



DISTRICT OF COLUMBIA HIGHER EDUCATION LICENSURE COMMISSION

Notice Regarding Distance/Online Education Programs

The District of Columbia Higher Education Licensure Commission ("HELIC", the "Commission") is the authority responsible for the oversight of all postsecondary institutions in the District of Columbia. The Commission determines whether an entity does or does not require licensure and approves, denies or exempts applicants.

Please provide the following information to the Commission so that a determination can be made regarding your institutional offerings to DC residents:

1. Name and address of your institution
2. Name, telephone number and email address for an institutional contact person
3. Mode of program delivery (video/audio conferencing, DVD, internet, etc.)
4. Copies of state licenses
5. Name of accreditation organization
6. List courses, degrees or certificates that will be offered online
7. Whether or not DC residents are currently enrolled in your programs
8. Copy of current, printed catalog
9. Narrative on how your programs are advertised
10. Does your institution have representatives to recruit students; and if so, list the names of the representatives, and the state they are licensed in

Send the above information to the attention of Ms. Dorothy Thomas to the address in the footer of this letter or via email at dorothy.thomas@dc.gov. Please allow at least sixty (60) days for a response from the Commission.

