**Section 1095.100 Classroom Extension**

*A school must have approval prior to operating at a location and must make application to the Board for a classroom extension at a new or changed location*.(Section 20 of the Act)

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 this Part. There shall be no instruction conducted at any extension site without the Board'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 address and telephone number of the extension site;

2) The name, business address and telephone number of the site administrators 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 Sections 1095.40 and 1095.60;

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 1095.40 and 1095.60;

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 1095.210);

13) A copy of the new or revised catalog or a copy of the supplement to the catalog that gives information on the extension site; and

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 that describe provisions for continuous:

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

2) Evaluation of instructional activities at the site.

e) If an administrator appointed under 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 that may occur. The school shall furnish students and faculty with the name, address and telephone number of the extension administrator.

f) The Board 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 Board with plans for correction of the problem.

g) A school shall notify the Board at least 30 days prior to closure of any extension during any approval year.

(Source: Amended at 42 Ill. Reg. 151, effective December 19, 2017)