

# COMMISSION FOR INDEPENDENT EDUCATION STAFF NEWS

Samuel L. Ferguson, Executive Director

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## Important Dates:

**November 15**  
Commission Meeting  
Lake Buena Vista

**November 16**  
Committee Meeting  
Lake Buena Vista

**December 13**  
Renewal Applications  
Due for March

## CIE Website Links:

[CIE Home](#)

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## Agenda Information

Location:	Date and Time:
<a href="#">Regal Sun Resort</a> 1850 Hotel Plaza Boulevard Lake Buena Vista, Florida 32830 (800) 624-4109	-November 15, 2007 Beginning at 10 a.m.
	-November 16, 2007 Beginning at 9 a.m.
Webcast:	Webcast Requirements:
Go to <a href="http://www.fldoe.org/cie">www.fldoe.org/cie</a> the day of the meeting and click on the webcast link.	Windows Media Player version 9 or higher

**Note: The licensure issues related to non-degree granting schools will be addressed on November 15<sup>th</sup> and the licensure issues related to degree granting schools will be addressed on November 16<sup>th</sup>.**

## Gifts to CIE Employees are Forbidden



For many years, some of you have sent holiday gifts baskets to the Commission staff in the spirit of the holidays and in appreciation of the service that you have received over the previous year. It our sad duty to inform you that changes in the DOE Code of Ethics prohibit DOE employees from accepting any gifts from those doing business, or those seeking to do business, with the agency (as well as from executive lobbyists).

Please note that, from now on, any such items that are sent to CIE, a CIE employee, or a group of CIE employees will have to be turned away. Though we appreciate your generosity, we have to carry out these actions in order to comply with the DOE Code of Ethics.

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## Defining a Transcript

One recurring question which we receive pertains to what constitutes a transcript. As of July 23, 2007, the Commission adopted Rule 6E-1.003(58), F.A.C. (Florida Administrative Code) which defines what should be included in a student transcript. The Rule is as follows:



“Transcript” means the form maintained by an institution on student academic information which minimally shall include the following:

- (a) Student name, street address, telephone number, date of birth;
- (b) Enrollment date(s);
- (c) Graduation date(s);
- (d) Required hours for completion;
- (e) Grade scale;
- (f) Courses taken;
  - 1. Attempted credit or clock hours;
  - 2. Scheduled start date;
  - 3. Dates of course completion;
  - 4. Grades;
- (g) Total hours attended; and
- (h) Credit given for courses transferred in from other institutions.

Hopefully, the addition of this Rule will clear any misconceptions that may exist concerning transcript requirements.

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## CIE’s Website is Revised



The Commission’s website ([www.fldoe.org/cie/](http://www.fldoe.org/cie/)) has been recently updated. Our new format is more user-friendly and now includes a basic “school search” function. This feature allows users to locate an individual institution by name or a group of schools by county. The front page now features a “menu” that allows users to readily access topics of interest from the categories of “Students,” “Institutions” or “General Information.”

We hope that these changes will make our website even more accessible for students and schools personnel. We shall strive to make further improvements to the CIE website in the future.

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### Printed CIE Newsletter will Cease

The print version of the *CIE Staff Newsletter* will stop being issued after the December, 2007 edition. The same important news and features will continue to be available in the online version.



This e-document can be now found at the CIE website ([www.fldoe.org/cie](http://www.fldoe.org/cie)) under the tab that is labeled Newsletters. Although it contains the same articles as the print version of the newsletter, the online version has a more colorful presentation style and it also contains "links" that allow the reader to move directly to the features that are of personal interest.

Please verify that the Commission has an accurate e-mail address for your institution in order to ensure the delivery of your electronic newsletter. You may verify your e-mail address by accessing the Institution Login Feature of the CIE website.

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### Ask Licensure



#### *How current do my financial statements need to be when renewing my license?*

Paragraph 6E-2.004(6)(b)1, F.A.C. requires that institutions renewing their licenses provide a financial review or audit prepared within the 12-month period prior to the renewal date. For example, an institution applying for Annual renewal at the November 2007 Commission meeting must present a financial statement for the fiscal period ending 12/31/2006 or later.

This requirement also pertains to an institution that submits a financial compilation of the school and of the controlling principals, instead of a review or audit, due to earning less than \$100,000 in gross tuition revenue (Paragraph 6E-2.004(6)(b)2., F.A.C.).

**THE COMMISSION MAY CONSIDER DENIAL OF LICENSURE RENEWAL FOR ANY INSTITUTION THAT FAILS TO PROVIDE A FINANCIAL STATEMENT AS REQUIRED BY RULE.**

Please make sure your CPA is aware of these time frames to ensure timely preparation of your financial statement. If you have any questions regarding financial statements, please contact your Program Specialist.

## Calendar

COMMISSION MEETING DATES AND LOCATIONS	> NEW INSTITUTE > SUBSTANTIVE CHANGES > CHANGE OF OWNERSHIP/CONTROL  MUST BE RECEIVED <u>NO LATER THAN:</u>	> ANNUAL RENEWALS PROGRAM > ADDITIONS/MODIFICATIONS AND ALL OTHER LICENSE RELATED MATTERS  MUST BE RECEIVED <u>NO LATER THAN:</u>
November 15-16, 2007 Orlando	Monday July 16, 2007	Thursday August 16, 2007
January 16, 2008 Orlando	Wednesday September 19, 2007	Wednesday October 17, 2007
March 12, 2008 Orlando	Tuesday November 13, 2007	Thursday December 13, 2007
May 14, 2008 Orlando	Tuesday January 15, 2008	Thursday February 14, 2008
July 21, 2008 Miami	Friday March 21, 2008	Tuesday April 22, 2008

## How to Contact Us

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