

Closed School Guide For Schools



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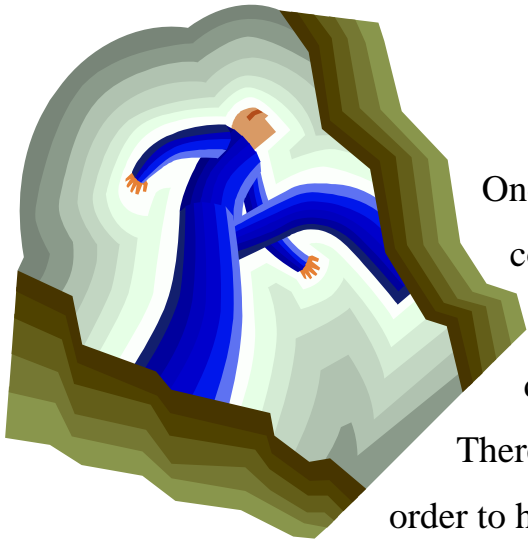
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Closed School Guide for Schools



The closing of a school can be one of the most frustrating and disruptive events possible for a student. Many students who are affected by a school closure cannot continue their education due to lack of opportunity, financial difficulties, or other problems connected to the school that closed. This guide is designed to help you, as school administrators, to help these students continue their education by providing you with information you need to know to provide these students with access to educational services and federal “Title IV” student financial assistance funds. The U.S. Department of Education (the Department), Accrediting bodies, State licensing or oversight agencies (State authorizing agencies), and guarantee agencies for the Federal Family Education Loan (FFEL) Program may also assist you with various aspects of the process.

First Steps – Getting to the Students



Once a school has closed, the challenge of communicating with its former students becomes increasingly difficult.

Therefore, in order to help these students continue their education, outreach efforts need to be made as soon as possible to encourage them to obtain copies of their financial and academic transcripts and attendance records, as these documents will streamline their transition to a new school. The State authorizing agencies in the State in which the school is located should be able to assist the students in obtaining these records, or, be able to refer the student to the source where they can obtain them. The State authorizing agencies are listed in the appendix to this guide.



Helping the Student to Continue His or Her Education

If you are able to assist students by offering opportunities to complete their educational programs, these opportunities will be offered through **teach-outs** or student **transfers** to your institution.

Teach-Outs

A teach-out is an arrangement by which a school agrees to provide the students of a closed school an opportunity to complete the same or very similar program of study offered by the closed school, to the extent this is feasible, without additional charge to the student. A teach-out agreement is a written agreement between schools that must be approved by the Accrediting body. Very often, the State authorizing agencies are involved in

approving teach-out agreements.

These agreements often include provisions regarding the experience, resources and support services needed by the teach-out school to provide a program which is of acceptable quality and is reasonably similar in content, structure and length to that provided by the closed school. Also, the teach-out school must be able to provide reasonable access to the teach-out program and educational services so that



students are not required to relocate or travel substantial distances to complete their training. The State authorizing agency and Accrediting body will work together with the Department, to the extent feasible, to provide students reasonable opportunities to complete their education without additional charge beyond that for which the students had already contracted. As stated above, both a school's State authorizing agency and Accrediting body generally must approve a teach-out agreement. In particular, schools may need to obtain approvals from these entities to offer the specific educational program(s) being taught-out or to use the closed school's location(s) for purposes of the teach-out.

Transfers

A transfer is a situation in which a student enrolls at another school with or without the intention of completing a same or similar program of study. When a student transfers to another school, the student is responsible for paying any costs associated with the education or training he or she receives at the new school. When a student transfers, a school may evaluate and accept clock or credit hours earned at the closed school and apply them to the student's program at the new school, subject to Accrediting body and/or State



authorizing agency requirements. In some cases, a school may also award transferring students credit based on approved testing procedures.

Approvals - Programs

As mentioned above, a school will need approval from its accreditor to offer a teach-out for the students affected by a school closure. The school may also need approval from the State authorizing agency to conduct the teach-out. These approvals are needed to ensure that the students are receiving the same or equivalent educational credential and that the school conducting the teach-out has all the applicable licenses to offer that credential. Therefore, it is important that you work with your accreditor and State authorizing agency to ensure that you are authorized to conduct a teach-out.

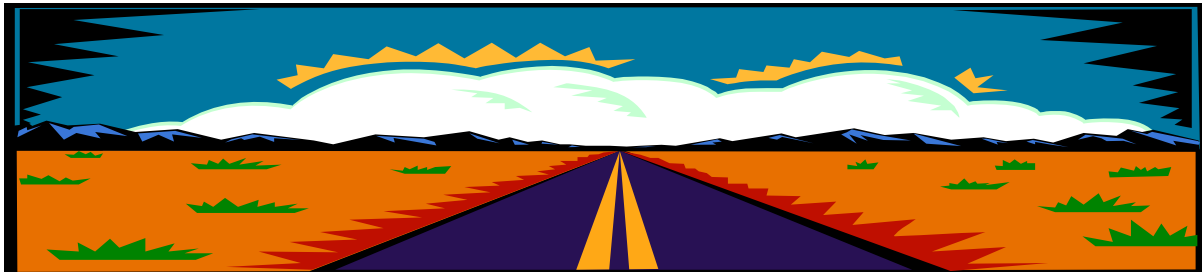
You do not need to receive approval from the Department to award aid to a student continuing his or her program of study under a teach-out if the educational program(s) you are offering for teach-out has already been approved by the Department, or if these programs fall within your institution's scope of approval. If you have any questions as to whether your institution needs to receive approval from the Department to offer a teach-out, please contact the Case Management Team serving your State listed in the appendix to this guide.

