**Section 451.40 Classroom Extensions**

a) A school shall be permitted to provide instructional services at locations other than its principal location only upon filing a separate application for approval of each classroom extension and payment of the application fee specified in the Act. There shall be no instruction conducted at any extension site without the Superintendent's written approval of the site. If instruction has been conducted at the extension site during the previous approval year, the school shall make application for continued approval of the site with its annual renewal application.

b) The approval year for extensions shall coincide with that of the original application or any renewal applications.

c) Included in the original application for each extension shall be the following:

1) the extension site's address and telephone number;

2) the name, business address, and telephone number of the site's administrator(s) during hours of instruction;

3) inventories of instructional equipment;

4) facility plans showing space is available for the school to deliver programs in accordance with Section 451.270;

5) certificate of liability insurance coverage for the site or a rider to the certificate indicating site coverage;

6) documentation verifying that the site meets local health and safety requirements (e.g., fire marshal reports, occupancy certificates, public health certificates);

7) descriptions of the specific courses of instruction to be offered;

8) projected enrollment figures;

9) description of the plans and procedures for ensuring supervision during the hours that instruction is being given and students are present;

10) a list of all faculty and the subjects they are assigned to teach;

11) verification of qualification of faculty and administrators pursuant to requirements in Sections 451.400 and 451.410;

12) indication of surety bond coverage for the site (i.e., the surety bond indicating coverage of the site in the amount required in Section 6(9) of the Act);

13) three copies of the new or revised catalog/bulletin or three copies of catalog/bulletin supplements which give information on the extension site;

14) copies of advertising materials to be used for the extension site.

d) A school shall have written policies and procedures for the administration and control of its extensions which describe provisions for continuous:

1) supervision and control of activities at the site during its hours of operation;

2) evaluation of instructional activities at the site.

e) If an administrator appointed under Section 451.400 of this Part is not at the site when students are present and instruction is being given, the policies and procedures shall provide for an administrator to be immediately on call to answer student and faculty questions and give direction for any contingencies which may occur. The school shall furnish students and faculty with the name, address, and telephone number of the extension administrator(s).

f) The Superintendent will deny or revoke approval of an extension if it is found that the extension's instructional program is not comparable to that provided at the principal location or other extension sites; or a school has not provided instruction at the extension site during the previous year, unless the school presents the Superintendent with plans for correction of the problem.

g) A school shall notify the Superintendent at least five (5) business days prior to closure of any extension during any approval year.