



Office for Career and Technical Schools

Change of Address / Institutional Name Application

In compliance with Indiana Code 22-4.1-21, this application is being submitted this ____ day of _____, 20____, in partial fulfillment to be considered for institutional name or address change.

Submitted by:

Chief Administrative Officer (PRINTED NAME)

Name of Institution

FEIN

(If a branch, franchise or extension, Name of the Parent Institution / Organization)

Institution Street Address

Institution City, State, and Zip Code

Institution Telephone Number, e-mail and website address

I hereby swear and affirm that the information contained herein is true and correct to the best of my knowledge and all supportive statements and substantive documents are true and factual.

Chief Administrative Office (signature)

____ / ____ / 20 ____
Date

Witnessed by (PRINTED name)

____ / ____ / 20 ____
Date

Witnessed by (signature)

Section I

Complete if change of institutional name:

_____	_____
Name of Institution (New)	FEIN

Institution Street Address	

Institution City, State, and Zip Code	

Institution Telephone Number, e-mail and website address	

All advertisements (including internet, print media, radio/tv, and social media), student enrollments, or training under the new institution name may not begin until OCTS approves the name change.

Submit the following documentation to OCTS:

- 1) Mail to OCTS:
 - a. An original surety bond rider (with power of attorney for the attorney-in-fact) changing the current bond's institution name to the new name of the institution.
 - b. \$100.00 application fee made out to the Office for Career and Technical Schools.
- 2) Email to OCTS:
 - a. A Certificate of Liability Insurance indicating the insured is the new institution name,
 - i. OCTS must appear as the certificate holder.
 - b. Copies of the enrollment agreement(s) and student catalog with name change.
 - c. A list of current administrative staff and instructors.
 - d. Sample of the credential conferred upon completing showing the new institution name.
 - e. Copy of the transcript showing the new institution name.

After OCTS approves the name change:

- 1) If the institution is nationally accredited, submit the approval letter from the national accrediting body with approval of name change.
- 2) If the institution has an on-line presence, update website, Facebook, etc. with new name. Notify OCTS via email for verification.

Section II

Complete if change of institutional location/address:

_____	_____
Name of Institution	FEIN

Institution Street Address (New)	

Institution City, State, and Zip Code (New)	

Institution Telephone Number, e-mail and website address (New)	

All advertisements (including internet, print media, radio/tv, and social media), student enrollments, or training at the new institution location may not begin until OCTS approves the location/address change.

Submit the following documentation to OCTS:

- 1) Mail to OCTS:
 - a. An original surety bond rider (with power of attorney for the attorney-in-fact) changing the current bond's institution address to the new address of the institution.
 - i. (This only applies if the new institution is in a different city.)
 - b. \$100.00 application fee made out to the Office for Career and Technical Schools.
- 2) Email to OCTS:
 - a. A Certificate of Liability Insurance with updated institution address,
 - i. OCTS must appear as the certificate holder.
 - b. Copies of the enrollment agreement(s) and student catalog with address change.
 - c. A passing fire inspection, performed by the local municipal fire department.
 - i. (A sprinkler, fire extinguisher, etc. inspection will not be accepted.)
 - d. A list of current administrative staff and instructors.
 - e. Copy of the transcript showing the new institution address.

After OCTS approves the address change:

- 1) If the institution is nationally accredited, submit the approval letter from the national accrediting body with approval of address change.
- 2) If the institution has an on-line presence, update website, Facebook, etc. with the new address name. Notify OCTS via email for verification.