



KENTUCKY COMMISSION On PROPRIETARY EDUCATION

300 Sower Boulevard, Frankfort, Kentucky 40601
(502) 564-4185 <http://kcpe.ky.gov>

APPLICATION TO CHANGE THE LOCATION OF A SCHOOL

INSTRUCTIONS

1. This application must be typed or printed legibly and completed in its entirety.
2. This application and all supporting material must be submitted with the application fee in accordance with 791 KAR 1:025. 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.
3. Attach continuation sheets if more space is needed to provide information.
4. Refer to KRS 165A.340(3); 165A.400; and 791 KAR 1:025.
5. The facility must be inspected by the Commission's designee prior to final approval of this application. You will be contacted by the Commission office to schedule this inspection.
6. This completed application may be submitted to the Kentucky Commission on Proprietary Education by mail to 300 Sower Boulevard, Frankfort, Kentucky 40601.-

CURRENT SCHOOL INFORMATION

School Name		Date Current License Issued	
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	

CHANGED SCHOOL LOCATION INFORMATION

Changed Street Address	City	State	Zip Code
Changed Telephone Number	Proposed Date of Change		

Reason for change.



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The changed location is Owned Leased Other

If other, explain.

If leased, name, address and phone number of the landlord or owner.

Landlord or Owner Name		Telephone Number	
Street Address	City	State	Zip Code

SUPPORTING MATERIALS

- ⑧ Floor plan, marked Exhibit A, including dimensions and total square feet.
- ⑧ Complete documentation, marked Exhibit B, indicating compliance with applicable fire and life safety codes, and if applicable, health codes.
- ⑧ Certificate of occupancy, marked Exhibit C.

CERTIFICATION

I certify that the information provided on this application as submitted to the Kentucky Commission on 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 791 KAR Chapter 1.

School Official Name	Title	School Official Signature	Date
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