

Addressing Federal On-Line/Distance Education Requirements

Introduction

The Commission on Proprietary School and College Registration (CPSCR) is responsible for the administration of the Mississippi Proprietary School and College Registration Law, Title 75, Chapter 60, Mississippi Code of 1972, as amended. The purpose of the CPSCR is to establish and implement the registration process for obtaining and maintaining a certificate of registration, and an agent's permit.

Any institution not based in the State of Mississippi, whether or not it offers instruction to residents of Mississippi only over the Internet, is determined to need a Certificate of Registration issued by the Commission to offer postsecondary instruction in the State if they engage in at least one of the following activities:

1. The institution maintains a telephone number with a Mississippi area code;
2. The institution maintains a postal address with a Mississippi zip code;
3. The institution markets and/or recruits Mississippi students via any means of media which originates in Mississippi;
4. The institution maintains an Internet URL which originates in Mississippi or utilizes an ISP which is based in Mississippi; or
5. The institution provides payment reportable for income tax purposes via either a W-2 or Form 1099 to any individual resident of the State for any purpose associated with the institution's Mississippi students.

Institutional Self-Assessment

Institutions are asked to self-assess as to whether the programming they offer entails any one or more of the activities listed above.

Institutions Engaging in NO Activities

Institutions which engage in NONE of the above activities should address a letter to CPSCR which states the following:

"Name of Institution located at Legal Mailing Address has reviewed the conditions which would cause it to be required by the State of Mississippi's Commission on Proprietary School and College Registration to be authorized. Resultant from this review, Name of Institution stipulates that it engages in none of the listed conditions."

The body of the letter should also indicate the name and contact information for the individual to whom any return information should be directed.

This letter must be written on institutional letterhead stationery, signed by either the institution's President or legal counsel, notarized, and mailed to:

Marilyn Gardner
Technical Specialist/Mississippi Community College Board
Commission on Proprietary School and College Registration
3825 Ridgewood Road
Jackson, MS39211

Having received and reviewed this letter, CPSCR will return to the institution (by name) a statement indicating that no further action is needed by the institution to provide on-line programming to Mississippi residents under the procedures in effect as of the date of issuance of the statement. The statement will be in effect for twelve (12) months from the date of issuance or until the institution engages in any activity which would cause a Certificate of Registration to be required, whichever occurs first.

Institutions Engaging in ONE or MORE Activities

Institutions which engage in ONE or MORE of the activities listed above should access the CPSCR Website (<http://www.sbcjc.cc.ms.us/program/psDefault.aspx>) for information on submitting an application for a Certificate of Registration, and should inform CPSCR in writing at the address listed above that such an application is forthcoming. Any institution which must apply should cease and desist from enrolling any further Mississippi residents as students until a Certificate of Registration is issued.

Further Questions

Questions pertaining to the contents of this document should be directed to Ms. Marilyn Gardner, Technical Specialist, at 601-432-6340 or at mgardner@mscjc.edu.