

## **16.2 School applications; association applications.**

Applications for a Main School, Branch School or Association license must be submitted on forms provided by the Commission and accompanied by the application fee established by these regulations and shall meet the following requirements:

(a) Main and Branch School license applications must include:

- (1) Name and location of the school
- (2) Current roster of licensed Instructors and registered Guest Speakers
- (3) An identified Principal Instructor;
- (4) A signed statement that the school or association is in compliance with all local, state and federal zoning ordinances and all accessibility requirements established by the Americans with Disabilities Act (ADA); and
- (5) Copies of school policies to be filed with the Commission regarding course attendance, make-up work and refunds.

(b) Association license applications must include:

- (1) Name and location of the Association;
- (2) An identified Administrator; and
- (3) Copies of Association policies to be filed with the Commission regarding course attendance, make-up work and refunds.