A school will not need approval from the Department to award aid to students that transfer into that school, provided the school has received the

Department's approval of its educational programs and the school is current on its reporting requirements for its educational programs

Approvals - Locations

If your institution is teaching out the students from a closed school and wishes to use a location of the school that closed for the purpose and duration of the teach-out, your institution will need to have this location approved by the State authorizing agency, and accreditor.



With these approvals, the school will need to either notify the Department or apply for approval for the use of the location and notify the Department that the school is only using this location for the purpose and duration of the teach-out.¹ The school needs to notify or apply through the electronic application that is accessible at www.eligcert.ed.gov. If the school enrolls, or plans to enroll new students, even through a transfer situation where students from the closed school transfer to the school that is using the closed

¹ A school must receive ED approval to use a location if the school: 1) is provisionally certified, 2) is on a cash monitoring or reimbursement payment method, 3) would be subject to a loss of eligibility based on its default rates if it added the location, 4) acquired the assets of another institution that participated in the Title IV programs and provided educational programs at that location during the preceding year, and 5) ED has otherwise prohibited the institution from disbursing Title IV funds without prior approval.

school's location, it must have notified the Department or have obtained its approval before it awards any Title IV aid to those new students.

If a school wishes to use a location of a school that closed, the school must be aware that any use of that location for Title IV purposes that goes beyond the purpose and duration of the teach-out mentioned above, that institution will



be responsible for any Title IV liabilities of the closed school, unless; 1) the school did not receive any assets from the school that closed or; 2) the school does not award Title IV aid to students at that location for at least two years from the date the prior school closed. Assets may include the building, equipment, staff, etc. If you have any questions as to whether your institution would be subject to any liability from the use

of a closed school's location, please contact the Case Management Team for your State listed in the appendix to this guide.

Determining Eligibility and Awarding Aid

In a teach-out situation, the cost of education for the students being taught out will be based on the costs established under the terms of the teach-out



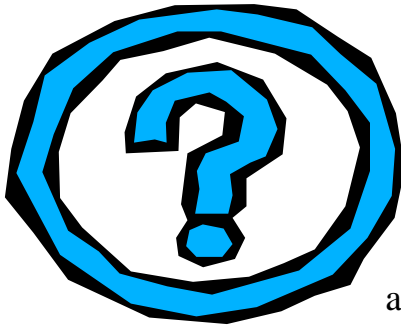
agreement. Unless the teach-out agreement provides for the transfer of Title IV monies from the closed school to the school conducting the teach-out, the school conducting the teach-out must determine eligibility and process of any *remaining* Title IV funds for which the students are eligible in the academic year. Using the cost of education established under the terms of the teach-out agreement and the student's expected family contribution, the school conducting the teach-out must certify and process any remaining Title IV aid for which its teach-out students may qualify up to the applicable annual or award year limits. If the school conducting the teach-out participates in the campus-based programs, any undisbursed FWS or SEOG commitments may be disbursed by the school conducting the teach-out if; 1) the funds are used only for those students from the closed school who were receiving the remainder of their education at the new school during the current award year; and, 2) the new school had to submit to ED documentation of the amount of additional FWS and FSEOG funds that are needed only for the closed school teach-out students.

The school must send a request to have the closed school's applicable FWS and SEOG monies to their Case Management Team along with documentation to support the FWS and SEOG awards

A student who transfers to a school to complete his or her education, whether or not the program of study is similar to the program of study in which the student was enrolled at the school that closed, will have his or her eligibility for Title IV aid determined like that of any other student. Any Pell

Grant monies received by that student to attend the school that closed will count against the student's Pell Grant funding for that award year. Any Direct Loan or Federal Family Education Loan monies that are not discharged will be counted against the annual or aggregate borrowing limits under those program.

Questions and Answers



Q: Can a school certify or originate a Federal Family Education Loan or Direct Loan for a student who has no remaining loan eligibility under the annual or aggregate loan limits who has applied for a discharge of his or her loan obligations he or she incurred to attend the closed school?

A: No. A school may not certify or originate a loan for a student with no remaining loan eligibility under the annual or aggregate loan limits until the loan discharge application has been approved, and the debt discharged, by the Department or applicable guaranty agency.



Q: Can a school with Title IV eligibility provide a teach-out or credit transfer option to a closed school's students at the location

of the closed school?

A: Yes. Schools considering providing training at the location of a closed school, after receiving approval from their Accrediting body and State authorizing agency, must notify or receive approval from the Department before initiating training at the site of a closed school and approving or disbursing Title IV aid.

However, if a school uses a location of a closed school to enroll new students or provide programs of study other than those provided for under a teach-out agreement, the school must assume any Title IV related liabilities created by the closed school if the school acquired any of the assets of the closed school. For example, a school which negotiates new building or equipment leases with parties other than the ownership of a closed school or an intermediary may not be assuming assets of the closed school. The school is encouraged to work with its case management team to resolve any questions regarding the acquisition of the closed school's assets prior to the use of the any of closed school's locations to assure that it does not incur an unexpected liability.



