

# SHEEO State Authorization Inventory

## Indiana

**Instructions:** Because each state agency is different and we want to reflect and appreciate that diversity in our final report, we are asking agency representatives to answer, as fully as possible, all questions. Moreover, when you are asked to answer either “yes” or “no” we encourage you to elaborate where needed.

### 1. Agency and Contact Information

- a. Agency Name: **Indiana Commission on Proprietary Education (ICOPE)**
- Description:  
**The Indiana Commission on Proprietary Education functions as the statutory licensing and approval authority for all educational institutions.**
  - Contact:  
**Ross Miller**  
**Director**  
**Indiana Commission on Proprietary Education**  
**317-232-1324**  
**[rmiller@cpe.in.gov](mailto:rmiller@cpe.in.gov)**
  - Please state who institutions should contact if they have questions about your agency’s authority, policies, or application process?  
**Call 317-232-1320, call will be directed for proper response.**
- b. Links:  
**Link to agency: <http://www.in.gov/cope/>**  
**Link to regulations: <http://www.in.gov/legislative/iac/T05700/A00010.PDF>**  
**code 21-17 is the most current.**
- c. The following agency also has responsibility for authorization in the state and was requested to complete as survey.  
**Indiana Commission for Higher Education**
- d. If the division of responsibility among these agencies is not clear, please explain.

## 2. Types of Educational Providers Authorized

- a. Please indicate the types of institutions that your agency authorizes, using the list below. Please answer “yes” or “no” to each item. Feel free to provide a short explanation of any ambiguity, including any necessary clarification of “in-state,” “out of state,” or other terminology.

- No** Public, in-state degree granting institutions  
**No** Public, out-of-state degree granting institutions  
\_\_\_\_\_ Private, in-state, not-for-profit degree granting institutions (**regional accreditation exempts an institution from ICOPE accreditation**)  
**Yes** Private, out-of-state, not-for-profit degree granting institutions  
\_\_\_\_\_ Private, in-state, for-profit degree granting institutions (**regional accreditation exempts an institution from ICOPE accreditation**)  
**Yes** Private, out-of-state, for-profit degree granting institutions  
**No** Public, in-state, non-degree granting institutions  
**No** Public, out-of-state, non-degree granting institutions  
**Yes** Non degree, not-for profit institutions  
**Yes** Non degree, for-profit institutions  
**No** Religious institutions  
**No** Tribally-controlled institutions

Clarifying comments:

- b. Is an institution required to obtain approval from more than one agency to be authorized in your state (excluding purely programmatic approvals)? If so, please explain.

**See above.**

- c. Is accreditation required for an institution to be authorized in your state?

- If yes, please explain:  
**Accreditation from state of physical presence.**
- If yes, what type of accreditation is required? Please, check all that apply as appropriate. **SEE ABOVE**

- \_\_\_\_\_ Regional  
\_\_\_\_\_ National  
\_\_\_\_\_ Programmatic/specialized

Clarifying comments:

- d. Does your agency authorize specific academic programs offered by institutions or only institutions themselves?

**No.**

- e. Programs in certain subject area that may require separate approval.

**Education**

Indiana Department of Education

**Nursing**

Indiana Nursing Board

**Allied Health Professions and related programs**

Professional Licensing

**3. Exemptions**

- a. Are certain institutions or programs exempt by law or policy from your state authorization requirements?  
If regulated by a different state government agency.
- If yes, please describe which institutions or programs the exemption applies to and how it works? If available, please provide any pertinent web links.  
Various allied health.
  - If yes, how does the institution or program claim an exemption? For example, is the exemption automatic as long as it meets specified criteria, does the institution or program notify the agency and the exemption is granted, is there an application process, etc.?  
Letter of request.
- b. If an institution or program is exempt from state authorization, are there any other state requirements that an institution would need to fulfill in order to operate in your state (e.g., providing contact information, list of programs, etc.)?  
Contact Secretary of State Office.
- c. Does your state constitution or do your state laws provide any exemptions for religious institutions?  
Yes.
- Are all religious institutions exempt (please describe)?  
All religious instruction institutions are exempt.
  - Are religious institutions that award only religious degrees or certificates exempt (please describe)?  
See above.

