

**NORTH CAROLINA BOARD OF COMMUNITY COLLEGES
OFFICE OF PROPRIETARY SCHOOLS**

CHECKLIST FOR IN-YEAR LICENSE CHANGES

PROPRIETARY SCHOOL: _____

Use this form to make the following changes during the current license year:

I want to relocate the school, update an existing lease, or add a remote site

1. Select the "In-Year Changes" button on the school dashboard in the portal. Update the information as necessary and submit the application in the portal.
 - a. School Relocation - Submit a certified bank check or money order in the amount of five hundred dollars (\$500), made payable to the North Carolina State Treasurer.
 - b. Add Remote Site - Submit a certified bank check or money order in the amount of one thousand dollars (\$1,000), made payable to the North Carolina State Treasurer.

No instruction is authorized at any new locations until they are formally approved by the Office of Proprietary Schools.

I want to add or change a program

1. Select the "In-Year Changes" button on the school dashboard in the portal. Update the information as necessary and submit the application to our office in the portal.
 - a. Program Additions or Changes - Submit a certified bank check or money order in the amount of two hundred dollars (\$200), made payable to the North Carolina State Treasurer.

No instruction is authorized in new programs until they are formally approved by the Office of Proprietary Schools.

I want to add a new faculty member

1. Select the "In-Year Changes" button on the school dashboard in the portal. Update the information as necessary and submit the application to our office in the portal.
2. Email checklist to OPS for new faculty additions only.

New administrative or teaching faculty must be submitted for approval within 30 days of their start date.

Print Name

Signature

Date

Mail Payments To: Office of Proprietary Schools, NC Community College System Office,
5001 Mail Service Center, Raleigh, NC 27699-5001.