Q: If a school does wish to provide training at the site of a closed school, can it continue to provide training at the location after completing teach-out activities for the closed school's students?

A: Depending on the circumstances and the level of approvals granted by the school's Accrediting body and State oversight agency, the Department may approve the school to provide training at the closed school's location only for the duration of the teach-out or it may grant general approval as an additional location so that the school may continue to provide training at the location indefinitely. In the latter case, in addition to assisting students from the closed school complete their programs, the school may also introduce new programs at the location, and enroll new students.



Q: If a school does not have current Departmental approval to offer Title IV aid to students enrolled in the same or a similar educational program or is not approved to provide a program of at least the same educational level as a program offered by the closed school, can it still provide a teach-out for students who were enrolled at the closed school?

A: Yes. The school may offer a teach-out provided it has the necessary approvals from its State authorizing agency and its Accrediting body. However, the school will need to obtain the Department's approval to offer Title IV aid to any students enrolled in a teach-out program if the institution does not have the Department's approval to offer a same or similar program or if the teach-out program is at a higher educational level than the

educational level the Department has approved the school to offer for Title IV purposes.

For example, if the closed school provided an associate's degree program, but the school wanting to assist the closed school's students enrolled in that program currently has Departmental approval to provide only one-year, non-degree programs, the school must secure the Department's approval to offer the associate degree program before it may offer Title IV aid to those students.



Q: Can a school that teaches similar programs but which is not currently eligible to participate in the Title IV programs assist students affected by a school closure complete their original or a similar program?

A: Yes, but those students would not be eligible for any remaining Title IV funds which might be needed to complete their programs. In order for a student to be able to access Title IV funds, the institution the student is attending must be considered by the Department to be a Title IV eligible institution.



Q: How does a Title IV eligible school apply to the Department for approval of new programs, locations, or increased level of program offerings in order to assist students affected by school closure complete their programs?

A: The school uses ED's electronic application for approval to participate in the Federal Student Aid programs which is available at:

<http://eligcert.ed.gov/>. The school should contact its Case Management Team if it needs assistance accessing or completing the electronic application.



Q: Will Title IV funds received by student's enrolled in a teach-out situation affect the teach-out schools' 90/10 calculation?

A: Title IV funds that are processed by the institution conducting the teach-out are generally considered part of its Title IV revenue for purposes of the institution's 90/10 calculation. However, if a teach-out agreement provides that any Title IV funds attributed to a closed school are to be forwarded to the teach-out school on behalf of the closed school's students being taught-out, these funds will not be treated as Title IV revenues in the teach-out school's 90/10 calculation. However, there may be other instances where Title IV revenues would not be included in the school's 90/10 ratio under a teach-out agreement. These instances will be determined by ED on a case-by-case basis. If a school conducting a teach-out believes that the Title IV funds it receives under the teach-out agreement should not be included in its 90/10 calculation, it should contact its Case Management Team for a written determination

State Authorizing Agencies

ALABAMA

Vocational and Degree Granting

State Department of Education
50 North Ripley Street,
Montgomery, AL 36130
(334) 242-9960
Fax: (334) 242-0498
<http://www.alsde.edu/>

Schools in Alabama are served by the Atlanta Case Management Team.

Cosmetology

State Board of Cosmetology
100 North Union Street, Suite 320
Montgomery, AL 36130-1750
(334) 242-1918
Fax: (334) 242-1926
<http://www.aboc.state.al.us/>

ALASKA

Vocational and Degree Granting

Alaska Commission on Postsecondary
Education
707 A Street, Suite 201
Anchorage, AK 99501
(907) 269-7970
Fax: (907) 269-7991
<http://www.state.ak.us/acpe/>

Schools are served by the Seattle Case Management Team

Cosmetology

State Board of Barbers and Hairdressers
P. O. Box 110806
Juneau, AK 99811-0806
(907) 465-2547
Fax: (907) 465-2974
<http://www.dced.state.ak.us/occ/pbah.htm>

ARIZONA

Vocational and Degree Granting

Arizona Private Postsecondary Education
Board
1400 West Washington, Room 260
Phoenix, AZ 85007
(602) 542-5709
FAX: (602) 542-1253
<http://azppse.state.az.us>

Schools in Arizona are served by the San Francisco Case Management Team.

Cosmetology

State Board of Cosmetology
1721 East Broadway
Tempe, AZ 85282-1611
(480) 784-4539
Fax: (480) 784-4962

ARKANSAS

Vocational

State Board of Private Career Education
612 South Summit, Suite 102
Little Rock, AR 72201
(501) 683-8000
FAX: (501) 683-8020

<http://www.state.ar.us/directory/detail2.cgi?ID=1084>

Cosmetology

State Board of Cosmetology
101 East Capitol, Suite 108
Little Rock, AR 72201
(501) 682-2168
Fax: (501) 682-5640

<http://www.state.ar.us/directory/detail2.cgi?ID=1076>

Schools in Arkansas are served by the Dallas Case Management Team.