- Are certain religious institutions exempt that meet other criteria (please describe)?  
**See above.**

#### 4. Authorization of Distance Education

- a. Does your agency require purely (100%) distance education programs, including online or correspondence study programs that enroll residents of your state, to be authorized without regard to physical presence?  
**See below.**
- b. If not, does your agency determine whether an institution must be authorized based on a physical presence or “operating” standard?

#### 5. Physical Presence Policy – Common “Triggers”

- Indiana based advertising.
- Recruiters operating in the state of Indiana.
- Unsolicited phone calls or mailings to Indiana residents.
- A classroom learning site or administration site.

- a. If your agency uses a physical presence standard, how does your agency define physical presence? If available, please provide a link to that policy or a citation to the relevant regulation giving that standard.  
**See above.**
- b. Please specify whether any of the following activities would constitute a physical presence or signify “operating” in your state, assuming that the named activity is the institution’s sole activity in your state. **Please answer “yes” or “no” to each question. In addition you may provide a short explanation of any ambiguity.**
  - Permitting a student to complete an internship, externship, field experience, or clinical practicum organized by the institution?  
**No.**
  - Does this apply only to distance education students or more generally?
  - Permitting a student to complete an internship, externship, field experience, or clinical practicum found by the student acting independently?  
**No.**

- Does this apply only to distance education students or more generally?  
No.
- Employing full-time faculty in the state to provide instruction via distance education programs to students in the state?  
No.
  - What about adjunct faculty?  
No.
- Employing full-time faculty in the state to provide instruction via distance education programs solely to students outside of the state?  
No.
  - What about adjunct faculty?  
No.
- Having a contract/agreement between the institution and in-state institutions or in-state entities to provide services for students (i.e. library, gym, computer centers, etc.)?  
No.
- Organized, consistent, on-the-ground recruiting of students in the state by employees or agents of the institution?  
Yes.
  - What if the agent is only recruiting students in the state on an occasional basis (i.e. at job fairs)?  
Yes.
- Advertising in local media sources that are largely viewed by residents of the state?  
Yes.
- Advertising in national media sources that can be accessed by residents of the state?  
No.
- Having computer servers or other equipment located in the state?  
Yes.
- Hosting short term, face-to-face, seminars or conferences in the state where students meet in person?  
Yes.

- Employing mentors, tutors, or preceptors in the state to aid students, who are residents of the state, on an individual basis?  
No.
  - Requiring a student to take a proctored exam at a location or with an entity in the state prescribed by the institution?  
No.
  - Requiring a student to take a proctored exam with an entity in the state chosen by the student but approved by the institution?  
No.
  - Other [please explain]
- c. Of the activities or conditions listed above that alone would not constitute a physical presence, are there any that if combined would create a physical presence?  
No.

## 6. Application Process

- a. Please provide a short description of the application process to obtain state authorization. If available, please provide web links to the specific references to all applicable state laws, regulations, manuals, forms, or other pertinent documents.

Notify the Commission of intention to operate, and they will send application materials and a fee schedule. Upon receipt of application and fee, the institution will be allowed to operate under "application status" until review is final (60 days-11 months).

<http://www.in.gov/cpe/2451.htm>

National accreditation may exempt an institution from an on-site evaluation. The process seems straight forward, but it is not clear exactly if an institution that is nationally accredited and operates out-of-state needs to be approved to operate in Indiana. If the review indicates that the standards are substantially the same or greater than the standards and requirements of the Commission, then accredited status may be issued in lieu of an on-site evaluation, providing the status report provided by the accrediting commission indicates the institution to be in good standing. (*Indiana Commission on Proprietary Education; PT II,2.03; filed Feb 6, 1978, 4:30 pm; Rules and Regulations. 1979, p. 177; readopted filed Jan 9, 2002, 10:58 a.m.: 25 IR 1731; readopted filed Sep 11, 2008, 9:53 a.m.: 20080924-IR-570080518RFA*)

