APPLICATION PROCEDURES

In reply to your request for licensure information, we are enclosing an application for licensure as a resident school in Kentucky. The requirements for licensure are defined in the laws and regulations (copy enclosed) and should be studied very carefully.

Please attach the application fee of $300 by check or money order made payable to the **Kentucky State Treasurer**. Also, attach the **Student Protection Fund** payment of $300 by check or money order made payable to the **Kentucky State Treasurer**, in accordance with KRS 165A.450. **DO NOT SEND CASH. These fees must be submitted separately.**

The School Personnel Form must be completed for each instructional staff member of your institution and may be copied as often as necessary. You should keep a blank copy on file to notify the board of **all** instructional personnel changes.

Tentative 2004 board meeting dates and application deadlines are listed below (these are subject to change):

Board Meeting Date	**Application Deadline**
February 17	January 6
May 18	April 6
July 20	June 8
September 21	August 10
December 7	October 22

All documentation must be received at the address above on or before the application deadline to be placed on the board meeting agenda. The board committee meetings begin at 9:00 a.m. A representative of the school/organization should be present to answer any questions the committee members may have. A map is enclosed. The street address is: **911 Leawood Drive, Frankfort, KY 40601.**

Kentucky state law mandates that all licenses will expire on June 30 each year. Renewal applications must be filed with the Board by May 15 (or closest business day thereto).

If you have any questions regarding this information, please feel free to contact Lisa Smith Shelley, Board Administrator, at (502) 564-3296, extension 239 or via e-mail at Lisa.Shelley@ky.gov.

Sincerely,

Nancy L. Black
Executive Director

Enclosure