DISTRICT OF COLUMBIA
Office of the State Superintendent of Education

D.C. EDUCATION LICENSURE COMMISSION

NEW APPLICANT WORKSHOP

Please read the instructions below carefully and complete this application prior to attending the workshop. Payment of $200.00 is due the day of workshop in the form of a check or money order made payable to the D.C. Treasurer. CASH WILL NOT BE ACCEPTED. Failure to provide payment will result in non-admittance to workshop.

PARTICIPANT(S) NAME: ____

REQUESTED WORKSHOP DATE: ____

TYPE OF PROPOSED INSTITUTION: ____

NAME OF PROPOSED INSTITUTION: ____

NON-DEGREE: (check one): ☐ **DEGREE:** ☐

CONTACT TELEPHONE NUMBER: ____

E-MAIL ADDRESS: ____

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Workshop Location: 810 First Street, NE, 9th Floor, Washington, DC 20002

MATERIALS WILL NOT BE PROVIDED AT THE WORKSHOP. Print out the following materials from the internet prior to class at www.osse.dc.gov, Education Licensure Commission

1. **Application for Provisional Educational License**
2. **Regulations Governing Institutions: DCMR, Title 5, Chapter A80 (For Postsecondary Degree-Granting Educational Institutions)**
3. **Regulations Governing Institutions: DCMR, Title 5, Chapter A81 (For Postsecondary Non-Degree Schools)**
4. **Regulations Governing Institutions: DCMR, Title 5, Chapter A82 (Organization and Procedures of the Education Licensure Commission)**
5. **Regulations Governing Institutions: DCMR, Title 38, Chapter 13 (Statute Creating the Education Licensure Commission)**
6. **Supplemental Form: QUALIFICATIONS FOR INSTRUCTORS**
7. **Supplemental Form: REQUIRED FINANCIAL DOCUMENTS**

LATE ARRIVALS OF 15 MINUTES OR MORE WILL NOT BE ADMITTED TO THE WORKSHOP.

THIS COMPLETED FORM AND ALL COMMUNICATIONS REGARDING THIS WORKSHOP SHOULD BE E-MAILED TO: osse.elcmail@dcgov.