CALIFORNIA

Vocational and Degree Granting

Bureau of Private Postsecondary and Vocational
Education
400 R Street, Suite 5000
Sacramento, CA 95814
(916) 445-3427
FAX: (916) 323-6571

www.dca.ca.gov/bppv

Cosmetology

Bureau of Barbering & Cosmetology
400 R Street, Suite 5100
Sacramento, CA 95814
(916) 327-6250
Fax: (916) 445-8893

<http://www.dca.ca.gov/barber>

Schools in California are served by the San Francisco Case Management Team.

COLORADO

Vocational and Degree Granting

Department of Higher Education
1380 Lawrence St., Suite 1200
Denver, CO 80204
(303) 866-8723
FAX: (303) 894-2964

www.state.co.us/cche

Cosmetology

State Board of Barbers and Cosmetologists
1560 Broadway, Suite 1340
Denver, CO 80202
(303) 894-7772
Fax: (303) 894-7802

www.dora.state.co.us/barbers_cosmetologists

Schools in Colorado are served by the Denver Case Management Team.

CONNECTICUT

Vocational and Degree Granting

Connecticut Department of Higher Education
61 Woodland St.
Hartford, CT 06105
(860) 947-1818
FAX: (860) 947-1310
www.ctdhe.org

Cosmetology

Examining Board for Barbers, Hairdressers
and Cosmeticians
Department of Public Health
410 Capitol Avenue, MS# 13PHO
PO Box 340308
Hartford, CT 06134-0308
(860) 509-7569
Fax: (860) 509-7553
www.dph.state.ct.us

Schools in Connecticut are served by the New York Case Management Team.

DELAWARE

Vocational and Degree Granting

Delaware Department of Education
Po Box 1402
Dover, DE 19903
(302) 739-5622
FAX: (302) 739-5894
pbigelow@state.de.us

Cosmetology

State Board of Cosmetology and Barbering
861 Silver Lake Boulevard
Cannon Building, Suite 203
Dover, DE 19904
(302) 739-4522 ext. 218
Fax: (302) 739-2711

Schools in Delaware are served by the Philadelphia Case Management Team.

DISTRICT OF COLUMBIA

Vocational and Degree Granting

Education Licensure Commission
941 North Capitol Street, NE, Room 7246
Washington, DC 20002
(202) 442-4343
FAX: (202) 442-9562
www.dkra.dc.gov

Cosmetology

Department of Consumer & Regulatory Affairs
Board of Barbering & Cosmetology
941 North Capitol Street, NE, Room 7246
(202) 442-4459
FAX: (202) 442-9560

Schools in the District of Columbia are served by the Philadelphia Case Management Team.

FLORIDA

Vocational and Degree Granting

Florida Commission for Independent Education
2600 Apalachee Parkway, Suite A
Tallahassee, FL 32301
(850) 488-9504
FAX: (850) 488-9504
www.firm.edu/doe/cie/

Cosmetology

State Board of Cosmetology & Barbers Board
1940 North Monroe Street
Tallahassee, FL 32399-0790
(850) 488-5702
Fax: (850) 922-6959

Schools in Florida are served by the Atlanta Case Management Team.

GEORGIA

Vocational and Degree Granting

Georgia Nonpublic Postsecondary
Education Commission
2189 Northlake Parkway
Lavista Office Park, Bldg. 10, Suite 100
Tucker, GA 30084
(770) 414-3300
FAX: (770) 414-3309
www.gnpec.org

Cosmetology

State Board of Barbers & Cosmetology
237 Coliseum Drive
Macon, GA 31217
(912) 207-1430
Fax: (912) 207-1442

Schools in Georgia are served by the Atlanta Case Management Team.

HAWAII

Vocational and Degree Granting

Vocational School Licensing
1270 Queen Emma St., Room 409
Honolulu, HI 96813
(808) 586-3124
FAX: (808) 586-3129

Cosmetology

State Board of Barbering and Cosmetology
P. O. Box 3469
Honolulu, HI 96801
(808) 586-2699
barber_cosm@dcca.state.hi.us

Schools in Hawaii are served by the San Francisco Case Management Team.

IDAHO

Vocational and Degree Granting

Idaho State Department of Education
P.O. Box 83720
Boise, ID 83720
(208) 332-6921
FAX: (208) 332-6997
ptnadeau@sde.state.id.us

Cosmetology

State Board of Cosmetology
1109 Main Street, Suite 220
Boise, ID 83702
(208) 334-3233
Fax: (208) 334-3945
www.state.id.us/ibol

Schools in Idaho are served by the Seattle Case Management Team.

ILLINOIS

Vocational and Degree Granting

State Board of Higher Education
431 East Adams, Second Floor
Springfield, IL 62401-1418
(217) 557-7358
FAX: (217) 782-8548
www.ibhe.state.il.us
Private Business and Vocational Schools
Illinois Board of Education
100 West Randolph St., Suite 14-300
Chicago, IL 60601-3405
(312) 814-3517
FAX: (312) 814 2282
www.isbe.net/PBVS/default.htm

Cosmetology

Department of Professional Regulation
Professional Services Section
320 West Washington
Springfield, IL 62701
(217) 557-2053
Fax: (217) 782-7645
www.dpr.state.il.us

Schools in Illinois are served by the Chicago Case Management Team.

