

From: [Wade, Leroy](#)
To: [Michael Germano](#)
Cc: [Missouri Department of Higher Education](#)
Subject: FW: Out-of state Proprietary School Registration
Date: Monday, April 24, 2017 7:23:16 PM
Attachments: [Principles of Good Practice.docx](#)

Dear Dr. Germano:

This is written in response to your message requesting information regarding the requirements of Missouri relating to the licensure of out-of-state institutions to provide distance education to Missouri residents. I am happy to provide the following information.

Missouri certification standards use the concept of physical presence to determine program jurisdiction. Those standards define physical presence as “any person or location within the state of Missouri where, from, or through which a school operates for the purpose of conducting an activity relating to postsecondary education, including the granting of certificates or degrees, or for the purpose of recruiting students. Location is defined to include any address, physical site, electronic device, or telephone number within or originating from within the boundaries of the state of Missouri. Physical presence shall also mean a formally scheduled instructional interaction organized by or through a school taking place between two or more students and/or instructors within the state of Missouri.”

If the distance education programs of the Living University establish such a presence, the school will need to seek certification to operate. Information about that process and a form to request the application is available from our website at <http://dhe.mo.gov/psc/initialcertification.php>. If no presence is established, the school is not considered to be operating in Missouri and is not subject to our oversight requirements. We do, however, request that institutions delivering distance education programs to Missouri residents conform to the principles of good practice for distance education established by this agency. A copy of those principles is attached for your reference.

I hope this information is helpful.

Leroy Wade
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