

## APPLICATION FOR APPROVAL OF TEMPORARY/SEASONAL CLASSROOM FOR INTENSIVE ENGLISH PROGRAMS (IEPs)

ACCET ID #: \_\_\_\_\_

### Temporary/Seasonal Classroom Information

Name of Institution: \_\_\_\_\_

Street Address (not P.O. Box): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Class Start Date: \_\_\_\_\_

Class End Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

### Main/Branch Campus Information

Main or Branch Campus (circle one)

Name of Institution (from state license, if applicable): \_\_\_\_\_

Street Address (not P.O. Box): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Main/Branch Director: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I verify that the information contained in this application for establishing a temporary/seasonal classroom and the accompanying materials is accurate.

Name/Title of Chief Executive Officer (or Designee): \_\_\_\_\_

Signature of CEO: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of each of the following items must be submitted as part of the institution's application for a temporary/seasonal classroom. Please initial the blank for each item that is included as an exhibit.

- \_\_\_\_\_ 1. Listing of the name and clock/credit hours of all programs and courses to be offered at the site. For courses, also identify the name of the program in which the courses are included.
- \_\_\_\_\_ 2. Narrative report in which the following information is provided:
  - a. Name of site supervisor;
  - b. Projected student occupancy; and
  - c. Distance from the main or branch campus.
- \_\_\_\_\_ 3. A use and occupancy certificate and/or a fire and safety certificate (i.e. the use and occupancy certificate may also serve as evidence of the institution's compliance with applicable local/state/federal fire safety regulations. Note: This documentation is not required, if the seasonal classroom is located on the site of a postsecondary educational institution that is accredited by an accrediting agency recognized by the US Department of Education.
- \_\_\_\_\_ 4. Application fee (See ACCET Document 10 – Fee Schedule).

COMMENTS/EXPLANATIONS: \_\_\_\_\_  
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