



Initial Accreditation Application Checklist  
to Operate a Postsecondary Proprietary Educational Institution in the State of Indiana

\*Submit all completed application materials, including this checklist, as a *single packet* to:

ATTN: Department of Workforce Development  
Office for Career and Technical Schools  
10 N Senate Ave, Suite SE 308  
Indianapolis, IN 46204

Use this checklist before submitting your application:

DOCUMENT TITLE	DOCUMENT LINKS
Application Form with notary signature & seal and attachments	<a href="#">pdf</a>
Minimum Standards	<a href="#">pdf</a>
Refund policy (verbatim)	<a href="#">pdf</a>
Enrollment Agreement Checklist	<a href="#">pdf</a>
Faculty qualifications	<a href="#">pdf</a>
Original Institutional Surety Bond for \$25,000 minimum with surety signature & seal	<a href="#">pdf</a>
Financial Report Submission Sheet with notary signature & seal	<a href="#">pdf</a>
Indiana Tuition Report Form with notary signature & seal	<a href="#">pdf</a>

\* Application materials may be submitted electronically to [OCTS@dwd.in.gov](mailto:OCTS@dwd.in.gov); however, fees and Original Institutional Surety Bond must be sent via postal service. Applications will not be processed until the fee is received. DO NOT SEND CASH.

**NOTE: The application cannot be completed on a mobile device. If using a PC, use Chrome or Internet Explorer; if using a Mac, use Chrome or Safari. SAVE A COPY FOR YOUR RECORDS.**