



ARKANSAS STATE BOARD OF PRIVATE CAREER EDUCATION

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FORM 5000

ADMISSIONS REPRESENTATIVE - ORIGINAL APPLICATION

IN ACCORDANCE WITH ARKANSAS CODE 6-51-601 ET.AL.

“(d) AN APPLICANT FOR AN ADMISSIONS REPRESENTATIVE'S LICENSE MUST:

- (1) Be at least eighteen (18) years of age;
(2) Be a high school graduate or hold a graduate equivalent degree;
(3) Not have been convicted in any jurisdiction of a felony, Class A misdemeanor, or a crime involving an act of violence for which a pardon has not been granted;
(4) Be a citizen of the United States;
(5) Not have been discharged from the armed services of the United States under other than honorable conditions; and
(6) Be in compliance with any other reasonable qualifications that the board may fix by rule.
(e) (1) The Department of Arkansas State Police shall be authorized to conduct background investigations for applicants that have executed the appropriate release, a said background investigation shall consist of whether the applicant has been convicted in any jurisdiction of a felony, a Class A misdemeanor, or a crime involving an act of violence.
(2) The Department of Arkansas State Police shall be authorized to disseminate said background information to the State Board of Private Career Education.”

IN ORDER TO PROCESS THIS APPLICATION THE FOLLOWING ITEMS SHALL BE ATTACHED:

- (1) A copy of the applicant's birth certificate or a copy of an official government document that shall show proof of age such as a driver's license, passport, etc.;
(2) A copy of the applicants high school transcript, diploma, proof of GED, or other document that can serve as proof of high school graduation such as a college transcript;
(3) If applicable, attach proof of honorable discharge from the armed services;
(4) A copy of a photo ID such as a drivers license; and
(5) Two (2) photographs of the applicant. The photographs shall be 1” x 1”. Photos shall not include other persons. Any other photos shall be returned which may cause a delay in issuing the license of the admissions representative, as well as, assessment of administrative fee for incomplete information
(6) Completed FORM 6050 ARKANSAS STATE POLICE IDENTIFICATION BUREAU INDIVIDUAL RECORD CHECK FORM and \$20 check or money order made payable to Arkansas State Police.

SCHOOL EMPLOYED BY _____ CITY STATE

BACKGROUND INFORMATION

NAME _____ SOCIAL SECURITY NUMBER _____
Last First Middle

PRESENT ADDRESS _____ CITY STATE ZIP

PHONE NUMBER HOME _____ WORK _____

BIRTHDATE _____ PLACE OF BIRTH _____
CITY COUNTY STATE

DRIVERS LICENSE NUMBER AND STATE _____

ARE YOU A CITIZEN OF THE UNITED STATES? YES ____ NO ____

DATE OF HIGH SCHOOL GRADUATION OR COMPLETION OF GED _____

BOARD USE ONLY CK OR MO# DATE OF CK/MO REC'D \$

HAVE YOU SERVED IN THE ARMED SERVICES OF THE UNITED STATES? YES _____ NO _____

HAVE YOU EVER BEEN CONVICTED IN ANY JURISDICTION OF A FELONY, CLASS A MISDEMEANOR, OR A CRIME INVOLVING AN ACT OF VIOLENCE FOR WHICH A PARDON HAS NOT BEEN GRANTED? YES _____ NO _____ LIST ALL CONVICTIONS OF A FELONY, CLASS -A- MISDEMEANOR, OR A CRIME INVOLVING AN ACT OF VIOLENCE, FOR WHICH A PARDON HAS NOT BEEN GRANTED:

| <u>CHARGE</u> | <u>LOCATION</u> | <u>DATE</u> | <u>DISPOSITION</u> |
|---------------|-----------------|-------------|--------------------|
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IN ACCORDANCE WITH CURRENT REGULATIONS REGARDING ADMISSIONS REPRESENTATIVES AND RECRUITMENT - GERNERAL

