**ALASKA COMMISSION ON POSTSECONDARY EDUCATION**
**Institutional Authorization**
P.O. Box 110505
Juneau, Alaska 99811-0505
**(907) 465-6741** • FAX (907) 465-5316
**acpe.alaska.gov** • EED.ACPE-IA@alaska.gov

# Application for Exemption from Institutional Authorization

Any individual or institution offering postsecondary instruction within the state of Alaska must be either authorized or exempted from authorization by the Alaska Commission on Postsecondary Education (ACPE) under Alaska Statute (AS) 14.48.

**Instructions:** Complete pages 1 through 3 of this form and attach specimen copies of each certificate or diploma the institution issues. Submit the completed form and a **$100 application fee** to the address listed at the top of this form. Upon receipt of this form, ACPE will determine whether your institution meets the requirements for exemption.

**NOTE:** While exempted from the requirements of authorization, exempted institutions must comply with educational consumer protection statutes (**AS 14.48.060(b), 14.48.130, 14.48.150, 14.48.170, and 14.48.180-14.48.210**) and their associated regulations.

**IMPORTANT: Does your institution meet one of the statutory exemptions listed below?**

Review the statutory exemptions listed below. If your institution meets the requirements for a **statutory exemption**, please select a statutory exemption reason immediately below, complete the remainder of page 1, and **sign on page 2**. The application **fee is not required.**

**Statutory Exemptions (AS 14.48.030):** The following educational programs, and institutions providing only the following education programs, are exempt from the provisions of this chapter:

- ☐ 1) instruction provided at a level from preschool through grade 12, including preparation for general equivalency diploma examinations;
- ☐ 2) a program operated by the United States;
- ☐ 3) a program that does not offer educational credentials and is provided only to prepare individuals to take graduate examinations;
- ☐ 4) a program that does not offer educational credentials and is only avocational or recreational in nature.

## Institution Information

**Institution name:** _____

Principal Officer Name: _____

Principal Officer Title: _____ Institution's web address: _____

Accreditation, approval, licensing, or governing body: _____

### Contact Information

Name of administrative contact: _____

Phone number: _____ Email: _____

### Primary Location

Address: _____

City: _____ State: _____ Zip code: _____

### Mailing Address *(if different)*

Address: _____

City: _____ State: _____ Zip code: _____

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## Exemption Reason (Skip if a statutory exemption was checked in the box on page 1.)

**Select the appropriate exemption for which the institution is applying (20 AAC 17.015).** Exemptions are available for the following educational programs and institutions providing **only** the following educational programs:

☐ 1. A program sponsored by and conducted solely for the members of a bona fide trade, business, professional, labor, or fraternal organization that is maintained in good faith for purposes other than operating an educational institution. *20 AAC 17.015(a)(1)* **(Note: The institution must include a conspicuous statement on marketing, admissions, enrollment materials, and certificates or diplomas setting out verbatim the exemption reason stated above and informing that the institution is exempt from authorization requirements under AS 14.48 and 20 AAC 17.015).**

☐ 2. A program that does not offer educational credentials and is provided without charging a fee, other than the actual cost of materials, to its students, or is continuing professional education offered solely as preparation for tests leading to certification in specific disciplines, but not purporting to provide occupational competencies. *20 AAC 17.015(a)(2)*

☐ 3. A program or institution that is regulated by another agency or political subdivision of the State that sets and enforces at least equivalent standards for the quality of course contents, facilities, and operation, including retention and management of student records. *20 AAC 17.015(a)(3)* **Please identify the agency or political subdivision of the State:** _____

☐ 4. A short course of study that is not more than 120 hours or 15 days in duration, including all required class, laboratory, externship, and independent study hours. *20 AAC 17.015(a)(4)* (**Note**: **Short courses that accumulate into a longer program may not be exempted under this provision, nor is exemption available to institutions advertising professional credentials or certifications for which the certifying entity publishes a curriculum that exceeds 120 hours. Breaking programs into 120-hour or shorter courses in order to avoid authorization is not allowed.)**

☐ 5. A nationally or regionally accredited program offered within the state by an out-of-state institution that is authorized to operate by the state in which it is located, and which provides documentation from the home state authorizing body that the authorization extends to the Alaska campus and Alaska students, including investigation of complaints relative to violations, student refunds and consumer protection in the event of an institution or branch closure. *20 AAC 17.015(a)(5)* **(Note: Institutions applying for this exemption must be accredited by an agency recognized by the United States Department of Education.)**

☐ 6. A program that does not result in the awarding of a degree, and that is sponsored by and conducted solely for the membership of a bona fide religious organization. *20 AAC 17.015(a)(6)* **(Note: A religious organization is defined in regulation as one that is tax exempt under 26 U.S.C 501(c)(3) as a religious organization and which offers and provides postsecondary education solely in the form of religious training to persons who hold or seek to learn the particular religious faith or belief of that religious organization. The Institution must include a conspicuous statement on marketing, admissions, enrollment materials, and certificates or diplomas setting out verbatim the exemption reason stated above and informing that the institution is exempt from authorization requirements under AS 14.48 and 17.015.)**

☐ 7. A flight-training course that maintains current certification under 14 C.F.R. Part 141 or Part 142. *20 AAC 17.015(a)(7)*

☐ 8. An online or distance delivered program that does not have a physical presence within the state. *20 AAC 17.015(a)(8)* **(Note: An institution exempt from authorization requirements under (a)(8) must include a conspicuous statement on the institution's marketing in the state, indicating that the program is exempt from authorization under AS 14.48 because the program is online or distance delivered and does not have a physical presence in the state. 20 AAC 17.900 (a)(12) defines physical presence as presence of a facility, faculty, or staff within the state; in this paragraph, "faculty" and "staff" do not include site supervisors or mentors for local internships or practica, or adjunct personnel.**

## Certification

I certify that the information provided is accurate and complete to the best of my knowledge, and that the institution meets the exemption reason selected above or is statutorily exempt as indicated on page 1 of this form.

Signature of owner or administrative official: _____

Title of administrative official: _____ Date: _____

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## Programs Worksheet

List below all programs of study, the total clock or credit hours required, the credential awarded (certificate/diploma/degree), and the total program cost. Provide additional pages if necessary.

| Program Name | Total Clock or Credit Hrs | Credential Earned | Total Program Cost |
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