

COMMISSION FOR INDEPENDENT EDUCATION STAFF NEWS

Samuel L. Ferguson, Executive Director

July 2, 2009

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Important Dates:

July 27

Commission Meeting
Orlando

August 17

Renewals due for
September meeting

CIE Website Links:

[CIE Home](#)

[Institution Login](#)

[Rules & Law](#)

[Staff Directory](#)

Agenda Information

Location:	Date and Time:
Orlando Marriot Lake Mary 1501 International Parkway Lake Mary, FL 32746 (800) 380-7724 Map	July 27, 2009 Beginning at 9 a.m.
Webcast:	Webcast Requirements:
Go to http://www.fldoe.org/cie/agenda.asp the day of the meeting and click on the webcast link.	Windows Media Player version 9 or higher

Ask Licensure

What am I required to report to the Commission if I decide to relocate my school?

Commission Rule 6E-1.003(55) states that a change of location that exceeds 45 miles is considered a Substantive Change and must be approved by the Commission.

If you are considering a change of location exceeding 45 miles, please login to the Commission website and click on *Institution Login* to access the *Application for Change in Location*. You are required to submit the following documentation:

1. One copy of the site plan. This can be a map generated by an Internet mapping program, such as MapQuest, showing the institution's location.
2. One copy of an annotated floor plan. This may be a hand-drawn floor plan showing the features of the facility.
3. A narrative description of the physical plant.
4. One copy of the occupational license and fire, safety and sanitation inspection report.
5. One copy of the signed lease or lease option.
6. One copy of the updated catalog showing the new address and phone numbers.
7. One copy of the Enrollment Agreement form or Application for Admission showing the new address and phone numbers.
8. A narrative description of why the change of location is going to occur.
9. If your institution is accredited, submit proof of your accrediting agency's approval.

- 10. A completed Application for Change in Location.
- 11. Fee Transmittal form and fees (if you are moving more than 45 miles).

Institutions must hold an Annual License or a License by Means of Accreditation to apply for a Substantive Change. All applications for change in location exceeding 45 miles must be presented at a Commission meeting.

If you are considering a change of location that is 45 miles or less from your current location, you still need to submit items #1-10 (listed above). You are not required to pay fees and your application will not be placed on a Commission agenda for review. After all of the required documentation is received in the Commission office, the institution's address will be updated in the Commission's database and you will be issued a license containing the new address. Institutions that hold a Provisional License may only apply for a change of location if the move is 45 miles or less.

Please contact your Program Specialist as far in advance as possible if you are considering a change of location.

Calendar

COMMISSION MEETING DATES AND LOCATIONS	➤ NEW INSTITUTION MUST BE RECEIVED NO LATER THAN:	➤ ANNUAL RENEWALS PROGRAM ➤ ADDITIONS/MODIFICATIONS ➤ AND ALL OTHER LICENSE RELATED MATTERS MUST BE RECEIVED NO LATER THAN:
July 27, 2009 Orlando	March 27, 2009	April 27, 2009
September 16, 2009 Orlando	May 19, 2009	June 17, 2009
November 19, 2009 Orlando	July 22, 2009	August 17, 2009
January 28, 2010 Orlando	September 30, 2009	October 18, 2009

How to Contact Us

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