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**APPLICATION FOR AN ORIGINAL  
DELAWARE CERTIFICATE OF APPROVAL  
TO OPERATE A PRIVATE BUSINESS AND TRADE SCHOOL**

**[A SEPERATE APPLICATION MUST BE COMPLETED FOR EACH SCHOOL OR BRANCH CAMPUS]**

Requirements for the Application	Comments
I. School and Contact Information	Pages 1 – 3. Complete <b>ALL</b> information. If the owner of the school is a corporation (I. b of page 1), <b>supply the name of the corporation</b> (this includes LLC corporations and partnerships registered with the State).
II. Commitments	Page 4. Complete all information and <b>notarize the form</b> .
III. Notarized Statement of Revenue Subject to Surety Bond	<b>Complete only <u>one</u> of the forms.</b> Complete <b>and notarize</b> page 5 if your school is located <u>outside</u> of Delaware <b>OR</b> if your school is set up <b>not to receive</b> any revenue directly from students.  Complete pages 6 and 7 if your school is located <b>in</b> Delaware <b>and</b> receives revenue directly from students. Complete and <b>notarize the form</b> .  Include the bond with your application (Attachment P).
IV. Disposition of Student Records	Complete page 8 only if the school is <b>located in Delaware</b> . All primary owners/officers/partners <b>MUST</b> sign this form.
V. Required Attachments	Pages 9 and 10. Use these check-off sheets to assure that you have a complete application.  <b>A check for \$100.00 must accompany your application.</b>
Attachment D (program or course description)	Page 11. Complete the form for <b>each course or program</b> for which you are seeking approval. Photocopy the blank form if needed.
Attachment E (list of major equipment)	Page 12. Complete the form and make additional copies of the blank form if needed.
Attachment J (enrollment figures)	Page 13. Complete the form. Schools already in operations must supply enrollment figures. New schools should check the “New School, no enrollment figures” box.
Original Application for an Agent Card (An approved agent may recruit students in Delaware)	Pages 14 – 17. Use the form for <b>each</b> agent for whom you request approval. Photocopy the blank form, if needed. Note that <b>each</b> agent must supply <b>two</b> character references (including owners). Include a check for \$10.00 for each agent application (owners need <b>not</b> pay the \$10). Complete and <b>notarize the form</b> .
Attachments A, B,C,F,G,H,I,K,L,M,N,O,P,Q,R,S, and T	<b>Recheck</b> the Section V check-off list to insure all applicable attachments/enclosures are included in the catalog, handbook, or as separate attachments in this application.
Department of Education Site Inspection	Department of Education staff will inspect the site of each school located in Delaware after the review of a <b>complete application</b> . The site inspection is a <b>required step</b> in the approval process.

**Return your application materials to:**

Dr. Patricia Keeton  
Private Business and Trade Schools  
Delaware Department of Education  
35 Commerce Way Suite 1  
Dover, DE 19904

**Questions about the application?**

Contact Dr. Patricia Keeton at [pkeeton@doe.k12.de.us](mailto:pkeeton@doe.k12.de.us)  
or (302) 857-3313