

Arkansas Division of Higher Education

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FORM 1340 REQUEST FOR LICENSURE EXEMPTION

NAME OF SCHOOL/ORGANIZATION	
ADDRESS (LOCATION)	
ADDRESS (MAILING)	
TELEPHONE NUMBER	
TOLL FREE NUMBER	
FAX NUMBER	
E-MAIL ADDRESS	
WEBSITE	
CONTACT PERSON	

In order for a school/organization to be granted an exemption from licensure, the school must show clearly and completely that the training meets the provisions of one or more of the specific exemptions.

1. Private institution exclusively offering instruction at any or all levels from preschool through twelfth grade.

Provide a notarized affidavit and documentation showing that the school offer only curriculum that is typical of that taught in an Arkansas public school for preschool through twelfth grade.

2. Schools established by the laws of Arkansas, governed by Arkansas boards and permitted to operate for the sole purpose of providing specific training normally required to qualify persons for occupational licensure by state boards or commissions, which determine education and other standards for licensure and operation of such schools.

Provide the following:

- a. Name of school;
- b. Names of programs;
- c. Copy of certificate license, letter or other document showing approval of the school under another law of Arkansas.

3. State institutions.

4. Programs of study offered by institutions or individuals for personal improvement, avocational or recreational, if designated through media or other sources, as not for the purpose of enhancing an occupational objective.

Provide the following:

- a. Course name, content, length, and cost;
- b. Objectives of the course(s) and explanation of how the subject(s) are generally considered avocational or for recreational purposes;
- c. Types of students;
- d. Copies of advertisements, if any.

5. Schools operated solely to provide programs of study in theology, divinity, religious education, or ministerial training.

Provide the following:

- a. Notarized affidavit stating the name of the organization, religion or denomination, and explain how school is controlled. Submit the bylaws and articles of incorporation if any.
- b. List of programs of study to be offered including length in clock or credit hours, cost, and program objective;
- c. Copy of current school catalog.

6. Training program offered or sponsored by an employer for training and preparation of its own employees and for which no tuition fee is charged to the employee.

Provide the following:

- a. Name of program
- b. Notarized affidavit from the organization stating that no students other than employees will be solicited or enrolled. Further, stating the employer will bear all the tuition costs and the employee will not be required to reimburse the employer by means of cash, work without pay, or any other means; and
- c. Samples of advertising that will be used by the employer, if any.

7. A program of study sponsored by a recognized trade, business, or professional organization for instruction of the members of the organization with a closed membership and for which no fee is charged the member.

Provide the following:

- a. Name of program;
- b. Letter of explanation as to how the membership is closed. Organizations must provide other services and benefits to their members in addition to the educational instruction they offer. In addition, the organizations may be asked to furnish a charter and bylaws;
- c. Notarized affidavit from the organization stating that no students other than members of the organization will be solicited or enrolled; and
- d. Samples of advertising that will be used, if any.

8. A school or educational institution supported by state or local government taxation.

9. Flight instructors licensed under appropriate Federal Aviation Administration.

Provide proof of Federal Aviation Administration approval.

10. Schools covered by Arkansas Code Annotated § 6-61-301. These schools are: Arkansas Baptist College, Arkansas Colleges of Health Education, Central Baptist College, Champion Christian College, Crowley's Ridge College, Ecclesia College, Harding University, Hendrix College, John Brown University, Likewise College, Lyon College, Ouachita Baptist University, Philander Smith College, Shorter College, University of the Ozarks, or Williams Baptist University.

11. Training offered by other Arkansas state agencies, boards, or commissions.

12. Training offered on military bases where a majority of students are active duty personnel or their adult family members, United States Department of Defense civilian employees or their adult family members, members of the United States Armed Forces reserve components, and retirees.
13. Certified nurse aide or certified nursing assistant training programs, whose underlying majority ownership has ownership of five (5) or more nursing facilities licensed by the Office of Long-Term Care.

STATEMENT OF COMPLIANCE

Under penalty of perjury, I declare and affirm that the statements made on this form, including any attached sheets, are true, complete, and accurate, and I affirm that I have read the Arkansas Code Annotated § 6-51-601 et.seq. and the Rules and Regulations of the State Board of Private Career Education/Arkansas Division of Higher Education pertaining to school licenses. I confirm that the school will operate in compliance with the laws of Arkansas and the Regulations of the State Board of Private Career Education/Arkansas Division of Higher Education.

Printed Name of Official		Title	
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Signature of Official		Date	
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Arkansas Code Annotated § 6-51-612. Penalty for operating school without license

(a) Any person, admissions representative, each member of any association of persons, or each officer of any corporation who opens and conducts a school, satellite school, or extension course site, as defined in this subchapter, or an out-of-state school which offers to sell a program of study in Arkansas, without first having obtained a license required in this subchapter, shall be guilty of a misdemeanor punishable by a fine of not less than one thousand dollars (\$1,000) nor more than five thousand dollars (\$5,000) or thirty (30) days' imprisonment, or both, at the discretion of the court.

(b) Each day said school continues to be open and operate shall constitute a separate offense.