



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

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 Avenue, 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	.pdf
○ Minimum Standards	.pdf
○ Resident Refund policy (verbatim)	.pdf
○ Correspondence Refund policy (verbatim)	.pdf
○ Faculty qualifications	.pdf
○ Original Institutional Surety Bond for \$25,000 minimum with surety signature & seal	.pdf
○ Financial Report Submission Sheet with notary signature & seal	.doc
○ Indiana Tuition Report Form with notary signature & seal	.pdf

* Application materials may be submitted electronically to 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.**

Revised: 03/06/15