 08/22/2014
- Copy of an existing brochure or other offering materials that describe the offering and its eligible participants.

### C. Process/Steps to Apply for State Authorization

**Step #1:** If no Exemption appears relevant, decide whether it is appropriate to apply to the OBPVS as a School or as a Seminar

Review the Licensing Decision Tree 2-of-2 (**Form 1345CM**) and the Rules found at **OAC 565:10-23** in **Form 1265CM**. Think of a Seminar as a type of School. Very specific requirements must be met to qualify as a Seminar. If the license for State Authorization is issued as a Seminar, then filing future changes is simplified. A Seminar may change its operations and later become a non-Seminar School. Again, an entity is welcome to contact the OBPVS to discuss Seminar vs. School factors.

#### **STEP #2: Time and Deadlines to Complete an Application**

**The Applicant may take as long as needed to attempt to properly COMPLETE ALL relevant Forms and Attachments.** However, if the Agency publishes new Forms or revises existing Forms during either the Applicant's time preparing its submission or the Agency review period, the OBPVS reserves the right to require the revised or added items to be filed. After an Application is initially received, a time limit in **OAC 565:10-15-1(2)** requires the Applicant *to complete the application*, "The application of a school may be disapproved when the school does not meet one or more of the following: Has not submitted all licensing requirements within 120 days from the time of submitting an application."

Additional Deadlines - If the OBPVS transmits an inquiry regarding a Solicitor application, **OAC 565:10-15-2** requires a denial to be issued when the School or Solicitor does not respond within (30) days. Incomplete Solicitor **Forms 1155CM, 1180CM or 1190CM** also cannot be returned for correction or completion more than twice in the (30) days.

#### **STEP #3: Additional Application Preparation Resources**

The OBPVS will fulfill written (email accepted) requests to provide a sample of some or all of an existing, licensed School or Seminar's Application. By law in **Title 51 O.S. §24A.5., 3.**, the charge for copies is \$0.25/page. However, School/Seminar Financial Statements are confidential and cannot be shared.

#### **STEP #4: Preparing the Application**

The Applicant should strive to submit the entire Application to the OBPVS at the same time, including the non-refundable Application Fee. Fee details are found in **Title 70 O.S. §21-106**. The fee is set at \$1,200.00 for a New Main School or Seminar. The fee for an initial School or Seminar Branch is \$300.00. A variable of \$200.00/person arises IF a School or Seminar intends to use Outside Representatives or Solicitors. The initial Application submission to the OBPVS must be made in a hard-copy format and fees are payable by Check, Money Order, or Cashier's Check.

- **The OBPVS review usually will not start until the Application is complete.** That is, the Application will not be assigned its spot in the line of New Applications to be reviewed until a good faith effort has been made by the Applicant to provide a thorough and complete Application.
- **DRAFT forms of certain documents in the Application are permitted, and, in fact, encouraged!** For complex items such as the Catalog or Enrollment Agreement, **DRAFTS** may be submitted to the OBPVS, due to the likelihood that revisions will be required by the Agency! This means, for example, that the Applicant should NOT go to the expense or take the time to produce a glossy,

multi-colored version of the Catalog or a self-carboning multiple copies version of the Enrollment Agreement for the OBPVS review. Instead, a plain white paper version may be filed. These allowed drafts do not cause an Application to be treated as, "incomplete. After the OBPVS' final approval, the Applicant will then be required to submit a final, fully formatted version for the OBPVS to retain in its files that, in the case of a Catalog, must be signed-off as to being "true and correct" by the Applicant's Authorized Administrative Official.

- **Checklists** - Be sure to make use of the Financial Statement and New Application Checklists found at Sections VII. and VIII. of the Application (**Form 1400CM**, pages 11 and 12)!
- **Notebooks are Unnecessary** - It is not necessary for an Applicant to punch holes and place the full Application in a Notebook. Instead, if the submission is large, the OBPVS encourages the Applicant to make its submission using one or more expandable/accordion files.
- **Receipt of the Fee(s)** - Unless a specific request for a receipt is made to the OBPVS, the Applicant's cancelled check or other form of payment serves as the Applicant's receipt. Application fees are non-refundable in accordance with **OAC 565:10-5-5**.
- **Confidentiality** - During the course of the OBPVS Staff and/or Board review(s), an Application is not considered a Public Record document. After the Application's final determination is made, the Application, except for its Financial Statements, becomes a Public Record document available for public inspection.

#### **STEP #5: Initial Staff Reviews**

Application reviews are conducted in the chronological order of receipt. Following initial review, it is likely that the Staff will identify an element(s) of one or more documents that require revision. Generally, the OBPVS will communicate with the Applicant's Authorized Administrative Official using the electronic mail address provided on the Application (**Form 1400CM**, Page 2).

Application documents needing additional information or additional work (or revision) will be identified and questions grouped together, by document. Generally, Staff review comments will be communicated as a unit to address all elements of the application, rather than one document at a time.

#### **STEP #6: Approval Methods and Duration of an Approved License**

- The Staff may approve New School and New Seminar Applications that meet all regulatory requirements and follow previously established precedents. When an Application presents a possible exception to or expansion of a precedent, the Board will be specifically asked to review the Application. The Board typically meets not less than (10) times a year. An Applicant will be notified when an item is placed on the Board's Agenda and may choose to attend the Board Meeting to be present to answer potential questions from Board Member.
- **License Forms** - When a School or Seminar Application is approved, a frame-able License of State Authorization is issued and a separate Approval Letter details the specific courses/programs the School or Seminar is approved to offer. When a Solicitor is approved, an Approval letter and a wallet-sized identity card are issued.
- By law, a license runs through June 30<sup>th</sup> of the following year. Beginning in the Spring of 2015, following the passage of Oklahoma **Senate Bill 1460** effective 08/22/2014, a Re-licensing Application and fees will be due annually on **June 1st**.

