



COMMISSION FOR INDEPENDENT EDUCATION STAFF NEWS

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Dates to Remember

March 16
-Commission Meeting

April 17
-Renewals due July Meeting

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Commission Meeting Information

March 16, 2011 beginning at 9 a.m.

[Mission Inn Resort & Club](#)

10400 County Road 48
Howey-In-The-Hills, FL 34737
(800) 874-9053

[Map](#)

Visit the Commission [website](#) for the agenda and to view the webcast.

Is Your Contact Information Current?

The Commission's staff need to have current phone numbers and e-mail addresses in order to contact administrators and to e-mail pertinent information to your school. Your contact information is also included in the institution profile which is available to the public whenever they use the search component of the *School/College* link on the Commission's home page. If that information is not up-to-date, prospective students may not be able to contact your institution.

Please inform your Program Specialist of any changes to your phone number and/or e-mail address so that the Commission database and website may be updated.

Tips for Avoiding the Overpayment of Fees

A complete and accurate *Fee Transmittal* form must accompany all fee payments that are submitted to the Comptroller's office. Be sure to send a copy of the check and that transmittal form to the Commission for Independent Education (CIE).

To avoid the overpayment of fees, please review the following information.

1. If you are renewing your institution's license, don't send any payments to CIE until after you have received your renewal reminder notice from CIE. This document will specify exactly what renewal fees your institution will owe to the Commission.
2. Call your program specialist to confirm what fees, if any, your school will owe if you are adding or modifying a program.

Following these guidelines should help your institution avoid overpayment of fees. As always, if you have any questions regarding the fees owed by your institution,

please contact your Program Specialist.

Ask Licensure

What steps must my institution take in order to meet the new rule requiring admissions staff to complete a training program?

Rule 6E-1.0032, Florida Administrative Code (F.A.C.) - Fair Consumer Practices has been amended to include a new subsection [6E-1.0032(12)] requiring the development of a training program for all staff who recruit prospective students or who participate in the admissions of prospective students. All institutions submitting an application for an institutional license (Provisional, Annual, or License by Means of Accreditation and the applications for the renewal of these licenses) will be required to submit this training program for Commission approval. This requirement will begin with the July, 2011 Commission meeting.

Licensed institutions will submit their training programs along with their licensure renewal applications. For example, institutions scheduled to appear on the July, 2011 agenda will be the first required to submit these training programs along with their license renewal applications. Institutions whose renewal applications appear on subsequent agendas shall submit these training programs at the time they submit their renewal applications. Institutions must then annually submit their updated training programs as part of regularly scheduled renewal.

The following two training options are available to licensed institutions:

1. An institution may develop an in-house training program based on Rule 6E-1.0032(12).

OR

2. An institution may contract for this training with a training provider that has been approved by the Commission. Institutions acquiring its training program by this method may provide the program to staff without additional approval from the Commission. Their programs will not be placed on a Commission agenda for approval.

NOTE - No fees are assessed for these training programs.

Please make sure that your training program follows the requirements contained in Rule 6E-1.0032(12). All training programs must include the following information in order to prepare staff who recruit prospective students or who participate in the admission of prospective students:

- Institution programs
- Services
- Costs
- Terms of payment
- Financial aid available for qualified students
- Refund policy
- Transferability of credits to other institutions
- Reasonable employment projections and accurate placement data
- Status of the institution regarding licensure and accreditation
- Facts regarding the eligibility of graduates to sit for Florida licensure examinations or fulfill other Florida requirements to practice the career or profession for which the prospective student wishes to be trained
- Any other relevant facts.

The program must also reflect the Fair Consumer Practices outlined in Sections 1005.04 and 1005.34, Florida Statutes and 6E-1.0032 (F.A.C.)

If you have any questions regarding the development of your training program for admissions staff, please contact your Program Specialist.

Commission Meeting Dates and Locations

March 16, 2011

Howey-In-The-Hills

New Institution Applications Due: November 16, 2010

All Other Applications Due: December 16, 2010

May 25, 2011

Howey-In-The-Hills

New Institution Applications Due: January 16, 2011

All Other Applications Due: February 15, 2011