



ARKANSAS STATE BOARD OF PRIVATE CAREER EDUCATION

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FORM 7000

CATALOG CERTIFICATION

NAME OF SCHOOL \_\_\_\_\_

THIS FORM SHALL BE ATTACHED TO YOUR CURRENT CATALOG.

Indicate the page number from your catalog on which the following items can be found.

N/A is not an appropriate answer to any of these items, as they are required by regulations for Arkansas Code 6-51-601 et. al.

Page # Item

- \_\_\_\_\_ 1. Name and address of the school.
- \_\_\_\_\_ 2. Publication date of catalog/bulletin.
- \_\_\_\_\_ 3. Indication that the information contained in the catalog/bulletin is expected to remain effective during the forthcoming licensing year.
- \_\_\_\_\_ 4. Certification that the Board will receive advance notice in the event of changes in the content of the catalog/bulletin.
- \_\_\_\_\_ 5. A calendar of the school, showing beginning and ending dates for each school year, semester, quarter, term and/or session, vacation periods, and holidays observed by the school.
- \_\_\_\_\_ 6. School policies covering
  - a) leave,
  - b) excused and unexcused absences,
  - c) make-up work,
  - d) tardiness,
  - e) satisfactory progress policy that shall have specified limits concerning probation and termination of enrollment, and
  - f) grading system.
- \_\_\_\_\_ 7. Enrollment prerequisites for each program offered and the policy of the school relative to the granting of credit for previous education, training and/or work experience.
- \_\_\_\_\_ 8. Cost of each program offered and what is covered in the cost.
- \_\_\_\_\_ 9. School refund policy.
- \_\_\_\_\_ 10. An outline of each licensed program for which approval is requested, showing courses and the number of clock or credit hours to be earned by the student in each course of the program.
- \_\_\_\_\_ 11. A description of the available
  - a) space,
  - b) facilities, and
  - c) equipment.

I certify that this is the catalog that our students receive at the time of their registration and that the Board will receive the most recent copy as available.

Typed Name and	Signature of Person Certifying Catalog	Title	Date
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