INDIANA

Vocational and Degree Granting

Indiana Commission on Proprietary Education
302 West Washington Street, Room E201
Indianapolis, IN 46204
(317) 232-1320
FAX: (317) 233-4219
www.IN.gov/cope

Cosmetology

State Board of Cosmetology Examiners
302 West Washington Street, Room E034
Indianapolis, IN 48204
(317) 232-2980
Fax: (317) 232-2312

Schools in Indiana are served by the Seattle Case Management Team.

IOWA

Vocational and Degree Granting

Secretary of State, Business Services Bureau
Lucas Bldg., 1st Floor
321 East 12th St.
Des Moines, IA 50319
(515) 281-5865
FAX: (515) 242-6025

Cosmetology

State Board of Cosmetology Examiners
Lucas Building East 12th and Grand
Des Moines, IA 50319
(515) 281-4416
Fax: (515) 281-3121

Schools in Iowa are served by the Kansas City Case Management Team.

KANSAS

Vocational and Degree Granting

Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, KS 66612-1321
(785) 296-4917
FAX: (785) 296-0983
www.kansasregents.org

Cosmetology

State Board of Cosmetology
714 SW Jackson, Suite 100
Topeka, KS 66603-3714
(785) 296-3155
Fax: (785) 296-3002

Schools in Kansas are served by the Kansas City Case Management Team.

KENTUCKY

Vocational and Degree Granting

Kentucky State Board for Proprietary Education
P.O. Box 1360
Frankfurt, KY 40602
(502) 564-4233
FAX: (502) 564-4818

Cosmetology

State Board of Hairdressers and
Cosmetologists
314 West Second Street
Frankfort, KY 40601
(502) 564-4262
Fax: (502) 564-0481

Schools in Kentucky are served by the Kansas City Case Management Team.

LOUISIANA

Vocational and Degree Granting

Louisiana State Board of Regents
150 Third St., Suite 129
Baton Rouge, LA 70801-1389
(225) 342-4253
FAX: (225) 342-9318
jponthie@regents.state.la.us

Cosmetology

State Board of Cosmetology
11622 Sunbelt Court
Baton Rouge, LA 70809
(225) 756-3404
Fax: (225) 756-3410

Schools in Louisiana are served by the Dallas Case Management Team.

MAINE

Vocational and Degree Granting

Higher Education Services
23 State House Station
Augusta, ME 04333
(207) 624-6846
FAX: (207) 624-6841
harry.osgood@state.me.us

Cosmetology

Dept of Professional and Financial Regulation
Office of Licensing & Registration
#35 State House Station
Augusta, Maine 04333-0035
(207) 624-8625
Fax: (207) 624-8637
www.state.me.us/pfr/olr/index.htm

Schools in Maine are served by the Boston Case Management Team.

MARYLAND

Vocational and Degree Granting

Maryland Higher Education Commission
839 Bestgate Road, Suite 400
Annapolis, MD 21401
(410) 260-4531
FAX: (410) 974-5376
www.mhec.state.md.us

Schools in Maryland are served by the Philadelphia Case Management Team.

Cosmetology

State Board of Cosmetologists
500 N. Calvert Street, Room 307
Baltimore, Maryland 21202-3651
(410) 230-6193
www.dllr.state.md.us/license/occprof/cos.html

MASSACHUSETTS

Vocational and Degree Granting

Massachusetts Private Postsecondary Schools
380 Main Street, 5th Floor
Malden, MA 02148
(781) 388-3128
FAX: (781) 388-3392
www.doe.mass.edu

Schools in Massachusetts are served by the Boston Case Management Team.

Cosmetology

State Board of Cosmetology
239 Causeway Street
Boston, MA 02114
(617) 727-4095
Fax: (617) 727-1627
www.state.ma.us/reg/boards/hd

MICHIGAN

Vocational and Degree Granting

Michigan Department of Career Development
201 N. Washington Square
Victor Office Center, 7th Floor
Lansing, MI 48913
(517) 373-2116
FAX: (517) 373-2759
ruizm@michigan.gov

Schools in Michigan are served by the Denver Case Management Team.

Cosmetology

Bureau of Commercial Services
State Board of Cosmetology
P.O. Box 30018
Lansing, MI 48909
(517) 241-9201
Fax: (517) 241-9280

MINNESOTA

Vocational and Degree Granting

Minnesota Higher Education Services Office
1450 Energy Park Dr., Suite 350
St. Paul, MN 55108
(651) 642-0585
FAX: (651) 642-0675
www.mheso.state.mn.us

Cosmetology

Department of Commerce
Licensing Division
85 Seventh Place East, #600
St. Paul, MN 55101-3165
(651) 296-6319
Fax: (651) 296-8591
licensing.commerce@state.mn.us

Schools in Minnesota are served by the Chicago Case Management Team.

MISSISSIPPI

Vocational and Degree Granting

Mississippi Commission on Proprietary
School and College Registration
3825 Ridgewood Road
Jackson, MS 39211
(601) 432-6340
FAX: (601) 432-6363
seal@abcjc.cc.ms.us

Cosmetology

State Board of Cosmetology
P. O. Box 55689
Jackson, MS 39296-5689
(601) 987-6837, ext. 107
Fax: (601) 987-6840

Schools in Mississippi are served by the Atlanta Case Management Team.

