

# 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.

### 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 schools 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, links to tutorial videos for many of the items, and application follow-up advice.

### COMMISSION FREQUENTLY ASKED QUESTIONS

For additional information and answers to the commission's most common questions, visit our page dedicated to the [Florida Commission for Independent Education](#). Among others, this page includes the commission scope and responsibilities, meeting calendar, application due dates, links to important pages, the religious exempt process, difference between licensing and accreditation, and what to expect after initial approval.

### CIE REFERENCE PAGES

- [Commission Home Page](#)
- [CIE New Institution Application](#)
- [Meetings and Application Deadlines Calendar](#)

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](mailto: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](#)