



## Kentucky Council on Postsecondary Education

**Steven L. Beshear**  
Governor

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**Robert L. King**  
President

TO: Licensed Postsecondary Education Institutions

FROM: Robert L. King, President 

SUBJECT: **UPDATE** - IMPORTANT INFORMATION REGARDING CHANGES TO LICENSURE

DATE: October 20, 2010

Please see **updates in bold below** to my prior notice to you dated August 17, 2010. Pursuant to the revised licensing regulation 13 KAR 1:020, effective March 5, 2010:

1. The FORMER Annual Report for Maintenance of License is *no longer due* (former due date was November 30 of each year).
2. The NEW Application for Annual Maintenance of License or Renewal of License and corresponding annual fee per the Kentucky Licensure Fee Schedule will be due April 1, 2011, and by April 1 each year thereafter.
  - The annual application will be an *online* process, and we will notify you about that process in January 2011.
  - We also plan to notify you in January 2011 of the fee amount due.
3. Data Submissions (transfer data, fall enrollment, and degrees granted data) will now be due in accordance with the "Licensure Compliance Reporting Manual," which is available on the Web at <http://www.cpe.ky.gov/policies/academicpolicies/licensure.htm>.
  - We will notify you closer to time about attending a "**Data Definitions**" webinar on **April 15, 2011, 1:00 p.m. EDT** hosted by Dr. Heidi Hiemstra, CPE's assistant vice president for information and research, and Sarah Levy, senior associate for academic affairs.
  - Data submission will be an *online* process, and we will notify you regarding **training** to use the new system in **June 2011**. (My prior notice had estimated that training would be in November 2010, but this has been extended to June 2011.)

If you have any questions, please contact Sarah Levy, senior associate for academic affairs, at (502) 573-1555, Ext. 350, or [sarah.levy@ky.gov](mailto:sarah.levy@ky.gov).