

ARKANSAS STATE BOARD OF PRIVATE CAREER EDUCATION
501 WOODLANE, SUITE 104
LITTLE ROCK, AR 72201
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BOARD USE ONLY
CK or MO # _____
Date CK/MO _____
Rec'd \$ _____
R# _____
Posted by _____
APP Processed by _____
APP Reviewed by _____

Board Use Only:

License Number	Issue Date	Perm. Expire

FORM 5000 ADMISSIONS REPRESENTATIVE ORIGINAL APPLICATION

Fee \$375

(Lines will expand as needed)

LAST NAME		FIRST NAME		MIDDLE NAME	
HOME ADDRESS					
HOME CITY		STATE		ZIP	
HOME TELEPHONE NUMBER		WORK TELEPHONE NUMBER			
NAME OF SCHOOL					
ADDRESS (LOCATION)					
CITY		STATE		ZIP	
DATE EMPLOYED					

In accordance with Arkansas Code Annotated § 6-51-609 (d):

(d) An applicant or an Admissions Representative's license must:

1. Be at least eighteen (18) years of age;
2. Be a high school graduate or hold a GED certificate
3. Not have been convicted in any jurisdiction of a felony, theft, or a crime involving an act of violence for which a pardon has not been granted;
4. Be a citizen of the United States;
5. Not have been discharged from the armed services of the United State under other than honorable conditions; **AND**
6. Be in compliance with any other reasonable qualifications that the board may fix by rule.

In order to process this application, the following items shall be attached:

1. A copy of the applicant's **current drivers license or identification verifying age.**
2. Proof of not less than a **High School Diploma or GED.**
3. A completed **FORM 6050 – ARKANSAS STATE POLICE IDENTIFICATION BUREAU INDIVIDUAL RECORD CHECK with appropriate fees.**
4. One completed **FBI FINGERPRINT CARD** supplied by **SBPCE.**
5. One (1) **Passport Photograph** sized 2" X 2".
6. The **fee is \$375** for a three-year license per location.

Answer the following questions by marking the appropriate box:

YES **NO**

Are you a citizen of the United States?
If you answered NO, we cannot issue you a license.

YES **NO**

Have you ever been discharged from the armed services of the United States?
If YES, attach a copy of your DD214.

YES **NO**

Have you ever been involved in an incident, regardless of location or jurisdiction, whether as an adult or child, that would be reported on a State Police or FBI background check?

STATEMENT OF COMPLIANCE

Under penalty of perjury, I declare and affirm that the statements made on this form, including any attached sheets, are true, complete, and accurate, and I affirm that I have read the Arkansas Code Annotated § 6-51-601 et.al. and Regulations of the State Board of Private Career Education and that, if a license is granted, I will operate in compliance with the laws of Arkansas and the Regulations of the State Board of Private Career Education.

Printed Name of Admissions Representative	Signature of Admissions Representative	Date

Printed Name of School Official	Title of Official
Signature of School Official	Date