

KANSAS BOARD OF REGENTS



Required Documentation Clarification

Crystal Puderbaugh
Education Regulator

★ LEADING HIGHER EDUCATION ★



Student Records

- ★ 88-28-3 (c)(9)
 - Description of how the students and administrative records are maintained
 - ▶ New section of KPODS application
 - ▶ Institutions required to keep ALL students records for the duration the institution is in operation
 - ▶ Upon closure, student records must be submitted to KBOR (88-28-8)



Inspections

- ★ 88-28-2 (a)(2)
 - All reports from the local fire department and other agencies responsible for ensuring public health and safety for the current year and the previous year shall be maintained on site, and one copy shall be sent to the state board annually.
 - ▶ Fire Inspection
 - ▶ Building Inspection
 - ▶ Board of Cosmetology/Barbering Inspection
 - ▶ Board of Nursing Inspection



Financial Statements

- ★ 88-28-2 (a)(7)
 - The owner of the institution or the owner's designee shall submit to the state board the most recent financial statement for the institution.
 - ▶ Income Statement – Revenue and Expenditures
 - ▶ Balance Sheet – Assets and Liabilities
 - ▶ Must be for a full completed fiscal year

- ★ 88-28-3 (c)(11)
 - Documents shall be prepared and acknowledged by a CPA and, in the case of an institution requesting degree granting authority, shall be audited by a CPA.
 - ▶ Non-Degree Granting – prepared and acknowledged by CPA
 - ▶ Degree Granting – audited by CPA



Instructor Qualifications

- ★ 88-28-2 (a)(18)
 - Each faculty member shall be qualified to teach in the field or fields to which the member is assigned.
 - ▶ Instructor Application **OR** Spreadsheet with the following information:
 - Subject area and course level taught
 - Educational Qualifications (include awarding institution)
 - Experience Qualifications (include number of years)
 - Licenses Number and Expiration Date (if applicable)