



SHEEO

STATE HIGHER EDUCATION EXECUTIVE OFFICERS ASSOCIATION

Published on *SHEEO STATE AUTHORIZATION SURVEY RESULTS* (http://sheeo.org/sheeo_surveys)

[Home](#) > Oklahoma Board of Private Schools

Oklahoma Board of Private Schools

Vertical Tabs

1. Agency and Contact Information

1A1. Agency Name:

The Oklahoma Board of Private Schools

1A2. Agency Description - Please review the description below and revise as appropriate (e.g., state executive agency, agency with appointed board, department or division within agency, etc.):

The Oklahoma Board of Private Schools (OBPVS) licenses the operation of private (non-degree) vocational schools.

1A3. Agency Contact - Please review and correct as necessary the contact information below:

Nora Ann House, MBA, CPA

Director

The Oklahoma Board of Private Schools

405-528-3370

nhouse@obpvs.ok.gov [1]

1A4. Who should institutions contact if they have questions about your agency's authority, policies, or application process:

Nora Ann House, MBA, CPA

Director

The Oklahoma Board of Private Schools

405-528-3370

nhouse@obpvs.ok.gov [1]

1B. Links - Please provide web links to your agency home page, the regulations pertaining to authorization, and any other links important for understanding your agency's responsibility for authorization:

[Agency Homepage](#) [2]

1C1. Other Agencies - According to our records, the following agencies also have

responsibility for authorization in the state. Please correct, add to, or clarify this list of authorizing authorities as necessary. These agencies will also be requested to complete this survey:

Oklahoma State Regents for Higher Education Oklahoma Department of Career and Technology Education

1C2. If the division of responsibility among these agencies is not clear, please explain:

The Oklahoma State Regents for Higher Education has jurisdiction over degree-granting institutions and programs. The Oklahoma Department of Career and Technology Education oversees the state's public institutions. When a private institution offers various vocational certificates or diplomas AND degrees, the institution will provide its Oklahoma State Regents for Higher Education approvals to the OBPVS for degreed programs to be listed in the same Catalog as non-degree programs.

2. Types of Educational Providers Authorized

2A1. Institution Types Authorized - Indicate the types of institutions that your agency authorizes. Feel free to provide a short explanation of any ambiguity:

Non-degree, not-for-profit institutions

Non-degree, for-profit institutions

Religious Institutions

Tribally-controlled institutions

2A2. Clarifying comments:

If a religious or tribally-controlled institution meets the definition of a private vocational school in 70 O.S. §21-101-1, its licensure by the OBPVS may be required IF a definition exception under OAC 565:10-1-2 is not substantiated (confirmed) to be applicable.

2B1. Multiple Agencies - Is an institution required to obtain approval from more than one agency to be authorized in your state (excluding purely programmatic approvals):

Yes

2B2. If so, please explain:

When a private institution offers various vocational certificates or diplomas AND degrees, the institution will provide its Oklahoma State Regents for Higher Education approvals to the OBPVS for the degree programs to be listed in the same Catalog as non-degree programs.

2C1. Accreditation - Is accreditation required for an institution to be authorized in your state:

Yes

2C2. If yes, please explain:

NO, not explicitly. However, Institutions that are accredited and who provide Audits to the accreditation organization (or another governmental agency) must provide the same financial statements to the OBPVS. And, to use an accreditation organization's refund policy (rather than that of the OBPVS), the organization's approval must be documented and then explicit approval granted by the OBPVS. In addition, for an out-of-state (non-Oklahoma) institution, "home" state licensure is required and the home state (location where the school is located) may require accreditation.

2C4. Clarifying comments:

N/A for Oklahoma unless for an out-of-state (non-Oklahoma) institution, "home" state licensure is required and the home state (location where the school is located) may require accreditation.

