



COMMISSION FOR INDEPENDENT EDUCATION STAFF NEWS

SAMUEL L. FERGUSON, EXECUTIVE DIRECTOR

Volume X
Number 6
May 3, 2011

In this issue

[Meeting Information](#) | [Ask Licensure](#) | [Admissions Staff Training](#) | [Code of Ethics](#) | [Meeting Dates](#)

Dates to Remember

May 25
-Commission Meeting

June 17
-Renewals due September Meeting

Contact Us

325 West Gaines Street
Suite 1414
Tallahassee, FL 32399

Email: cieinfo@fldoe.org
Web: www.fldoe.org/cie
Phone: (850) 245-3200
Fax: (850) 245-3233

Commission Meeting Information

May 25, 2011 beginning at 9 a.m.

Mission Inn Resort & Club

10400 County Road 48
Howey-In-The-Hills, FL 34737
(800) 874-9053

[Map](#)

Visit the Commission [website](#) for the agenda and to view the webcast.

Ask Licensure

What is the proper procedure for submitting fees?

When submitting an application that requires fees to the Commission for Independent Education, the institution must also send the original complete Fee Transmittal and a check made out to the Florida Department of Education to:

Florida Department of Education
Office of the Comptroller
944 Turlington Building
325 West Gaines Street
Tallahassee, FL 32399-0400

NOTE – the amount of the check must match the amount shown on the Fee Transmittal.

In addition, a copy of the check and a copy of the transmittal must be included with the application that is mailed to your Program Specialist at:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400

Please make sure that all fees are submitted at the time you are submitting your application. Actions cannot be placed on a Commission Agenda until all fees have cleared the Department of Education Comptroller's Office. If you have any questions regarding the submission of fees, please contact your Program Specialist.

What is the proper procedure for requesting an extension of time to complete a renewal application?

A letter requesting an extension to the next Commission meeting (after the institution's assigned Commission Meeting) must be sent to the Commission's office once it becomes evident that an application will not be completed in time to go on the assigned agenda. The letter should be signed and dated by an authorized representative of the institution and should include:

- The institution's license ID number;
- The name and address of the institution;
- The current type of license held by the institution;
- The reason for the request for an extension;
- The date of the next regularly scheduled Commission meeting (for the extension); and
- A copy of the check (for the appropriate amount) that was sent to the Comptroller's Office and a copy of the fee transmittal

Contact your Program Specialist to obtain **Form 212**, the Annual Review Extension Fee Transmittal. The original fee transmittal and the check should be mailed directly to the Comptroller's Office (see the address above). The fee for the first extension is \$500, for a second extension is \$750, and for a third extension is \$1,500.

Please contact your Program Specialist to find out the deadline for the submission of your institution's request for an extension. The payment of the fees must clear the Department of Education Comptroller's Office before the extension request can be considered by the Commission. Please verify that the amount written on the Fee Transmittal matches the amount on the check. This will prevent delays in processing your payment.

Note that institutions that are Licensed By Means of Accreditation are required to submit letters requesting extensions to the Commission but do not pay fees for this action. For any questions regarding this process, please contact your Program Specialist.

Training for All Admissions Staff Now Required

Pursuant to Rule 6E-1.0032 (12), the Commission now requires that all licensed institutions must implement a training program for all admissions staff members. An institution has the option of developing their own training program or they may engage an approved vendor (such as the Florida Association of Private Schools and Colleges) to provide the training.

Contact your Program Specialist if you have any questions about the development of the training program or how to contact an approved training provider.

State Employee Code of Ethics Forbids Receiving Gifts

This is a reminder that the State Employee Code of Ethics prohibits Commission staff from receiving gifts from the institutions the Commission licenses. If you wish to express your appreciation to your Program Specialist for the service you received the previous year, a simple word of thanks is appropriate. This action will not only comply with the mandate of the Code of Ethics, but also prevents CIE staff from being placed in the position of having to refuse your generosity. Your cooperation is appreciated.

Commission Meeting Dates and Locations

May 25, 2011

Howey-In-The-Hills

New Institution Applications Due: January 16, 2011

All Other Applications Due: February 15, 2011

July 27, 2011



TBA

New Institution Applications Due: March 18, 2011

All Other Applications Due: April 17, 2011

September 21, 2011

TBA

New Institution Applications Due: May 18, 2011

All Other Applications Due: June 17, 2011

November 16, 2011

TBA

New Institution Applications Due: July 18, 2011

All Other Applications Due: August 17, 2011

January 4, 2012

TBA

New Institution Applications Due: September 16, 2011

All Other Applications Due: October 18, 2011