- Each Winter/Spring the OBPVS hosts a series of mandatory Workshops. New Schools or Seminars are encouraged to send the School's Authorized Administrative Official and/or Director for at least the first several years of licensing to meet the statutory requirement in **Title 70 O.S. §106, C.,5.** that, "A fee of One Hundred Dollars (\$100.00) shall be paid by each school to the Board for attendance at a school workshop by any of the school's personnel. At least one person from each school who is responsible for the operation of the school shall be required to participate in an annual workshop conducted by the Board."
- **Alert!** - After licensing, certain proposed changes are submitted to the OBPVS for approval. The various changes are submitted throughout the license year in advance of the change. In Oklahoma there are essentially no, "Non-Substantive Changes" (matters that would **not** require OBPVS approval). Items to be submitted for approval include: a Change of Address, School Catalog or Enrollment Agreement change, and Seminar Brochure and/or Registration Forms.

#### **D. Tips and Pointers**

- **Two Checklists are available at Sections VII of this Application.** The separate Checklists are for Financial Statements and the actual New School/Seminar Ap. (**Form 1400CM**).
- **Number of Various Forms to Submit –**
  - **Form 1150 CM** – The same person may serve as the [Campus] Director and the Authorized Administrative Official ("AAO"). The Director serves as the OBPVS on-site Contact, while the AAO serves as the Application and on-going compliance Contact and need NOT office at the School or Seminar's Main Campus. If one person fills both roles, only one set of **Forms 1150CM** and **1155CM** needs to be submitted for a person to serve as both the Director and the AAO.
  - **If an individual performs multiple roles**, only one **Form 1155CM** (Felony Background) in accordance with **OAC 565:10-11(b)** needs to be submitted (and updated annually as part of relicensing for all Roles, including:
    - **Owner** that is a Single Proprietor, each Partnership's Partner, or each Manager of an LLC
    - **Instructor**
    - **Solicitor**
    - **Director and/or AAO.**
  - **Form 1190CM** – Is a once in history requirement that does not have to be updated during annual relicensing for certain individuals associated with a School or Seminar. A **Form 1190CM** needs to be submitted for each:
    - **Owner** that is a Single Proprietor, each Partner of a Partnership, or each Manager of an LLC.
    - **Solicitor.**
- **Additional Form Details** - Forms to submit with one or more signature(s) are listed below with the number of required Signatures shown. Required notarization is also summarized.
  - **1130CM** – List of Instructors. **One** signature.
  - **1140CM** – Instructor Qualification Record. **One** signature
  - **1145CM** – Course Assignments to Instructor. **Two** signatures.
  - **1150CM** – Director /Authorized Administrative Official Qualification Record – **One** signature.
  - **1155CM** – **One** signature **NOTARIZED.**
  - **1160CM** – Private School Bond. **School Owner/Official signature (with no Notary required)**, plus multiple possible signatures by the Surety Company and/or Power of Attorney with the signature for the Attorney In fact or the Power of Attorney for the Surety Company (as applicable) to be **NOTARIZED.**

- **1180CM** – Application for Private School Solicitor License. **Two** signatures.
- **1190CM** – Citizenship or Qualified Alien Affidavit. **One** signature **NOTARIZED** when a School Seminar is applying for its first license of State Authorization by each of the following persons:
  - **Owner** that is a Single Proprietor, each Partner of a Partnership, or each Manager of an LLC
  - **Solicitor**
- **1270CM** – Collateral Agreement Governing Certificate of Deposit, when not submitting a Surety Bond – Two Signatures are required from 1) the **Oklahoma** Bank or Savings and Loan and 2) the School Official. Both of those signatures are to be **NOTARIZED**. When the School or Seminar is approved, the Director of the OBPVS will then sign the original Collateral Agreement. The OBPVS original will mail the Director-signed:
  - **Original** directly to the Bank or Savings and Loan, and
  - A courtesy copy to the School or Seminar for its records.
- **1400CM** – Application for a New License of State Authorization by a main or Branch School or a main Seminar or Branch Seminar. **One** signature **NOTARIZED**.
- **1380CM** – Financial Statement Attestation for Compilation-type Financial Statements ONLY. **One** signature **NOTARIZED**.

E. **OBPVS Staff Contact Information** – You are *encouraged* to contact any OBPVS Staff member for additional information about Oklahoma’s approval process or other requirements. The Agency receives the most inquiries about Exemptions, Certificates of Deposits, Financial Statements, Surety Bonds, and Catalogs and Enrollment Agreements for which Oklahoma has requirements within Rule Section **OAC 565:10**.

- Telephone number for all Staff: **405/528-3370**
- Facsimile for all Staff: **405/528-3366**
- Address: **3700 N. Classen, Ste. 250; Oklahoma City, OK 73118**
- **Staff Persons and Emails:**
  - **Mark Swan**, Field Rep. and Compliance Administrator: [Mark.Swan@obpvs.ok.gov](mailto:Mark.Swan@obpvs.ok.gov)
  - **Helen Myers**, Licensing Coordinator and Secretary to the Board: [hmyers@obpvs.ok.gov](mailto:hmyers@obpvs.ok.gov)
  - **Nora House**, Director: [nhouse@obpvs.ok.gov](mailto:nhouse@obpvs.ok.gov)

[END OF INSTRUCTIONS]