



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 A NEW PROGRAM

INSTRUCTIONS

1. This application must be typed or printed legibly and completed in its entirety.
2. This application and all supporting material must receive Board approval prior to a school enrolling students in or beginning instruction in a new program.
3. 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 paid by check or money order made payable to the **Kentucky State Treasurer**. DO NOT SEND CASH.
4. Attach continuation sheets if more space is needed to provide information.
5. Attach a completed FORM FOR INSTRUCTIONAL STAFF AND KEY ADMINISTRATIVE PERSONNEL (PE-11) for each new instructor in the new program.
6. Refer to KRS 165A.360 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 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	

REQUESTED NEW PROGRAM INFORMATION

New Program Name			
Objective of New Program			
Length of New Program	<input type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Online
Type of Program	<input type="checkbox"/> Certificate	<input type="checkbox"/> Diploma	<input type="checkbox"/> Other

If Other, please explain.

New Program will be measured in Contact/Clock Hours Quarter Credit Hours Semester Credit Hours

Total Number of Semester/Quarter Credit Hours	Total Number of Contact/Clock Hours	Tuition Rate Per Hour	Total Fees	Total Estimated Cost of Books & Supplies



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List each course in the new program including course title, course number, and contact or credit hours.

Course Name or Title	Course Number	Contact or Credit Hours

Amount of capital to be used to support the new program.

ACCREDITATION

List all accrediting agencies that accredit this school.

Accrediting Agency Name Date Accredited

Accrediting Agency Name Date Accredited

SUPPORTING MATERIAL

- A listing, marked Exhibit A, of course descriptions for each course in the new program, including the hours for each course.
- An equipment inventory, marked Exhibit B, identifying all additional equipment to be utilized for the new program.
- The instructional materials, marked Exhibit C, to be used for new program.
- A description, marked Exhibit D, of the space to be used for new program.

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.

School Official Name Title School Official Signature Date