In This Issue:
- Gifts to CIE
- Defining a Transcript
- CIE Website Revised
- Printed Newsletter
- Ask Licensure
- Calendar
- Contact Us

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
- Institution Login
- Rules & Law
- Staff Directory

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### Agenda Information

<table>
<thead>
<tr>
<th>Location</th>
<th>Date and Time</th>
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</thead>
<tbody>
<tr>
<td><strong>Regal Sun Resort</strong></td>
<td>- November 15, 2007</td>
</tr>
<tr>
<td>1850 Hotel Plaza Boulevard</td>
<td>Beginning at 10 a.m.</td>
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<tr>
<td>Lake Buena Vista, Florida</td>
<td>- November 16, 2007</td>
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<tr>
<td>32830</td>
<td>Beginning at 9 a.m.</td>
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<tr>
<td>(800) 624-4109</td>
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</table>

**Webcast:**
Go to [www.fldoe.org/cie](http://www.fldoe.org/cie) the day of the meeting and click on the webcast link.

**Webcast Requirements:**
Windows Media Player
version 9 or higher

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

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**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.
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.

CIE’s Website is Revised

The Commission’s website (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.
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) 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.

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

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

Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400

Phone: (850) 245-3200  
Fax: (850) 245-3233  
Email: cieinfo@fldoe.org  
Website: www.fldoe.org/cie

If you are receiving this email in error, please reply to this email with the word "Remove" in the subject line.