- b. Generally, how long does it take to approve applications (assuming that the agency has received all required information from the institution)? Please provide a typical range if appropriate.  
**One month.**
- c. What is the authorization duration?  
**One year.**
- d. What does an institution need to do to maintain authorization?  
**Annual renewal.**
- e. What kinds of information or data must an institution report to your agency as a condition for continued authorization? How frequently is this reported or updated? Is this information published or shared publicly?  
**Accreditation renewal is posted to ICOPE website.**
- f. Can an institution lose its authorized status? If so, how?  
**Yes, not completing accreditation renewal.**
- g. Can a multi-institutional system or college corporation apply to your agency for authorization on behalf of all of its component institutions? If so, please describe the process.  
**Application for applicant status are filed individually.**
- h. Would multi-institution public systems be treated the same as multi-location for-profit institutions?  
**Not applicable.**
- i. What distinctive features in your authorization process would be useful for applicants to know (e.g., certain times during the year that you process applications for authorization, sharing of applications or information about proposed programs with institutions or other stakeholders in your state for comment)?  
**Complete all information requests on application for applicant status.**
- j. Is your agency currently planning to amend its application process by the end of 2011?  
**No.**
- If yes, please provide a brief description of the anticipated change.
  - If yes, when does the agency expect the change to be fully implemented?

## 7. Fees Associated with Authorization

- a. Is there an application fee to initiate the authorization process? If so, what is the fee or fee schedule? Please provide a web link if available.

Yes.

\$2,000 for out –of-state and \$1,000 for in-state  
For accreditation renewals \$500/ annually  
Degree applications in-state \$300/degree  
Out-of-state \$500/degree  
Degree renewals \$100/ in and out-of-state every 5 years  
Agent applications \$80  
Agent renewal \$50/annually  
Certificate fee \$50/ annually

[http://www.in.gov/cpe/files/2011\\_fee\\_schedule1.pdf](http://www.in.gov/cpe/files/2011_fee_schedule1.pdf)

- b. Are there any other costs associated with the state authorization process (e.g. site visits, hiring a reviewer, surety bond, tuition recovery fund, agent licensing, etc.)?  
See above.
- c. What are the costs, if any, to renew authorization?  
See above.
- d. What costs are associated with receiving a waiver or exemption to authorization?  
No.

## 8. Interstate Reciprocity

- a. Do your state regulations explicitly allow or prohibit interstate reciprocal agreements about authorization? If so, please describe.  
Home state approval required for out-of-state institutions.
- b. What is the process, if any, to obtain a reciprocal agreement with your state?
- c. Are there any reciprocal agreements currently in place or under consideration? If so, please list those agreements.
- d. If interstate reciprocal agreements are not addressed in your regulations, would your agency consider establishing such agreements? Please elaborate.

## 9. Consumer Protection and Student Complaints

- a. Does your agency have a process for handling complaints about postsecondary institutions or programs?

Yes.

- If yes, please describe the process or provide a web link to the material that describes the complaint process.

<http://www.in.gov/cpe/2329.htm>

- If yes, does this complaint process extend to institutions not authorized by the agency that may enroll residents of the state (such as explicitly distance education programs with no physical presence or exempt institutions)?

Yes.

- If available, please provide a web link to the complaint form.

Complaint form linked in ICOPE website at:

<http://www.in.gov/cpe/2329.htm>

- Who is the contact person for receiving complaints? Please include name, title, address, phone, and email if available.

Jodi White, 317-232-1326

- b. If your agency has no formal process for handling complaints related to postsecondary institutions, what state agency would handle a complaint?

Not applicable.

## 10. Enforcement

- a. If your agency finds that an institution or program is operating in your state without authorization, what is the resulting warning or enforcement action?

Sent to county prosecutor.

- b. Can an institution or program appeal a warning or enforcement action? If yes, please describe the process or provide web links to the regulations/policies.

Complete application for applicant status.

## 11. Legislative or Regulatory Changes

- a. Is your agency or state legislature planning to amend its regulations or alter its physical presence policy by the end of 2011?

No.

- If yes, please provide a brief description of the anticipated change.
  - If yes, when does the agency expect the change to be fully implemented?
- b. Is your agency or state legislature making changes in your state regulations or statutes so that institutions with locations in your state would be considered legally authorized in accordance with the federal institutional eligibility regulations?

No.

- If yes, please provide a brief description of the anticipated change.
  - If yes, when does the agency expect the change to be fully implemented?
- c. Is your agency or state legislature making any other changes in your state regulations or statutes with regard to state authorization?

No.

- If yes, please provide a brief description of the anticipated change.
- If yes, when does the agency expect the change to be fully implemented?

**12. Is there anything else about the authorization process in your state that we and others ought to know about?**