2D1. Does your agency authorize specific academic programs offered by institutions, only institutions themselves, or both:

Both Institutions and Programs

2E2a. Nursing:

Yes

2E2b. Name and Contact Information:

Oklahoma Board of Nursing
2915 N Classen, Ste. 524
Oklahoma City, OK 73106
TEL: 405.962.1800
FAX: 405.962.1821
<http://www.ok.gov/nursing/> [3]

2E5a. Allied Health Professions and Related Programs:

Yes

2E5b. Name and Contact Information:

Oklahoma State Department of Health, Protective Health Services
Vicki Kirtley, Director
100 N.E. Tenth Street
Oklahoma City, OK 73117
405.271.4085 / 1.800.695.2157 / Fax: 405.271.1130
nar@health.ok.gov [4]

(If a school offers Nurse Aide training to anyone other than its own employees, OBPVS Licensure is required).

2E6a. Others (please list):

Yes

2E6b. Name and Contact Information:

Cosmetology
State of Oklahoma Board of Cosmetology
2401 NW 23rd, Suite 84
Oklahoma City, OK 73107
Phone: 405.521.2441
Fax: 405.521.2440

(If a School ONLY offers Cosmetology, OBPVS Licensure is NOT required. If a school offers Cosmetology and OTHER programs, the School must document to the OBPVS its Board of Cosmetology approval.)

3. Exemptions

3A1. General Exemptions - Are certain institutions or programs exempt by law or policy

from your state authorization requirements:

Yes

3A2. If yes, to which institutions or programs does the exemption apply? How does it work (please describe)? If available, please provide any pertinent web links:

Training offered by employers for only its own employees, or by unions for only its own members are not required to be licensed, nor are program of a completely religious nature. The Board of the OBPVS must explicitly approve an Institution as meeting a definition exception. The Institution makes a request through the Staff who researches that matter and communicates the request and research findings to the Board.

3A3. If yes, how does the institution or program claim an exemption? For example, is the exemption automatic as long as it meets specified criteria, does the institution or program notify the agency and the exemption is granted, is there an application process, etc.:

If the Board approves a definition exception, the terminology becomes, "approved for an exception to the definition requiring licensure."

3B. Other Requirements - If an institution or program is exempt from state authorization, are there any other state requirements that an institution would need to fulfill in order to operate in your state (e.g., providing contact information, list of programs, etc.):

None known.

3C1. Religious Institutions - Does your state constitution or do your state laws provide any exemptions for religious institutions:

Yes

3C2. If yes, are all religious institutions exempt (please describe):

The definition shall not include,

"Parochial, private schools, or other nonpublic schools offering programs of general education accredited by the State Board of Education, or the State Regents for Higher Education,"

and

"Education or training offered by parochial, denominational, eleemosynary school or institution, which education or training is uniquely useful for and intrinsic to the propagation of faith or the pursuit of the mission of the school or institution as determined by the Board."

3C3. If yes, are religious institutions that award only religious degrees or certificates exempt (please describe):

I believe that degrees are subject to the jurisdiction of the State Regents for Higher Education. For Certificates, see above.

3C4. If yes, are certain religious institutions exempt that meet other criteria (please describe):

See above.

4. Authorization of Distance Education

4A1. Does your agency require purely (100%) distance education programs, including online or correspondence study programs that enroll residents of your state, to be authorized without regard to physical presence:

Yes

5. Physical Presence Policy - Common "Triggers"

5A. If your agency uses a physical presence standard, how does your agency define physical presence? If available, please provide a link to that policy or a citation to the relevant regulation giving that standard:

N/A to the OBPVS.

INSTRUCTIONAL ACTIVITIES

PROPERTY IN THE STATE

RECRUITING ACTIVITIES

THIRD PARTY AGREEMENTS/CONTRACTS

ADVERTISING

EMPLOYMENT IN THE STATE

OTHER

6. Application Process

6A. Description - Please provide a short description of the application process to obtain state authorization. If available, please provide web links to the specific references to all applicable state laws, regulations, manuals, forms, or other pertinent documents:

Currently, an Applicant must submit an application form, various checklists, and approximately (18) types of documents (in hard copy) for review by the Staff of the OBPVS. The Staff may approve routine applications. Applications with possible, "exceptions," require explicit approval by the Board. The Staff will email the Enabling Statute, Administrative Rules, additional explanatory materials (including a Licensure Decision Tree), and all possible application Forms free of charge. Or, there is a statutory fee of \$25 to be paid in advance for the application packet to be sent out.