MISSOURI

Vocational and Degree Granting

Missouri Department of Higher Education
3515 Amazonas Dr.
Jefferson City, MO 65109
(573) 751-2361
FAX: (573) 751-6635
www.cbhe.state.mo.us

Cosmetology

State Board of Cosmetology
P. O. Box 1062
Jefferson City, MO 65102
(573) 751-1052
Fax: (573) 751-8167
www.ecodev.state.mo.us/pr

Schools in Missouri are served by the Kansas City Case Management Team.

MONTANA

Vocational and Degree Granting

Montana Commissioner of Higher Education
2500 Broadway
Helena, MT 59620
(406) 444-6570
FAX: (406) 444-1469
www.montana.edu/wwoche

Cosmetology

State Board of Cosmetology
301 South Park
P. O. Box 200513
Helena, MT 59620-0513
(406) 841-2333
Fax: (406) 841-2305

Schools in Montana are served by the Denver Case Management Team.

NEBRASKA

Vocational and Degree Granting

Nebraska Department of Education
P.O. Box 94987
Lincoln, NE 68509
(402) 471-4825
FAX: (402) 471-8127
hbriley@nde.state.ne.us

Cosmetology

State Board of Cosmetology Examiners
PO Box 94986
Lincoln, NE 68509-4986
(402) 471-2117
Fax: (402) 471-3577
www.hhs.state.ne.us/lis/lis.asp

Schools in Nebraska are served by the Kansas City Case Management Team.

NEVADA

Vocational and Degree Granting

Nevada Commission of Postsecondary Education
1820 East Sahara Ave, Suite 111
Las Vegas, NV 89104
(702) 486-7330
FAX: (702) 486-7340
dperlman@cpe.state.nv.us

Cosmetology

State Board of Cosmetology
1785 East Sahara Avenue, Suite 255
Las Vegas, NV 89104
(702) 486-6542
Fax: (702) 369-8064

Schools in Nevada are served by the San Francisco Case Management Team.

NEW HAMPSHIRE

Vocational and Degree Granting

Postsecondary Education Commission
Two Industrial Park Dr.
Concord, NH 03301
(603) 271-2555
FAX: (603) 271-2696
www.state.nh.us/postsecondary

Cosmetology

State Board of Barbering Cosmetology and
Esthetics
Two Industrial Park Drive
Concord, NH 03301
(603) 271-3608
Fax: (603) 271-8889
www.state.nh.us/cosmet

Schools in New Hampshire are served by the Boston Case Management Team.

NEW JERSEY

Vocational and Degree Granting

New Jersey Commission on Higher Education
20 West State Street
Trenton, NJ 08625
(609) 292-4310
FAX: (609) 292-7225
www.state.nj.us/highereducation

Cosmetology

State Board of Cosmetology & Hairstyling
P.O. Box 45003
Newark, NJ 07101
(973) 504-6400
FAX: (973) 648-3536
www.state.nj.us/ps/ca/boards.htm

Schools in New Jersey are served by the New York Case Management Team.

NEW MEXICO

Vocational and Degree Granting

Commission on Higher Education
5301 Central NE, Suite 1500
Albuquerque, NM 87108
(505) 841-6611
FAX: (505) 841-6617
www.nmche.org

Cosmetology

State Board of Barbers and Cosmetologists
P.O. Box 25101
Santa Fe, NM 87504-2324
(505) 476-7116
Fax: (505) 476-7118
www.rld.state.nm.us/b&c/barber

Schools in New Mexico are served by the Dallas Case Management Team.

NEW YORK

Vocational and Degree Granting

New York State Department of Education
89 Washington Ave
Albany, New York 12234
(518) 474-3852
FAX: (518) 473-3644
www.nysed.gov/

Cosmetology

Department of State
Division of Licensing Services
84 Holland Avenue
Albany, NY 12208-3490
(518) 474-4429
Fax: (518) 473-6648
www.dos.state.ny.us

Schools in New York are served by the New York Case Management Team.

NORTH CAROLINA

Vocational and Degree Granting

NC Community College System
200 West Jones St.
5026 MSC
Raleigh, NC 27699
(919) 733-7051
FAX: (919) 733-0068
www.ncccs.cc.nc.us

Cosmetology

State Board of Cosmetic Art Examiners
1201 Front Street, Suite 110
Raleigh, NC 27609
(919) 733-4117
Fax: (919) 733-4127

Schools in North Carolina are served by the Atlanta Case Management Team.

North Dakota

Vocational and Degree Granting

North Dakota Board for Vocational and
Technical Education
600 East Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
(701) 328-2678
FAX: (701) 328-1255
www.state.nd.us/vt

Cosmetology

State Board of Cosmetology
1102 South Washington Street, Suite 200
P. O. Box 2177
Bismarck, ND 58502-2177
(701) 224-9800
Fax: (701) 222-8756

Schools in North Dakota are served by the Denver Case Management Team.

OHIO

Vocational and Degree Granting

Ohio State Board of Proprietary
School Registration
35 East Gay St., Suite 403
Columbus, OH 43215
(614) 466-2752
FAX: (614) 466-2219
www.state.oh.us/scr

Schools in Ohio are served by the Chicago Case Management Team.

