

COMMISSION FOR INDEPENDENT EDUCATION STAFF NEWS

Samuel L. Ferguson, Executive Director

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Important Dates:

December 18
Renewal Applications
Due for March

January 30
Commission Meeting
Lake Buena Vista

February 9
Renewal Applications
Due for May

March 18
Commission Meeting
Orlando

CIE Website Links:

[CIE Home](#)

[Institution Login](#)

[Rules & Law](#)

[Staff Directory](#)

Agenda Information

Location:	Date and Time:
Regal Sun Resort 1850 Hotel Plaza Boulevard Lake Buena Vista, FL 32830 (800) 624-4109 Map	January 30, 2009 Beginning at 9 a.m.
Webcast:	Webcast Requirements:
Go to www.fldoe.org/cie the day of the meeting and click on the webcast link.	Windows Media Player version 9 or higher

Committee Meetings to be Held

There will be a Rules Committee meeting held, via teleconference, on December 10, 2008 at 11:00 a.m. The call may be accessed on that date by calling (888) 808-6959 and entering the Conference code (2453206).

GENERAL SUBJECT MATTER TO BE CONSIDERED: To conduct the general business of the Rules Committee and to conduct a Rules workshop on the following rules:

- 6E-1.003: Definition of terms
- 6E-1.0032 Fair Consumer Practices
- 6E-2.001 Approved Applicant Status
- 6E-2.002 Institutional Licensure
- 6E-2.004 Standards and Procedures for Licensure
- 6E-2.0041 Delivery of Programs Through Nontraditional Assessments Modes and Methods
- 6E-2.0081 Change of Ownership and Control
- 6E-4.001 Fees and Expenses.

A copy of the agenda may be obtained by calling the Commission office at (850) 245-3200.

CIE Annual Data Collection has Begun

The Commission for Independent Education began its Annual Data Collection on October 1, 2008. This method of data collection requires all licensed institutions to submit their information through the CIE website (instead of submitting these data as part of your Annual Renewal).

Each institution licensed during the previous fiscal year (July 1, 2007 – June 30, 2008) received a memo in September that contains the institution's "User Name" and the institution's "Password" for accessing the website. The process for submitting your data is very straightforward.

First you must access the CIE website (www.fldoe.org/cie/) and click on the menu item, Institution Login. Then enter your institution's USERNAME and PASSWORD.

After you are sent to the Administration Page, scroll to the bottom of the page and you will find the section called Data Collections. Complete instructions are available as an Adobe Acrobat (PDF) file that you can print out for future reference (a link to the Adobe Reader download is also provided). All institutions must self-report Enrollment, Withdrawal, Graduation and Placement information, for each program, even if you plan on participating in the 2007-2008 **FETPIP** Data Collection. In addition, each physical location of an institution (including each branch) must report these data separately.

All data must be submitted, via the website, by December 31, 2008.

FETPIP Data Collection has Begun

In conjunction with the CIE Annual Data Collection, the FETPIP Data Collection has also begun. This information will also be collected via our website. Remember, that while the CIE Annual Data Collection is mandatory, the FETPIP Data Collection is voluntary.

Once you have completed your institution's CIE Annual Data Collection, you may continue on to the FETPIP component of the website. We have created a "secure" portion of the website to contain your individual student information. A PDF file containing the instructions is also available on the website for you to print out. To obtain the required "FETPIP password" you must send an e-mail from your school containing your school name and school ID (license) number to max.ketterman@fldoe.org

All FETPIP data must be submitted, via the website, by December 31, 2008.

Ask Licensure

What are the Commission requirements if I ever have to close my school?

Commission Rule 6E-4.005(6) (c) outlines the steps that institutions must take to conduct the proper closing of an institution. The first step is to notify the Commission, in writing, 30 days prior to the date of closure. The institution must also submit a written plan for closure at that time. Schools must then submit all student academic records to Commission staff; provide for the proper train-out of any currently enrolled students; provide refunds to students who are not receiving train-out; and ensure the repayment of all outstanding student loans.

The Commission has responsibilities as well. These include reviewing the train-out plan, assisting in identifying and securing the train-out of affected students at other institutions, and ensuring that students are notified of their rights and responsibilities. Please refer to Commission Rule for a complete listing of all actions that must be taken by the institution that is considering closure.

You should notify your Program Specialist as soon as possible when you decide to close your institution. Prompt notification will ensure that proper procedures can be initiated in a timely manner and that currently enrolled students will be protected.

Calendar

<u>COMMISSION MEETING DATES AND LOCATIONS</u>	➤ NEW INSTITUTION MUST BE RECEIVED NO LATER THAN:	➤ ANNUAL RENEWALS PROGRAM ➤ ADDITIONS/MODIFICATIONS ➤ AND ALL OTHER LICENSE RELATED MATTERS MUST BE RECEIVED NO LATER THAN:
January 30, 2009 Orlando	Tuesday September 30, 2008	Thursday October 30, 2008
March 18, 2009 Orlando	Tuesday November 18, 2008	Thursday December 18, 2008
May 8, 2009 Orlando	Thursday January 8, 2009	Monday February 9, 2009
July 27, 2009 Miami Beach	Friday March 27, 2009	Monday April 27, 2009

How to Contact Us

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