

**APPLICATION FOR INITIAL LICENSURE
OR
CHANGE OF OWNERSHIP LICENSURE**

When completing the application for initial licensure or change of ownership, please refer to the PSC-14 form, "Proprietary School License Requirements Checklist".

The original, completed copy of the initial/change of ownership application must reach our office at least forty-five (45) days prior to the Commission meeting for which the application is being submitted so that staff can review the application for completeness and compliance. The application must be submitted in a three-ring binder, and each section of the application is to be tabbed to correspond to the numerical listing on the 22-point "Proprietary School License Requirements Checklist".

If revisions, deletions, additions, etc., are necessary, the applicant will be notified by mail and a deadline for completion of these changes will be set and strictly adhered to by staff. The applicable fees are submitted when the application has been deemed complete and compliant by staff.