# Application for Registration (Authorization) of Postsecondary Schools
# Iowa Code Chapter 261B

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed. If there is insufficient space on the form to provide all requested information, use additional attachments as required, numbering them to correspond to the application item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly* marked for ease of identification.

Submit the complete and electronically signed PDF of the application and any necessary electronic attachments via email to Carolyn.Small@iowa.gov, or on thumb drive or CD to:

Postsecondary Registration Coordinator
Iowa College Student Aid Commission
430 E. Grand Ave., FL 3
Des Moines, Iowa 50309

A school must submit a $1000 application fee with the application. Please make the check payable to the Iowa College Student Aid Commission and mail to:

Iowa College Student Aid Commission
P.O. Box 310348
Des Moines, IA 50331-0348

The information you provide will be open to public inspection under Iowa Code Chapter 22.11, and posted to the Iowa College Student Aid Commission website under Iowa Code Section 261.2., subsection 7(b).

Exception: A private non-profit or for-profit corporation may submit financial statements associated with its most recent independent auditor's report to the Commission and request that they be treated as confidential. For more information, see item #30:

**For assistance or questions regarding the application, contact the Postsecondary Registration Coordinator at:**

**Carolyn.small@iowa.gov**
**(515) 725-3413**

(1) Provide the name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141: [(261B.4(2))] and [(261B.4(1))]

Name of School: Hamilton Technical College

Suite:

Street: 1011 East 53rd Street

City: Davenport

State: Iowa

Zip: 52807

Country: US

Telephone Number for the schools' primary state authorization contact (including country or area code):

563-386-3570

E-mail address for the schools' primary authorization contact:

lboyd@hamiltontechcollege.com

(2) Type of school: ☑ For-profit ☐ Non-profit ☐ Public

(3) If applicable, provide the address of all locations in Iowa where instruction will occur. For a school that is applying for registration to offer distance education programs and who has established, or plans to establish a permanent Iowa site(s) at which students will participate in a structured field experience, the school may record below the location of that Iowa field experience site(s).

Suite: NA

Street:

City:

State:

Zip:

Telephone:

(4) Provide the **total** estimated tuition charges, fees and other costs payable to the school by a student over the course of each entire program. [(261B.4(3))] If the school is applying to offer both residential programs that require some face-to-face interaction between student and faculty at an Iowa location, in addition to programs that are offered fully "at a distance," please separately list distance education programs, as illustrated below.

| | Residential Program to be Offered in Iowa | Tuition | Fees | Books and Supplies | Other | Estimated **Total** Program Charges |
|---|---|---|---|---|---|---|
| Add Row<br>Delete Row | Medical Assisting Technology | $12,390 | $25 Graduation Fee | Supplied to student | NA | $12,415 |
| Add Row<br>Delete Row | Medical/Insurance Coding Specialist | $12,390 | $25 Graduation Fee | Supplied to student | NA | $12,415 |
| Add Row<br>Delete Row | Bachelor of Science Electronics Engineering Tech | $47,760 | $25 Graduation Fee | Supplied to student | NA | $47,785 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Add Row<br>Delete Row | Associate of Science Electronics Engineering Tech | $35,820 | $25 Graduation Fee | Supplied to student | NA | $35,845 |

| | Distance Education Program to be Offered in Iowa | Tuition | Fees | Books and Supplies | Other | Estimated **Total** Program Charges |
|---|---|---|---|---|---|---|
| Add Row<br>Delete Row | NA | NA | NA | NA | NA | NA |

(5) Please list all distance education programs that include a structured field experience that the school will permit an Iowa resident to participate in at an Iowa location. For each program that includes a field experience, please attach documentation that describes the expectations of the student, school faculty, and a site supervisor.

Not Applicable

(6) Provide the name of all other State of Iowa agencies required to approve the applicant school in Iowa and the school's contact person at the agency. Attach documentation of the school's approval.

State of Iowa Agency Name:

Not Applicable

Contact Person: Telephone Number:

E-mail address:

(7) Does the school plan to offer in, Iowa, a program that prepares a student for first-time, licensed professional employment?

☑ No ☐ Yes

List the program and the Iowa professional licensure board that licenses persons to practice the profession for which the school's program prepares a student. For each program, attach documentation demonstrating that the school's program either meets the requirements of a programmatic accrediting agency approved by the Iowa professional licensure board, or that the school's program meets the Iowa professional licensure board's curriculum requirements such that a student who completes the school's program is not required to complete additional coursework or practicum hours that the school did not offer in its program.

NA

(8) Provide a link to the school's Internet site, or a description of the school's refund policy for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] For a for-profit school with at least one program of more than four months in length that leads to a recognized educational credential, the school's tuition refund for Iowa students must comply with Iowa Code Section 714.23. For more information about Iowa Code Section 714.23, contact the Postsecondary Registration Coordinator or see the *Postsecondary Registration* tab on the Commission's main web page at www.iowacollegeaid.gov.

