

Instructions

EDUCATION PROVIDER APPLICATION

(PROPRIETARY SCHOOL)

(TREC Form ED 1-0)

- Questions 1 through 7 are self-explanatory.
- On **question 8**, give the type of business entity the school will be. This question does not apply to the owner(s) of the school entity, but rather to the school itself.
 - ◆ If the school or any owner of at least a 10% interest in the school is a **corporation**, attach a **Certificate of Good Standing** from the Texas comptroller of Public Accounts for each corporation.
- **Questions 9 through 15** on the Education Provider application apply to the school entity itself and the operations manager. If the events referenced in any of these questions have occurred to the school entity or the operations manager, answer "yes" to the appropriate question and attach copies of the required documentation.
 - ◆ Please do not give answers on this form regarding events that may have occurred to any proposed owner of the school. Answers regarding these individuals should be given on the Principal Application (Form ED2-0).
- At the bottom of the form, give the printed name and **signature** of the person who is expected to serve as the operations manager for the school. The application will be rejected if signed by anyone other than the proposed operations manager.
- If this is your **initial application** for accreditation as a proprietary school (core education provider), please submit the following **financial documentation** on separate pages attached to the application;
 - a) for each person who will own an interest of at least 10% in the school, a current statement of financial condition and a current statement of net worth, prepared in accordance with generally accepted accounting principles;
 - b) a proposed budget for the first year of operation;
 - c) a market survey indicating the anticipated enrollment for the first year of operation; and
 - d) an original surety bond in the sum of \$20,000 payable to the Commission, using form ED 5-2.
- If your school is currently accredited by the Commission, and you are filing an application for **re-accreditation**, please submit the following **financial documentation** on separate pages attached to the application:
 - a) balance sheets for school operation, for the preceding accounting period, prepared in accordance with generally accepted accounting principles;
 - b) income statements for your school operation, for the preceding accounting period, prepared in accordance with generally accepted accounting principles;
 - c) statements of cash flows for your school operation, for the preceding period, prepared in

accordance with generally accepted accounting principles; and

d) a copy of your current surety bond in the sum of \$20,000 payable to the Commission.

- **REGARDING ALL DOCUMENTS TO BE ATTACHED:**All documents requested in these instructions should be attached to the Education Provider Application when it is filed with the Commission. The Commission will not consider or otherwise process your application until after you have submitted all necessary documentation.
- Please be aware of the provisions of Rule 535.64(m). The Commission may request that you provide **additional information** in connection with your application. If you fail to supply the requested information within 60 days of the Commission's request, your application will be terminated.



Texas Real Estate Commission

P.O. Box 12188
Austin, Texas 78711-2188

Education Provider Application

FEE	REGISTER NUMBER	AMOUNT	MONEY TYPE	LICENSE #
Application Processing Fee		\$400.00		

DO NOT WRITE ABOVE THIS LINE

All Information Must Be Typed or Printed in Ink

1. Provider Name				
2. Street Address				
3. Mailing Address				
4. Telephone	5. Fax Number	6. Web Address	7. Email Address	
8. Business Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Non Profit <input type="checkbox"/> Sole Proprietorship				
<p>The following documents must be filed with this application:</p> <p>A. Form ED 2-0 for any person owning at least 10 percent interest in this education provider.</p> <p>B. A list of any assumed names to be used.</p> <p>C. Detailed description of location including parking provisions, floor plan, room size, record storage, break facilities and restrooms.</p> <p>D. Enrollment agreement which includes tuition, refund policy, attendance requirements, makeup procedures, additional fees and time limits.</p> <p>E. Contingency plans if a class is canceled due to lack of an instructor, insufficient enrollment or inclement weather.</p> <p>F. List of those individuals authorized to sign for the education provider other than the Operations Manager.</p> <p>G. Any additional information which TREC should consider in reviewing this application.</p>				
9. Has the education provider or its operations manager ever had a professional or occupational license in this state or any other state suspended, canceled or revoked, or ever surrendered such a license? <input type="checkbox"/> Yes <input type="checkbox"/> No				
10. Has the education provider or its operations manager ever had an application for a professional or occupational license disapproved in this state or any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No				
11. Are there any disciplinary hearings or investigations pending against any professional or occupational licenses held by the education provider or its Operations Manager? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If the answer to 9, 10, or 11 is YES, submit copies of all orders, notices, disapprovals, investigative reports, and a written explanation.				
12. Are there any unpaid judgments or any civil suits pending against the education provider or its Operations Manager? <input type="checkbox"/> Yes <input type="checkbox"/> No If the answer is YES, submit copies of all the petitions and judgments and a written explanation.				
13. Has the education provider or its Operations Manager ever been convicted of a criminal offense? (Include all felonies and misdemeanors other than traffic tickets.) <input type="checkbox"/> Yes <input type="checkbox"/> No				
14. Has the education provider or its Operations Manager ever been placed on probation? <input type="checkbox"/> Yes <input type="checkbox"/> No				
15. Are there any criminal charges pending against the education provider or its Operations Manager? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If the answer to 13, 14, or 15 is YES, submit copies of all indictments, informations, judgments, orders and charges, and a written explanation.				
The information contained here is true and correct. I understand that approval to be an education provider may be withdrawn for noncompliance with the Real Estate License Act or the Rules of the Texas Real Estate Commission.				
_____		_____		_____
Operations Manager Printed Name		Signature		Date