



- Original License
- Renewal License
- Background Check
- Identification
- General Policies
- Thou “Shall Not”

Schools shall train their admissions representatives so as to be knowledgeable of school policies and procedures, as well as the law and regulations of the Arkansas State Board of Private Career Education.

Admissions Representative License

An applicant for an admissions representative’s license must:

- Be at least eighteen (18) years of age;
- Be a high school graduate or hold a graduate equivalent degree;
- Not have been convicted in any jurisdiction of a felony, theft of property, or a crime involving an act of violence for which a pardon has not been granted;
- Be a citizen of the United States;



- Not have been discharged from the armed services of the United States under other than honorable conditions;
- Be in compliance with any other reasonable qualifications that the board may fix by rule

ORIGINAL LICENSE

An original application shall be submitted along with a copy of the applicants high school transcript, diploma, proof of GED, DD214 or other document that can serve as proof of not less than high school graduation; a copy of the applicant’s birth certificate or a copy of an official government document that shall show proof of age of at

least eighteen (18) years, such as a driver’s license, passport, etc.; if applicable, attach proof of honorable discharge from the armed services; a copy of a photo ID such as a driver’s license; one (1) passport sized (2”x2”) photograph of the applicant, and the Arkansas State Police and FBI background application forms and fingerprint card with appropriate attachments and fees.

RENEWAL LICENSE

A renewal application shall have one (1) passport sized (2”x2”) photographs of the applicant and the Arkansas State Police and FBI background application forms



and fingerprint card with the appropriate attachments and fees.

BACKGROUND CHECK

An applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check. The check shall conform to the applicable federal standards and shall include the taking of fingerprints.

IDENTIFICATION

The admissions representative shall carry a pocket card license at all times the school is being represented.

- The admissions representative shall discuss only the school they are licensed to represent.
- Schools shall be responsible for any statements or commitments made by its admissions representatives to students or prospective students.
- An admissions representative shall be licensed for each school to be represented to Arkansas residents.
- The admissions representative shall conduct business affairs in such a manner as to reflect honesty, integrity, and a sense of fair play.
- When an admissions representative is no longer employed, the school authority shall notify the Board Staff in writing within thirty (30) calendar days including not less than the day of and reason for the representative’s termination.



For more information on Admissions Representative, review our Codes and Regulations on our website at www.sbpce.org

An unlicensed admissions representative shall not be permitted a trial or break-in period of employment with a school which would allow them to engage in recruiting.

An Admissions Representative shall not

- Solicit in public places other than an education setting, at job fairs, a facility or location which has been established to be in place for a minimum of thirty (30) calendar days, or other organized meetings
- Offer as an inducement or enticement, any consideration with a value of more than \$50 to a perspective student prior to enrollment, such as cash, food, housing, or gifts
- Administer the entrance test if one is given
- Advise students about financial aid other than informing the student of the general availability of financial assistance
- Engage in acts or practices, which have a tendency to intimidate, coerce, or mislead a prospective student into accepting an enrollment.

“ADMISSION REPRESENTATIVE” (AD REP) – means a person who executes an enrollment agreement and who receives compensation for the primary duties of encouraging prospective students to enroll for training in a program of study offered by a school covered under the provisions of this subchapter: [6-51-609]



Arkansas State Board of Private Career Education

501 Woodlane, Suite 312 South
Little Rock, Arkansas 72201

(501) 683-8000
(501) 683-8050 fax
www.sbpce.org



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Admissions Representative