6B. Processing Time - Generally, how long does it take to approve applications (assuming that the agency has received all required information from the institution)? Please provide a typical range if appropriate:

In the last few years, a new license may have required 6 months to 2+ years. By the end of summer 2012, the current Staff is going to try to address complete applications within (90) days after receipt/completion.

6C. Duration - What is the authorization duration:

Up to one year. By statute, all Licenses now expire on 6/30 of each year.

6D. Maintenance - What does an institution need to do to maintain authorization:

Remain in compliance with the laws and rules, and timely file for re-licensing each year including paying appropriate fees.

6E. Reporting - What kinds of information or data must an institution report to your agency as a condition for continued authorization? How frequently is this reported or updated? Is this information published or shared publicly:

Changes to course offerings or enrollment agreements must be submitted for approval in advance of issuance by an Institution. Key personnel changes must be reported within (30) days of the effective date of the change. Re-licensing occurs annually and includes student enrollment data. Currently, no data is published.

6F. Loss of Status - Can an institution lose its authorized status? If so, how?:

Yes. By failure to comply with regulation, or failure to remedy an identified lack of compliance.

6Ga. Multi-Institutional Systems - Can a multi-institutional system or college corporation apply to your agency for authorization on behalf of all of its component institutions? If so, please describe the process:

No. Individual licensure is required for each physical location or school name.

6Gb. Would multi-institution public systems be treated the same as multi-location for-profit institutions:

The OBPVS does not have jurisdiction over ANY public institutions.

6H. Distinctive Features - What distinctive features in your authorization process would be useful for applicants to know (e.g., certain times during the year that you process applications for authorization, sharing of applications or information about proposed programs with institutions or other stakeholders in your state for comment):

As of February 2012, as an experiment, the OBPVS is making electronic versions of all of its forms available with no fields protected. Electronic forms will be transmitted via email, upon request.

6I1. Amendments - Is your agency currently planning to amend its application process by the end of 2013:

Yes

6I2. If yes, please provide a brief description of the anticipated change:

As Staff time permits, the number of Forms required to be submitted in the application will be reduced. Existing Forms will still be accepted, but the Staff efforts are anticipated to streamline the effort.

- 1) Checklists will be offered as a component of the Application Instructions, but will no longer be required to be submitted by an Applicant.
- 2) Redundant disclosures of the same information will be eliminated.
- 3) If the Board concurs, the dollar-value for listing of Instructional Equipment will be increased from \$100 to perhaps \$250 or \$500.

6I3. If yes, when does the agency expect the change to be fully implemented:

By June 30, 2013, if possible.

7. Fees Associated with Authorization

7A. Application Fee - Is there an application fee to initiate the authorization process? If so, what is the fee or fee schedule? Please provide a web link if available:

If a hard-copy application packet is requested, \$25 must be paid in advance. Emailed packets are free of charge.

No web link is currently available. The fee is \$1,200.00 for an initial license application. The charge to license an Applicant's outside representatives/solicitors during the School's first year of licensure is \$200/person. Fees are not refundable.

7B. Other Costs - Are there any other costs associated with the state authorization process (e.g. site visits, hiring a reviewer, surety bond, tuition recovery fund, agent licensing, etc.):

The Applicant/School may incur additional costs for the following:

- (1) providing a Surety Bond (or C.D.) of \$5,000.00 at the time application (with the amount to be adjusted during annual re-licensing depending on the level of tuition collected in the prior calendar year),
- (2) Financial statements to be prepared by a CPA or PA,
- (3) Receiving a Fire Marshal (governmental) Inspection,
- (4) Making any corrections necessary to pass the Fire Marshal Inspection (bring a facility into compliance), and
- (5) Arranging adequate Liability Insurance Coverage.

7C. Renewal Costs - What are the costs, if any, to renew authorization:

Annually, the fee ranges from \$700 to \$1,500.00 depending on the level of tuition the School collected in the prior year, plus a representative/solicitor fee usually of \$100/person (unless the School hasn't yet been licensed a full year in Oklahoma when the fee will remain at \$200/person).

7D. Exemption Costs - What costs are associated with receiving a waiver or exemption to authorization:

Waivers do not exist within the OBPVS' Enabling Statute. For a definition (and licensure) exception to be researched or agreed to by the Board, there is no current fee.