Cosmetology

State Board of Cosmetology
3700 S. High Street, Suite 101
Columbus, OH 43207-4041
(614) 466-3834
Fax: (614) 644-6880
www.state.oh.us/cos

OKLAHOMA

Vocational and Degree Granting

Oklahoma Board of Private Vocational Schools
2200 North Classen Blvd., Suite 1010
Oklahoma City, OK 73106
(405) 521-2225
FAX: (405) 528-3366
drea@oklaosf.state.ok.us

Schools in Oklahoma are served by the Dallas Case Management Team.

Cosmetology

State Board of Cosmetology
2200 Classen Boulevard, Suite 1530
Oklahoma City, OK 73106
(405) 521-2441
Fax: (405) 528-8310
www.state.ok.us/~cosmo

OREGON

Vocational and Degree Granting

Oregon Department of Education
255 Capitol Street, N.E.
Salem, OR 97310
(503) 378-3600 extension 2671
FAX: (503) 378-5156
ray.lindley@state.or.us

Schools in Oregon are served by the Seattle Case Management Team.

Cosmetology

Oregon Department of Education
700 Summer Street, NE, Suite 320
Salem, OR 97301-1287
(503) 378-8667 x 4329
Fax: (503) 370-9004
www.hdlp.hr.state.or.us/bhhome.htm

PENNSYLVANIA

Vocational and Degree Granting

Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126
(717) 783-8228
FAX: (717) 783-0583

Cosmetology

State Board of Cosmetology
PO Box 2649
Harrisburg, PA 17105-2649
(717) 783-7130
Fax: (717) 705-5540
www.dos.state.pa.us

Schools in Pennsylvania are served by the Philadelphia Case Management Team.

PUERTO RICO

Vocational and Degree Granting

Puerto Rico Council on Higher Education
P.O. Box 1990
San Juan, PR 00910
(737) 724-7100
FAX: (737) 725-2151
www.ces.gobierno.pr

Cosmetology

State Board of Examiners of Beauty Specialists
P.O. Box 9023271
San Juan, PR 00902-3271
(787) 722-2122
Fax: (787) 722-4818

Consejo General de Educacion (CGE)
Hata Rey Tower Suite 2100,

Piso 21 Ave. Munoz Rivera # 268
Phone: (787) 764-0720,764-0219
Fax: (787) 7564-0820
www.gobierno.pr/Agancias/cge.htm

Schools in Puerto Rico are served by the New York Case Management Team.

RHODE ISLAND

Vocational and Degree Granting

Rhode Island Office of Higher Education
301 Promenade Street
Providence, RI 02908
(401) 222-6560
FAX: (401) 222-6111
www.ribghe.org/riohe.htm

Cosmetology

State Board of Hairdressing
Three Capitol Hill
Room 104
Providence, RI 02908
(401) 222-2827
Fax: (401) 222-1272

Schools in Rhode Island are served by the Boston Case Management Team.

SOUTH CAROLINA

Vocational and Degree Granting

Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201
(803) 737-2281
FAX: (803) 737-2297
www.che400.state.sc.us

Cosmetology

State Board of Cosmetology
P.O. Box 11329
Columbia, SC 29211
(803) 896-4494
Fax: (803) 896-4484
www.llr.state.sc.us/POL/Cosmetology

Schools in South Carolina are served by the Atlanta Case Management Team.

SOUTH DAKOTA

Vocational and Degree Granting

South Dakota Board of Regents
306 East Capitol St.
Pierre, SD 57501
(605) 773-3455

Cosmetology

Cosmetology Commission
500 East Capitol
Pierre, SD 57501-5070
(605) 773-6193
Fax: (605) 224-5072
www.state.sd.us/dcr/cosmo

Schools in South Dakota are served by the Denver Case Management Team.

TENNESSEE

Vocational and Degree Granting

Higher Education Commission
404 James Robertson Aprkway, Suite 1900
Nashville, TN 37243
(615) 741-5293
FAX: (615) 741-6230
www.state.tn.us/thec

Cosmetology

State Board of Cosmetology
500 James Robertson Parkway, First Floor
Nashville, TN 37243-1147
(615) 741-2515
Fax: (615) 741-1310
www.state.tn.us/commerce/cosmo/index.htm

Schools in Tennessee are served by the Kansas City Case Management Team.

TEXAS

Vocational and Degree Granting

Texas Workforce Commission
101 East 15th Street
Austin, TX 78778-0001
(512) 936-3100
FAX: (512) 936-3111
www.twc.state.tx.us/svcs/propschools/prophp

Cosmetology

Cosmetology Commission
5717 Balcones Drive
Austin, TX 78731
P. O. Box 26700
Austin, TX 78755-0700
(512) 454-4675
Fax: (512) 454-0339
www.txcc.state.tx.us

Schools in Texas are served by the Dallas Case Management Team.

UTAH

Vocational and Degree Granting

Utah Division of Consumer Protection
160 East 300 South
Salt Lake City, UT 84111
(801) 530-6929
FAX: (801) 530-6001
kvolsen@utah.gov

Cosmetology

Cosmetology/Barbering Board
P. O. Box 146741
Salt Lake City, UT 84114-6741
(801) 530-6254
Fax: (801) 530-6511
www.dopl.utah.gov/licensing/cosmetology.html

Schools in Utah are served by the Denver Case Management Team.

