**Section 1095.200** **Annual Renewal**

*Information requested by the Board must be submitted annually or, in special circumstances, at the request of the Board. Failure to do so is grounds for immediate revocation of the permit of approval. Each non-degree program of study must be approved by the Board as well. Regardless of when the program was approved, all programs of study must be approved again with the institutional approval at the end of the 5-year approval period or in conjunction with an earlier review if so required under* the *Act* orthis Part. *The Board's Executive Director has the authority to order any school subject to* the *Act to cease and desist operations if the school is found to have acted contrary to the standards set forth in* the *Act or* this Part. (Section 50 of the Act)

a) A school shall submit a renewal application each year for the 4 years following the issuance of a permit of approval by the Board. An application for the permit of approval is required in the last year of the 5-year period.

b) The fees for the applications are set forth in Section 1095.120.

c) The Board shall provide the forms to update the information previously submitted by the school and that call for information that has not been reported by the school since the filing of the application for the prior permit of approval.

d) The information shall include:

1) *An alphabetical list of* student *names, addresses, and dates of admission by course or course of instruction and a sample copy of* each type of *enrollment agreement employed to enroll the students listed shall be filed with the Board's Executive Director on an annual basis. The list shall be signed and verified by the school's chief managing employee*.(Section 37 of the Act)

2) *Student retention and graduation rates must be maintained that are appropriate to standards in the field. A State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained. In the event that the school fails to* meet the minimum standards, *then that school shall be placed on probation for one year. If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of school as a whole, then the Board shall revoke the school's approval for that program to operate in this State.* Such revocation also *shall be grounds for reviewing the institution's approval to operate.* (Section 55 of the Act)