

APPROVAL CHECKLIST AND STATEMENT OF SUBMISSION

EAP Form 1.11 (Rev. 10/22)



STATE OF WISCONSIN
EDUCATIONAL APPROVAL PROGRAM
P.O. Box 8366
MADISON, WI 53708-8366
(608) 266-1996

Wis. Stat. s. 440.52 (10) (a) requires all private postsecondary schools, not otherwise exempt, to obtain approval from the Educational Approval Program (EAP) before advertising or doing business in Wisconsin. A school official(s) or a designated representative must complete this form and other required forms; and submit them with the appropriate fees in order to obtain approval. This form provides a listing of required fees. Wisconsin law provides for forfeitures of up to \$500 for each day an unapproved school advertises or does business in Wisconsin.

I. APPLICATION CHECKLIST

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

Submit materials to:

USPS:

Wisconsin Department Of Safety and Professional Services
ATTN: Educational Approval Program
P.O. Box 8366
Madison, Wisconsin 53708-8366

FedEx or UPS:

4822 Madison Yards Way, 3rd Floor
ATTN: Educational Approval Program
Madison, WI 53705

II. FEE SCHEDULE

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

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

III. STATEMENT OF SUBMISSION

I, the undersigned, certify that:

1. I am an official/designated representative of the school named in this application, and I make this submission of application and certification by its authority.
2. I have read the completed application for school approval under *Wis. Stat. s. 440.52 (10)*, including all attachments and materials submitted with the application.
3. Notwithstanding any other provision of law, I will make available to the Educational Approval Program (EAP) without prior notice any records and accounts of this school which are necessary to ascertain that the school is complying with the requirements of *Wis. Stat. s. 440.52*.
4. The school agrees to comply with *Wis. Stat. s. 440.52* and with the rules of the Educational Approval Program (EAP) as a condition of approval.
5. The school will not deny enrollment to any person solely on account of the person's race, sex, color, creed, age, disability, sexual orientation, religion, or political affiliation.
6. The school will not make any distinction or classification of its students solely on account of race, sex, color, or creed, age, disability, sexual orientation, religion or political affiliation.

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

Signature of Authorized School Official/Representative:

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

Date:

FOR EAP USE ONLY

Initial School Approval Application Received:
(Date Stamp)

Initial School Approval Application Fee Received:

Date:

Information Entered in Database? Yes No

All Forms and Fees Received? Yes No

Bond Received? Yes No

School Files Prepared? Yes No

School Administration Consultant Assigned: