

## May, Kathy

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**From:** May, Kathy  
**Sent:** Tuesday, September 27, 2011 3:43 PM  
**To:** 'Harv Lyter'  
**Subject:** RE: Idaho Registration Requirements  
**Attachments:** CollegesAddresses.xls

Dear Mr. Lyter "Harv"

The 25 public technical colleges within the Technical College System of Georgia provide only online services to Idaho residents, with absolutely no physical presence inside Idaho. For your records, I have attached a list (Excel file) of the 25 technical colleges within our system. Please verify that no further communication is required from our colleges.

Thank you so much for your help, time, and guidance.

*Kathy T. May*

**Coordinator of Academic Services**  
**Georgia Virtual Technical Connection**  
**1800 Century Place, NE**  
**Atlanta, GA 30345**  
**404.679.1633 (phone)**  
**404.679.1649 (fax)**

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**From:** Harv Lyter [mailto:Harv.Lyter@osbe.idaho.gov]  
**Sent:** Thursday, September 15, 2011 6:17 PM  
**To:** May, Kathy  
**Subject:** Idaho Registration Requirements

Ms. Kathy T. May  
Coordinator of Academic Services  
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1800 Century Place, NE  
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Re: Idaho Registration Requirements, Out-Of-State, Online Only Institutions  
per your Sep 15, 2011 email initial inquiry

Dear Ms. May, "Kathy"

Effective June 13, 2011, Idaho changed its policy and now requires only those degree granting institutions with actual teaching or business operations inside the state to register. We also dropped practicum/clinical/internships, online adjunct faculty, recruiting agents, attending college fairs, etc, from our definition of "presence" in the state.

With very few exceptions, we do not require Online-Only schools located outside Idaho to register. Therefore, if you provide only online services to Idaho residents, with absolutely no physical presence inside Idaho, your institution would **not be required to register** with this office at this time. [Should your institution contemplate changing its Idaho service delivery model in future to include a physical presence here, please contact this office to determine what your registration requirements are at that time.](#)

-- PLEASE CONFIRM via return email if the "Online Only" exemption described above applies to you institution. **If so, your institution is Not Required To Register in Idaho** and no further communication is needed.  
-- I am using email responses as the fastest means of communicating these decisions for the record.

For future reference, Idaho Code Title 33, Chapter 24 covers registration of Postsecondary Educational Institutions and Proprietary Schools. The corresponding Administrative Rule is (IDAPA) 08.01.11. You will find current registration criteria and instructions posted on the State Board web pages at [www.boardofed.idaho.gov](http://www.boardofed.idaho.gov). Refer to the [Private Colleges & Universities](#) (LH menu column) - Registration page. We post all procedural changes there as soon as they become effective. There is also a FAQ page and a page explaining the Student Complaint Process.

Please call/email us anytime if you feel we can be of further assistance: That's what we're here for. If I'm not immediately available you may contact my Admin Assistant, Ms. Caryl Smith at 208-332-1576, [caryl.smith@osbe.idaho.gov](mailto:caryl.smith@osbe.idaho.gov).

Best Regards, "Harv"

Harvey W. Lyter III, MBA / State Coordinator for Private Colleges & Proprietary Schools  
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