KENTUCKY STATE BOARD FOR PROPRIETARY EDUCATION

P.O. Box 1360, Frankfort, Kentucky 40602 ~ 911 Leawood Drive, Frankfort, Kentucky 40601
(502) 564-3296, Extension 227 ~ www.finance.ky.gov/bpe

APPLICATION FOR PERMIT TO ACT AS AN AGENT

INSTRUCTIONS TO AGENTS

1. This application must be typed or printed legibly and completed in its entirety.
2. Complete the School Agent Information and Agent Certification sections of this application.
3. A recent passport-type photograph, 2"x 2", must be submitted with this application.
4. The applicant's name and social security number must be typed or printed legibly on the back of the photograph.

INSTRUCTIONS TO SCHOOL ADMINISTRATOR

1. This application must be typed or printed legibly and completed in its entirety.
2. Complete the School Information and School Certification sections of this application.
3. Submit an original BLANKET AGENT SURETY BOND (PE-27) or Continuation Certificate with this application.
4. This application and all supporting material must be submitted with the application fee of One Hundred Fifty Dollars ($150.00). This fee is nonrefundable. All fees must be submitted by check or money order made payable to the **Kentucky State Treasurer**. DO NOT SEND CASH.
5. Attach continuation sheets if more space is needed to provide information.
6. Refer to KRS 165A.340(3); 165A.350(3); 165A.400; and 201 KAR 40:025.
7. This completed application may be submitted to the Kentucky State Board for Proprietary Education either by mail to P.O. Box 1360, Frankfort, KY 40602 or by delivery to 911 Leawood Drive, Frankfort, Kentucky 40601.

SCHOOL AGENT INFORMATION

I hereby make application for a permit to act as a school agent in the Commonwealth of Kentucky.

First Name	Last Name	Middle Initial	Date
Home Street Address	City	State	Zip Code
Telephone Number	Cell Phone Number		Email Address
Social Security Number	Date of Birth	Height	Weight
Name of School you expect to represent.			
Street Address	City	State	Zip Code

1. Have you had a school agent permit before? ☐ Yes ☐ No
2. Have you ever been refused an agent's permit in any state or had it revoked or suspended? ☐ Yes ☐ No
3. Have you ever been dismissed from any position for immoral or unprofessional conduct? ☐ Yes ☐ No
4. Have you ever been convicted of a felony violation of the law? ☐ Yes ☐ No

If Yes to any of the questions above, please explain the circumstances fully on a continuation sheet, marked Exhibit A.

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AGENT CERTIFICATION

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

Agent Name Title Agent Signature Date

SCHOOL INFORMATION

School Name Date

Street Address City State Zip Code

Telephone Number Fax Number Website Address

Administrative Contact Person Name Title

Administrative Contact Person Address City State Zip Code

Administrative Contact Phone Number Fax Number Email Address

This agent is covered by a Five Thousand Dollar ($5,000.00) surety bond as indicated by

☐ BLANKET AGENT SURETY BOND (PE-27)

☐ Continuation Certificate

Continuation Certificate Number	
Insurance Company	
Effective Date of Certificate	
Expiration Date of Certificate	

CERTIFICATION

I certify that the information provided on this application as submitted to the Kentucky State Board for Proprietary Education is true and correct in its entirety. I further certify that the applicant named above is of good moral character and will be employed by the school named above after receiving a permit issued by the Kentucky State Board for Proprietary Education. In addition, I hereby pledge to follow all standards set out in KRS Chapter 165A and all rules and regulations set out in 201 KAR Chapter 40.

School Official Name Title School Official Signature Date