

## MEMORANDUM

**TO:** Prospective Owners or Administrators of a Private Business and Trade School

**FROM:** Dr. Patricia Keeton

**RE:** **2010 Original Application for Approval of a Private Business and Trade School**

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Thank you for your recent inquiry about the Department of Education application procedures for original approval of a private business and trade school.

In this mailing you will find a copy of the private business and trade school application package:

- Department of Education Application
- Directions for completing the application
- Catalog guidelines
- Delaware Bond Contract Form
- Title 14 Chapter 85 of the Delaware Code, "Private Business and Trade Schools,"
- Title 14 Section 300 Subsection 282, "Regulations of the Department of Education."

Before you start to review the materials and work on the application, please consider if your school meets the statutory and regulatory definitions of a private business and trade school. Chapter 85 gives a definition of a private business and trade school. The Department of Education regulations state that, "The distinguishing characteristic of a private business or trade school shall be the potential for wage earning by its graduates."

You can see that private business and trade schools provide a program of training that will lead to paid employment in the occupation for which the student has been trained. So, the programs are vocational rather than avocational, longer term rather than short term, and specific to an occupation rather than general work readiness or employment skills.

If you are interested in opening a cosmetology or barbering school, a real estate school, a massage therapy school, a school that trains certified nursing assistants or LPN's, or other school that has a Delaware State Board or Commission, you must also apply for approval from that agency. Most boards and commissions require Department of Education approval first. Please contact the appropriate board or commission for that information.

You will see that the Department of Education requires a Certificate of Good Standing if a corporation owns your school. If your school is incorporated in Delaware, write to:

Delaware Division of Corporations  
401 Federal Street, Suite # 4  
Dover, DE 19901

Include a \$30.00 check payable to the Delaware Secretary of State. For more information about the certificate, call 302-739-4111.

If your school is incorporated in another state, write to the appropriate department in that state for the certificate.

If you are proposing to offer instruction at multiple locations of the same school, you must submit a separate application for each location. There are some exceptions to this so contact the Administrator of the Private Business and Trade Schools for more information.

Department of Education approval of private business and trade schools is valid for a year. If approved, you will need to renew your approval the following year at the end of the quarter in which the school was originally approved. After that, the school will always be renewed at the end of that quarter. The Department of Education will automatically send the renewal materials about 6 weeks prior to the renewal date.

Once approved, you must apply for approval of any new programs or program revisions that you wish to offer at your school. The original certificate of approval applies only to the programs that you described in your original application.

For the private business and trade school application and agent application fees, make checks payable to the State of Delaware, Department of Education. Send your complete application to:

Dr. Patricia Keeton  
Private Business and Trade Schools  
Department of Education  
Collette Education Center  
35 Commerce Way Suite 1  
Dover, DE 19904

If you have any questions about the application process, please contact me at [pkeeton@doe.k12.de.us](mailto:pkeeton@doe.k12.de.us) or (302) 857-3313.

Enclosures