VERMONT

Vocational and Degree Granting

Vermont Department of Education
Career and Lifelong Learning
120 State St.
Montpelier, VT 05620
(802) 828-5139
FAX: (802) 828-3146
blorenz@doe.state.vt.us

Schools in Vermont are served by the Boston Case Management Team.

Cosmetology

State Board of Barbers & Cosmetologists
26 Terrace Street, Drawer 09
Montpelier, VT 05609-1101
(802) 828-2191
Fax: (802) 828-2465
www.sec.state.vt.us

VIRGINIA

Vocational and Degree Granting

Degree Granting Schools
State Council of Higher Education
101 North 14th Street, 9th Floor
Richmond, VA 23219
(804) 225-2609
FAX: (804) 225-9604
www.schev.edu

Non-Degree Schools

Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218
(804) 225-2848
FAX: (804) 225-2831
www.pen.k12.va.us

Schools in Virginia are served by the Philadelphia Case Management Team.

Cosmetology

Board for Barbers and Cosmetology
3600 West Broad Street
Richmond, VA 23230-4917
(804) 367-8509
Fax: (804) 367-6295
www.state.va.us/dpor

WASHINGTON

Vocational and Degree Granting

Workforce Training & Education
Coordinating Board
P.O. Box 43105
Olympia, WA 98504
(360) 753-5673
FAX: (360) 586-5862
www.wa.gov/wtb

Schools in Washington are served by the Seattle Case Management Team.

Cosmetology

Dept. of Licensing, Cosmetology Section
P. O. Box 9026
Olympia, WA 98507-9026
(360) 664-6626
Fax: (360) 664-2550
www.dol.wa.gov/plss.cosfront.htm

WEST VIRGINIA

Vocational and Degree Granting

Higher Education Policy Commission
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301
(304) 558-0265
FAX: (304) 558-1646
www.hepc.wvnet.edu

Schools in West Virginia are served by the Philadelphia Case Management Team.

Cosmetology

State Board of Barbers and Cosmetologists
1716 Pennsylvania Avenue, Suite 7
Charleston, WV 25302
(304) 558-2924
Fax: (304) 558-3450

WISCONSIN

Vocational and Degree Granting

Educational Approval Board
30 West Mifflin Street, 9th Floor
P.O. Box 8696
Madison, WI 53703
(608) 266-1996
Fax: (608) 264-8477
www.eab.state.wi.us

Schools in Wisconsin are served by the Chicago Case Management Team.

Cosmetology

Bureau of Business and Design Professions
Barbering and Cosmetology
Department of Regulation and Licensing
P.O. Box 8935
Madison, WI 53708-8935
(608) 266-5511
Fax: (608) 267-3816
www.drl.state.wi.us

WYOMING

Vocational and Degree Granting

Wyoming State Department of Education
Hathaway Bldg., 2nd Floor
2300 Capitol Ave
Cheyenne, WY 82002
(307) 777-6266
FAX: (307) 777-6234

Schools in Wyoming are served by the Denver Case Management Team.

Cosmetology

Board of Cosmetology
2515 Warren Avenue, Suite 302
Cheyenne, WY 82002
(307) 777-3534
Fax: (307) 777-3681

Case Management Teams

Boston Office

Main No. 617-223-9338
Fax 617-223-4305
Mail/FedEx J. W. McCormack Post Office &
Courthouse Building, Room 706
Boston, MA 02109-4557

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Main No. 202-377-3173
Fax 202-275-3480 or 202-275-5716
Mail 830 First Street, NE
Washington, DC 20202

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Washington, DC 20202

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Philadelphia, PA 19107

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Fax 202-275-3480

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Atlanta, GA 30303

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Washington, DC 20202

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Chicago, IL 60606

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Washington, DC 20202

Illinois, Minnesota, Ohio, Wisconsin

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Dallas, TX 75201-6817

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Mail 830 First Street, NE
Washington, DC 20202

Arkansas, Louisiana, New Mexico, Oklahoma, Texas

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Main No. 816-880-4053
Fax 816-891-0983
Mail/FedEx Northpointe Tower, Room 900
10220 Executive Hills Boulevard
Kansas City, MO 64153

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Washington, DC 20202-5340

Iowa, Kansas, Kentucky, Missouri, Nebraska, Tennessee

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Main No. 303-844-3677
Fax 303-844-4695
Mail/FedEx 1391 Speer Boulevard, Suite 800

Denver, CO 80204

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Fax 202-275-5716
Mail 830 First Street, NE
Washington, DC 20202

Colorado, Michigan, Montana, North Dakota, South Dakota, Utah, Wyoming

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Fax 415-437-8206
Mail/FedEx 50 United Nations Plaza, Room 266
San Francisco, CA 94102

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Mail 830 First Street, NE
Washington, DC 20202-5341

Arizona, California, Hawaii, Nevada, the United States territories of Guam and American Samoa, the Republic of Palau, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, and the Republic of the Marshall Islands.

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Main No. 206-615-2594
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Mail/Fed Ex 701 Fifth Avenue, Suite 1600
Seattle, WA 98104

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Washington, DC 20202-5340

Alaska, Idaho, Indiana, Oregon, Washington

