



## Exemption from Institutional Authorization Application Guidelines and Procedures

Institutions seeking Exemption from Institutional Authorization need to submit the appropriate Exemption Application, based on programmatic offerings. The Application Guidelines & Procedures listed below explain the Exemption Application submission and review process conducted by the Commission's Institutional Authorization staff. **Institutions are strongly advised to review and follow these procedures to prevent delays in their application's review and status determination.**

### A.) Initial Phase- Institutional Preparation

1. Institutions seeking an Exemption from Institutional Authorization must review the Exemption application type most relevant to their programming.
2. Institutions must collect all required documents and materials identified in the application. This includes having a finished product of the Institution's catalog, which is delivered to prospective students upon approval by Commission staff. See catalog requirements below for more details.

### B.) Phase Two- Application Submission

1. The completed application, non-refundable application fee, and all supporting documentation outlined in the application, are submitted in one mailing or email.
2. Do **not** submit materials separately, unless it is the application fee payment.
3. Applications are submitted to ACPE by mail: P.O. Box 110505, Juneau, AK, 99811-0505 or by email: [EED.ACPE-IA@alaska.gov](mailto:EED.ACPE-IA@alaska.gov).
4. Application fees must be paid either by check, made out to the Alaska Commission on Postsecondary Education, or via an ACH Deposit. If the Institution wishes to make payment via ACH Deposit, contact [EED.ACPE-IA@alaska.gov](mailto:EED.ACPE-IA@alaska.gov) for instructions.

### C.) Phase Three- Application Review

1. Applications are not reviewed until all required documentation, including application fee, are received.
2. Commission staff review the submission based upon the merits of the application. Commission staff may provide feedback or request additional documentation to determine whether the Institution meets Exemption Requirements.
3. Standard application review is approximately two weeks once all materials have been received. However, the anticipated timeline may take longer. Institutions are expected to submit a complete application packet. Incomplete packets and/or Institutional delays will result in a review delays.
4. Applications substantially out of compliance with Commission requirements and/or substantially incomplete may be returned or denied.

### D.) Final Phase- Determination

1. All Exempt applications are reviewed and approved by Commission staff, and can be approved for up to five years.
  - i. Should a change occur in the Institution's organization or program(s), deviating from its approved Exemption, IA Commission staff must be notified. Commission staff will determine if the Institution's Exempt status will be re-evaluated.
  - ii. Institutions are responsible for applying prior to the expiration of their current approval.

A postsecondary educational institution **may not** use the term "university" or "college" in its name unless it is accredited. Accredited means accredited by a national accreditation association, or the regional accredited association for the area where the school is located; that is recognized by the Secretary of Education of the United States Department of Education.



## Application for Exemption from Institutional Authorization 20 AAC 17.015(a)(3)- Continuing Professional Education for Test Prep

Any individual or institution offering postsecondary instruction within the State of Alaska must be either Authorized or Exempted from Authorization by the Alaska Commission on Postsecondary Education (ACPE) under Alaska Statute (AS) 14.48.

**Instructions:** Complete pages 1 through 3 of this form. Upon receipt of this form, ACPE will determine if the Institution meets the requirements for Exemption.

**NOTE:** While exempted from the requirements of Authorization, Exempted Institutions must comply with educational consumer protection statutes ([AS 14.48.060\(b\)](#), [14.48.130](#), [14.48.150](#), [14.48.170](#), and [14.48.180-14.48.210](#)) and their associated regulations.

**Exemption Reason:** A program that is continuing professional education offered solely as preparation for tests leading to certification in specific disciplines, but not purporting to provide occupational competencies.

**Checklist of Materials:** All requested materials below must be attached to this application in order for the application to be evaluated:

1. Copy of Business License and Corporation License (if applicable).
2. Statement of Purpose and Mission
3. Description of programming and curriculum
4. Information regarding it leading to licensure under [AS 08](#) or other industries.
5. An electronic or physical copy of the Institution's catalog. The provided catalog **must** include, at the minimum:
  - a. Name and address and place of instruction and administrative office, including contact information and hours of operation.
  - b. Names and titles of the administrative and instructional staff.
  - c. The date of the publication and the time period for which the information contained is in effect.
  - d. Admission process and timeline, including the process of applications, interviews, and the selection of possible students, prior to the enrollment date. The timeline or deadline in which students must apply, in order to be enrolled for an upcoming class.
  - e. Course descriptions, content, and length of course, which includes the expected number of lecture and practical hours or applications, which curriculum is used.
  - f. A schedule of tuition, fees, and other associated costs, everything the student must know prior to enrollment, such as application fees, tools, books.
  - g. A description of the minimum requirements necessary for performance in a course of study for preparation for tests leading to certification in specific disciplines.
  - h. A refund policy, including dates of when refunds may be requested, if partial refunds are given, and when students may expect a refund to be issued.
  - i. Grievance policy with availability of appeal to the Commission, with Commission contact information.
  - j. A statement describing where student records are maintained and how the student may obtain and access them.
6. Nonrefundable application fee (either Check or ACH Transaction).
7. Institutions are required to abide by and retain documentation under [AS 14.48.165\(b\)](#) for a period of at least one year after the students last date of attendance. A copy of this documentation can be found [here](#), in which the Institution is to utilize. ACPE requests a written statement from the Institution that they will abide by and retain this document.



### Institution Information

Institution name: \_\_\_\_\_

Principal Officer Name: \_\_\_\_\_

Principal Officer Title: \_\_\_\_\_ Institution's web address: \_\_\_\_\_

State Authorizing, Approval, or Governing Body: \_\_\_\_\_

Accreditation or Other Governing Body (if applicable): \_\_\_\_\_

### Contact Information

Name of administrative contact: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

### Primary Location

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

### Mailing Address *(if different)*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

### Other Locations *(if applicable) (if all locations do not fit on this page, provided attachment with locations)*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

### Certification

I certify that the information provided is accurate and complete to the best of my knowledge, and that the institution meets the exemption reason selected above.

Signature of owner or administrative official: \_\_\_\_\_

Title of administrative official: \_\_\_\_\_ Date: \_\_\_\_\_



## Programs Worksheet

List below all programs of study, the total clock or credit hours required, the credential awarded (certificate/diploma/degree), and the total program cost. Provide additional pages if necessary.

<b>Program Name</b>	<b>Total Clock or Credit Hrs</b>	<b>Credential Earned</b>	<b>Total Program Cost</b>
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