

NEW FLORIDA SCHOOL APPLICATION – LIST OF EXHIBITS

Bayside Projects Consulting Free Download Reference Guide

The following is a list of documents and forms to be submitted with the Provisional License Application. Additional documents may be required such as externship agreements and contracts for online delivery services depending on the scope of the institution and programs to be offered.

PROVISIONAL APPLICATION EXHIBITS

The following documents and forms are required along with the CIE'S New Institution Application:

COPIES OF THE FOLLOWING

- Lease agreement.
- Corporation registration.
- Zoning compliance permits.
- Owners and staff resume, licenses, and credentials.
- Board approvals.
- Admissions training certificates.

PREPARED FOR THE APPLICATION

- School Catalog.
- Enrollment Agreement.
- Business Plan.
- Projected Budget.
- Program Outlines.
- Online Delivery Forms.
- Disclosure Forms for Nursing Schools.
- Faculty Handbook.
- Faculty Listing.
- Organizational Chart.
- Instructional and Personnel Notarized forms.
- Advertising drafts.
- Accreditation Status.
- Financial Statements for the Institution.
- Financial Statements for the Owners.
- Proforma Balance Sheet.
- Fee Forms.
- Checklists.

APPLICATION DUE DATES

There are six annual due dates for initial applicants:

- January 1st
- March 1st
- May 1st
- July 1st
- September 1st
- November 1st

BEFORE APPLYING: DOING YOUR HOMEWORK

Applying for a school license requires a considerable up-front investment and a long-term commitment. We recommend taking the time to do the homework before getting started, which includes:

- Conducting research on the schools in the area where you are planning to open.
- Assessing the programs offered and the community needs not being met.
- Confirming the employment projections for your specific market.
- Calculating the costs of establishing and operating your school and programs.
- Confirming if any of the programs to be offered require board or facility approval.
- Watching the CIE's commission meeting webcasts. [CIE Meetings](#) are conducted every other month. You will learn immensely by watching the commissioners and common situations school's face. You may watch the meeting via YouTube. Follow the instructions included on [CIE's Meeting Agenda page](#).

LEARN MORE

THE NEW SCHOOL APPLICATION

Visit [Open a School or College in Florida](#) for a review of the application and approval process with the Florida Department of Education. This page includes answers to common initial application questions, Florida Board requirements, and recommended homework to complete before starting the application process.

COMPLETING THE APPLICATION STEP BY STEP GUIDE

Visit [How to Complete CIE New Institution Application](#) for a review of the submission process, formatting, and each of the 24 exhibits. This page includes tips on avoiding common mistakes and links to tutorial videos for many of the items.

OUR CONSULTING SERVICES

We have many years of experience assisting new Florida school owners obtain their career school, college, and university licenses. [Visit our Florida school consulting page for a list of available services](#). We can help you with the entire application process including the planning, preparing the application documents, and operations training.

Still needing assistance with your Florida school application? We are glad to help! Request a free consultation by calling 786-618-2277, emailing info@baysideprojects.com, or [completing the free session request form](#). Our experience is readily available to help you obtain state approval and maintain continuous compliance. [Bayside Projects Consulting](#)