- (1) An admissions representative license shall be issued for one (1) year. The expiration date shall be the last day of the month during which the license was issued.
- (2) The application for an admissions representative shall be submitted on the forms and in the manner set forth by the Board.
- (3) The admissions representative shall carry the pocket card license at all times the school is being represented.
- (4) The pocket card license shall bear not less than a recent photograph of the admissions representative, their name, the name and location of the licensed school to be represented, and the valid period of the license.
- (5) An unlicensed admissions representative shall not be permitted a trial or break-in period of employment with a school which would allow them to engage in recruiting.
- (6) An admissions representative shall obtain a license for each school site to be represented to Arkansas residents.
- (7) The admissions representative shall not advertise programs other than those licensed by the Board.
- (8) The admissions representative shall conduct business affairs in such a manner as to reflect honesty, integrity, and a sense of fair play.
- (9) The admissions representative shall not promise employment of any type, for any period of time, nor for any rate of pay, to a prospective student, unless such conditions for employment are clearly stated in the enrollment contract signed by the prospective student and/or the student's parent, guardian or guarantor and by an authorized official of the school.
- (10) The admissions representative shall discuss only the school they are licensed to represent. If the representative is questioned about another school the only response given shall be to contact the school directly or the Arkansas State Board of Private Career Education.
- (11) The admissions representative shall not attempt in any manner to persuade a prospective student to cancel an enrollment contract with any other school.
- (12) The admissions representative shall not mislead any prospective student by promising anything not covered specifically in the enrollment contract or printed publications of the school.
- (13) The title, content, cost, or objective of a program proposed by an admissions representative for enrollment of a prospective student shall not be different from that which is currently approved by the Board.
- (14) The school authority shall return to the Board Staff within thirty (30) calendar days, the pocket card license of an admissions representative who is no longer employed. A letter with the date of, and reason for the representative's termination shall be submitted with the pocket card license.
- (15) Schools shall train their admissions representatives so as to be knowledgeable of school policies and procedures, as well as those of the Arkansas State Board of Private Career Education.
- (16) Schools shall be responsible for any statements or commitments made by its admissions representatives to students or prospective students.
- (17) The admissions representative shall not:
 - (a) Solicit in public places other than an educational setting, at job fairs, or other organized meetings;
 - (b) Offer as an inducement or enticement, any substantial consideration to a prospective student prior to enrollment, such as cash, food, housing, or gifts;
 - (c) Administer the entrance test, if one is given;
 - (d) Advise students about financial aid other than informing the student of the general availability of financial assistance; **AND**
 - (e) Engage in acts or practices, which have a tendency to intimidate, coerce, or mislead a prospective student into accepting an enrollment.
- (18) A file shall be maintained at the school with information on all financial inducements for student referrals to currently enrolled students and scholarships available to all students.
- (19) Schools shall not offer premiums and/or special inducements to prospective students or enrollees unless the Board Staff is notified in writing as to the type, purpose, and monetary value.
- (20) Schools shall not engage in commercial activities for profit, or for any other reason, which may be construed by the Board as unfair to the students, i.e. requiring the student to work, in the field they are studying, in a business owned by persons associated with the school.

CERTIFICATION BY ADMISSIONS REPRESENTATIVE

I HEREBY CERTIFY THE INFORMATION APPEARING ON THIS APPLICATAION AND THE ATTACHMENTS TO BE CORRECT AND TRUE. SHOULD MY EMPLOYEMENT WITH THE SCHOOL BE CANCELLED FOR ANY REASON, I HEREBY AGREE TO IMMEDIATELY RETURN TO THE SCHOOL MY POCKET CARD. I UNDERSTAND THAT INFRACTIONS OF ARKANSAS CODE 6-51-601 ET.AL. AND REGULATIONS MAY CAUSE CANCELLATION OF MY LICENSE TO DO BUSINESS IN THE STATE OF ARKANSAS.

Typed Name of Applicant Title

Signature of Applicant Date

Sworn to and subscribed before me this _____ day of _____, 20__

Notary Public My Commission Expires _____

CERTIFICATION BY SCHOOL

I CERTIFY THAT THIS SCHOOL WILL SUSPEND THE EMPLOYMENT WITH SAID ADMISSIONS REPRESENTATIVE FOR SERVICES IN THE STATE OF ARKANSAS IF SUCH TIME OCCURS THAT THE REPRESENTATIVE'S CONDUCT VIOLATES ARKANSAS CODE 6-51-601 ET. AL. OR REGULATIONS UNDER WHICH THIS LICENSE HAS BEEN ISSUED. IN THE EVENT OUR EMPLOYMENT CONTRACT WITH THE REPRESENTATIVE IS CANCELLED OR TERMINATED FOR ANY REASON, I AGREE TO SECURE THE LICENSE FROM THE REPRESENTATIVE AND RETURN IT TO THE BOARD STAFF WITHIN THIRTY (30) CALENDAR DAYS.

Typed Name of Official Title

Signature of Official Date

Sworn to and subscribed before me this _____ day of _____, 20__

Notary Public My Commission Expires _____