8. Interstate Reciprocity

8A. Do your state regulations explicitly allow or prohibit interstate reciprocal agreements about authorization? If so, please describe:

No

8B. What is the process, if any, to obtain a reciprocal agreement with your state:

No

8D. If interstate reciprocal agreements are not addressed in your regulations, would your

agency consider establishing such agreements? Please elaborate:

Yes, with the Board's agreement. However, change to the Enabling Statute would likely be required, and that would ultimately also require Legislative and Gubernatorial approval, as well.

9. Consumer Protection and Student Complaints

9A1. Does your agency have a process for handling complaints about postsecondary institutions or programs::

Yes

9A2. If yes, please describe the process or provide a web link to the material that describes the complaint process:

A Form is available by request to the OBPVS Staff, but is not required. Unless a safety or other issue requiring an in-person investigation is alleged, a "Student," complaint will be accepted and sent to the institution for a response that may then be forwarded to the complainant for further input.

9A3a. If yes, does this complaint process extend to institutions not authorized by the agency that may enroll residents of the state (such as explicitly distance education programs with no physical presence or exempt institutions):

Yes

9A3b. Clarifying comments:

A Form is available by request to the OBPVS Staff, but is not required. Unless a safety or other issue requiring an in-person investigation is alleged, a "Student," complaint will be accepted and sent to the institution for a response that may then be forwarded to the complainant for further input.

9B. Who is the contact person for receiving complaints? Please include name, title, address, phone, and email if available:

Nora Ann House, Director
3700 N. Classen Blvd., Ste. 250
Oklahoma City, OK 73118
phone 405/528-3370
FAX 405/528-3366
nhouse@obpvs.ok.gov [1]

10. Enforcement

10A. If your agency finds that an institution or program is operating in your state without authorization, what is the resulting warning or enforcement action:

A letter is issued that requires contact with the Staff by a deadline. The letter will be issued by one of the following means, depending on the contact information available to the OBPVS Staff: certified mail (return receipt requested), electronically, and/or via facsimile. The Institution may then apply (including paying appropriate fees), terminate its offerings, or begin the process to obtain Board approval of a license definition exception. If no timely response(s) is received, then the Board may resolve to ask the Oklahoma Attorney General to pursue Injunctive Action.

10B. Can an institution or program appeal a warning or enforcement action? If yes, please describe the process or provide web links to the regulations/policies:

Yes. OBPVS and/or State Administrative (hearing) Procedures will be provided upon request to the Director.

11. Legislative or Regulatory Changes

11A1. Amendments - Is your agency or state legislature currently planning to amend its regulations or alter its physical presence policy:

No

11B1. Federal Regulations - Is your agency or state legislature making changes in your state regulations or statutes so that institutions with locations in your state would be considered legally authorized in accordance with the federal institutional eligibility regulations:

No

11C2. If yes, please provide a brief description of the anticipated change:

Late in the summer or during the fall of 2013, the Agency may initiate a comprehensive review of its existing Administrative Rules under OAC 565:1 and 565:10, because no such review may have occurred in a decade. If so, licensed Schools and other interested parties will be invited to participate and to contribute.

No "agenda" has been set other than the potential "modernization," and, if possible, "simplification," of the Rules.

11C3. If yes, when does the agency expect the change to be fully implemented:

No Rule changes would likely to be implemented before some time in 2014, depending on any eventual Legislative and Gubernatorial approval timeframes.

11C1. Other Changes - Is your agency or state legislature making any other changes in your state regulations or statutes with regard to state authorization:

Yes

12. Other

12A. Is there anything else about the authorization process in your state that we and others ought to know about:

As offered to licensed Schools in 2012 and approved, in concept, by the Board, the Staff is currently in process of developing a "changes-only" methodology for the annual re-licensing requirements to replace the existing complete annual [re-] licensing framework.

Source URL: http://sheeo.org/sheeo_surveys/user/65

Links

[1] <mailto:nhouse@obpvs.ok.gov>

[2] http://www.ok.gov/agency.php?agency_id=130

[3] <http://www.ok.gov/nursing/>

[4] <mailto:nar@health.ok.gov>