



KENTUCKY COMMISSION ON PROPRIETARY EDUCATION

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

APPLICATION FOR RESIDENT COMMERCIAL DRIVER LICENSE TRAINING SCHOOL

INSTRUCTIONS

1. This application shall be typed or printed legibly and completed in its entirety.
2. This application and all supporting material must be submitted with the application fee and an annual renewal licensure fee in accordance with 791 KAR 1:025. Upon submission of this application a contribution to the Student Protection Fund is also required in accordance with 791 KAR 1:025. The application fee and contribution must be paid separately. These fees are non-refundable. 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.450, 165A.475 and 791 KAR 1:025.
5. This completed application may be submitted to the Kentucky Commission on Proprietary Education by mail to 300 Sower Boulevard, Frankfort, Kentucky 40601. In addition; a complete copy of this application and all supporting materials must be scanned and submitted electronically.

SCHOOL INFORMATION

School Name _____ Date _____

Street Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Fax Number _____ Website Address _____

Administrative Contact Person Name _____ Title _____ Email Address _____

Administrative Contact Person Address _____ City _____ State _____ Zip Code _____

Administrative Contact Person Phone # _____ Fax Number _____ Website Address _____

Has the school ever been cited to cease and desist operation in another state? Yes No

If yes, what State? _____ Explain: _____



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Has the school ever been refused approval by a Federal Agency, State Agency, or a National Accrediting Association? Yes No

If yes, please explain.

Is your school licensed in any other state as a resident or non-resident school? Yes No

If yes, please list all states.

List name of approvals by all federal agencies, state agencies and accrediting agencies.

OWNER INFORMATION

Type of Ownership Entity Corporation Limited Liability Company Partnership Individual

Name of Ownership Entity _____ Date and State of Corporation _____

Street Address _____ City _____ State _____ Zip Code _____

School Owner Name _____ Percent of Ownership _____ Telephone Number _____

Street Address _____ City _____ State _____ Zip Code _____

School Owner Name _____ Percent of Ownership _____ Telephone Number _____

Street Address _____ City _____ State _____ Zip Code _____



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ADMINISTRATION AND SUPERVISION

List name and title of all management, administrative, and supervisory personnel.

Chief Administrator Name _____ Title _____

Instructional Program Contact Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

HOURS OF OPERATION

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

TOTAL NUMBER OF INSTRUCTIONAL STAFF

Number of Full-Time Instructional Staff	_____
Number of Part-Time Instructional Staff	_____

TOTAL NUMBER OF AGENTS/RECRUITERS

Number of Full-Time Agents / Recruiters	_____
Number of Part-Time Agents / Recruiters	_____

PROGRAM INFORMATION

Name of Course	Type of Program (Certificate / Diploma)	Estimated Time to Complete	Length of Program	Hrs/Wks/Credit Hours

List all Federal and / or State Financial Aid programs offered by the school.

Name / Title: _____ Type: _____

Name / Title: _____ Type: _____



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STUDENT AID RECEIVED

Please list the public student aid proceeds received
July 1 through June 30
by program

KENTUCKY

	Dollar Amount	Number of Students
KEES		
College Access Program		
KY Tuition Grant		
KY National Guard Tuition Assistance		
Other KY		

FEDERAL

	Dollar Amount	Number of Students
PELL Grants		
Federal Work Study Program		
Federal Student Loans		
Other Federal		

TOTAL STATE AND FEDERAL ASSISTANCE \$ _____



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SUPPORTING MATERIAL

The following supporting documentation must be submitted with this application.

- SCHOOL SURETY BOND (PE-26) or an irrevocable letter of credit at a financial institution in the minimum amount of Twenty Thousand Dollars.(\$20,000.000).
- FORM FOR INSTRUCTIONAL STAFF & KEY ADMINISTRATIVE PERSONNEL (PE-11) for classroom instructors and key administrative personnel only.
- Student Contract Forms
- Student enrollment form, complete with school's refund policy. Refund policy must be the same as in the school catalog.
- Student attendance, progress, and conduct forms.
- Sample of certificate, diploma issued upon successful completion of program(s).
- Skills Instructor License application on each skills instructional staff member. Agent license application on each agent / recruiter.
- School financial statement, Submit a financial statement certified by an independent accountant.
- Fire inspection report indicating compliance with all fire and safety codes. A certificate of compliance from the local health department should be submitted for schools utilizing food/kitchen area for instruction.
- Complete equipment inventory with equipment listed by course or program.
- School catalog, bulletin, brochure, or other duplicated publication distributed to students. This document must be certified as true and correct in content by the appropriate school official and must contain the following information:
 1. Title, volume number, and date of issue.
 2. Official name of the school, its governing body, official, and faculty.
 3. A calendar of the school showing legal holidays, beginning and ending dates of each quarter, term, or semester, and other important dates.
 4. School policy and regulations regarding enrollment with respect to enrollment dates, specific entrance requirements for each course.
 5. School policy regarding absence, class cuts, make-up work, tardiness, and interruptions for unsatisfactory attendance.
 6. School policy and regulations relating to standards of progress required of the student. This policy should define the grading system of the school; the minimum grades considered satisfactory; grades or progress; and a description of the probationary period, if any, allowed by the school; and conditions of re-entrance for those students dismissed for unsatisfactory conduct.



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7. School policy and regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct.
8. Detailed schedule of fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, services charges, rentals, deposits, and all other charges.
9. School policy and regulation of the refund policy. This includes the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter the course, withdraws from the course, or the course is discontinued in any manner.
10. A description of the available space and facilities including a floor plan indicating the dimensions of all classrooms, activity areas, laboratories, school office area, etc.
11. A course outline for each course offered for which approval is requested, reflecting subjects or units in each course; type of work or skill to be learned; and the approximate time and clock hours to be spent on each subject or unit.
12. School Policy and regulations relating to granting credit for previous education and training.
13. Policy for students regarding the process for filing a complaint with the Kentucky Commission on Proprietary Education
14. Policy for students regarding the process for filing a claim against the Student Protection Fund and a statement notifying students of the existence of the Fund (included on the Student Enrollment Agreement)

Signed and notarized statement by each owner indicating they are 21 years of age or over; a resident of the Commonwealth of Kentucky for at least one (1) year preceding the application for the CDL driver training school; and are of good moral character.

Copy of liability insurance coverage policy of the facility, instructors, and students while operating the driver training school equipment, and all vehicles including trailers. Documentation must include all serial numbers and / or vehicle identification numbers (See KRS 165A.475 (1) (d) for coverage limits). Documentation must indicate if the vehicle and / or trailer is used on the school premises or is driven on the public roadways.

Minimum instructor qualifications.

JOB PLACEMENT REPORTING (PE-)

Copy of Article of Incorporation and Assumed Name paperwork marked

CRIMINAL BACKGROUND CHECKS

State law requires a state and national criminal history background check of all school owners, if incorporated all officers, and school director and / or administrator as a condition of applying for this license. Any person who refused to submit to a criminal history background check shall not be eligible to apply for, or be issued a license to operate a CDL driver training school.

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 1:025.

Signature and Title of Authorized School Official

Date