

Office for Career and Technical Schools

Important Due Dates

Career and Technical Schools that are granted a status in accordance with IC 22-4.1-21 must honor the following important due dates to ensure continual compliance. Failure to meet a deadline may result in suspension, revocation, or loss of an operating status. Please note that although *e-reminders* will be sent to valid contact e-mail addresses, the institution is required to meet the following due dates whether or not the advanced notification is received.

For Schools with Temporary status—

- 1) Student Assurance Fund Payments and Quarterly Student Data Forms are due each quarter.

<u>QUARTER</u>	<u>PAYMENT DUE DATE</u>
1) January 1 – March 31	MAY 15 th
2) April 1 – June 30	AUGUST 14 th
3) July 1 – September 30	NOVEMBER 14 th
4) October 1 – December 31	FEBRUARY 14 th

- 2) Institutional Surety Bonds must be obtained annually. The renewal expiration date should be no later than twelve months from the issue date; continuation certificates are NOT acceptable.
- 3) A passing fire Inspection (performed by the local municipal fire department), and a Certificate of Liability Insurance is due annually.

For Schools with Fully Accredited Status –

- 1) Student Assurance Fund Payments and Quarterly Student Data Forms are due each quarter.

<u>QUARTER</u>	<u>PAYMENT DUE DATE</u>
J1) January 1 – March 31	MAY 15 th
2) April 1 – June 30	AUGUST 14 th
3) July 1 – September 30	NOVEMBER 14 th
4) October 1 – December 31	FEBRUARY 14 th

- 2) Institutional Surety Bonds must be obtained annually. The renewal expiration date should be no later than twelve months from the issue date; continuation certificates are NOT acceptable.
- 3) A passing fire Inspection (performed by the local municipal fire department), and a Certificate of Liability Insurance is due annually.
- 4) The Application for Accreditation Renewal, renewal fee, and accompanying documentation is due annually no later than 30 days before the accreditation expiration date.

Questions about any of the above requirements and when materials should be submitted to our office may be directed to: Stephen Turner, Program Director of Institution Accreditation and Compliance - OCTS@dwd.in.gov.