The 2015-16 Academic Catalog is located at: http://www.hamiltontechcollege.edu/uploads/2/4/4/9/24498755/2015.2016_academic_catalog_08.11.2015.pdf where the refund calculation is on pgs. 29-31

If the student withdraws or is withdrawn from Hamilton Technical College, Ltd., the following refund policy may apply:

(9) Provide the name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

| Name: | Suite: | Street: |
|---|---|---|
| Maryannne Hamilton | | |

| City: | State: | Zip: | Country: | Telephone Number: |
|---|---|---|---|---|
| Davenport | IA | 52807 | US | 563-386-3570 |

(10) Provide a link(s) to the school's Internet site, or describe below the means by which the school provides the following disclosure to students. If the school provides this information in one or more web-based documents, please provide both the link to the document and the page number within the document where the disclosure(s) is located.

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of their fundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States Department of Education or its successor agency which has accredited the school.

Information related to the above are included in the Academic Catalog found at http://www.hamiltontechcollege.edu/2015-2016-academic-catalog.html

Page numbers:

1. 33-53
2. 33-53
3. 107
4. 29-31
5. All courses are designed toward the degree/diploma being sought.

(11) Provide the name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]. If the school is applying for distance education and has elected to register with the Iowa Secretary of State as a corporation transacting business in Iowa, please list the corporation's Iowa resident agent. If a distance education provider has not registered with the Iowa Secretary of State, the response to this question may be "not applicable" distance education provider."

| Name: | Suite: |
|---|---|
| Brian Beert | |

| Street: | City: | State: | Zip: |
|---|---|---|---|
| 1011 East 53rd Street | Davenport | IA | 52807 |

| Country: | Telephone Number (including country or area code): |
|---|---|
| US | 563-386-3570 ext. 124 |

(12) Provide the name, address, and title of the other officers and members of the legal governing body of the school: [(261B.4(6))]

Officer Number 1

| Name: | Suite: |
|---|---|
| Lisa Boyd | |

| Street: | City: | State: | Zip: |
|---|---|---|---|
| 1011 East 53rd Street | Davenport | IA | 52807 |

| Country: | Telephone Number (including country or area code): |
|---|---|
| US | 563-386-3570 |

For officers 2 or more, add pages as needed.

(13) For a for-profit institution, provide the names and business addresses of persons owning more than 10% of the school: [(261B.4(6))]

Name: Suite:

Maryanne Hamilton

Street: City: State: Zip:

1011 East 53rd Street Davenport IA 52807

Country: Telephone Number (including country or area code):

US 563-386-3570

For owners 2 or more, add pages as needed.

(14) Name all agencies accrediting the institution and programs offered in Iowa **that are recognized by the U.S. Department of Education.** [(261B.4(9))] Attach a copy of the school's accreditation status for each agency. Provide all documentation in the school's records about any pending or final accrediting agency sanction.

If the school is applying to initiate in-person instruction at an Iowa location and the school's accrediting agency has not approved the Iowa location, provided either: 1) documentation from the accrediting agency that its approval is not required, or 2) documentation that the accrediting agency will not consider the school's approval request until the Commission approves the school to operate in Iowa.

Accrediting Agency 1

Name: Suite:

ACCSC 302

Street: City: State: Zip:

2101 Wilson Blvd Arlington Virginia 22201

Country: Telephone Number (including country or area code):

US 703-247-4212

Contact Person:

Michale S. McComis, Ed.D.

Accrediting Agency 2

Name: Suite:

Street: City: State: Zip:

Country: Telephone Number (including country or area code):

Contact Person:

Accrediting Agency 3

Name: Suite:

Street: City: State: Zip:

Country: Telephone Number (including country or area code):

Contact Person:

For additional accrediting agencies, add additional pages.

(15) Describe the procedures followed by the school for safeguarding (e.g., storage, security and back-up processes) and preservation of student records. [(261B.4(12))]

Student files are stored in secured fire safes on campus. Additionally these files are in digital form using Campus Vue software which is stored on an on-site server and backed up hourly to an off-site server housed at DCS Computer Services in Davenport, Iowa.

(16) Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: Suite:

Margaret Sherwin

Street: City: State: Zip:

1011 East 53rd Street Davenport Iowa 52807

Country: Telephone Number (including country or area code):

US 563-386-3570

E-mail address and/or web site:

http://www.hamiltontechcollege.edu/transcriptdiploma-request.html

(17) List the states and licensure/authorization agencies for all states that require the school to obtain authorization to operate, maintain a presence, or offer distance education in that state. Attach documentation of the school's licensure/authorization status in each state. Do not list states in which the school's status is "exempt."

| | State | Agency Name |
|---|---|---|
| Add Row<br>Delete Row | NA | |

(18) Has a state ever revoked the school's approval to operate in that state?

☑ No ☐ Yes. If yes, attach documentation from the state of its revocation action.

(19) Has a state sanctioned the school within the year prior to the date of this application?

☑ No ☐ Yes. If yes, attach documentation from the state of its sanction action.

(20) Is the school presently under investigation by or bound to the terms of a judgment issued by a state's attorney general or other enforcement authority?

☑ No ☐ Yes. If yes, attach documentation of the investigation or judgment from the enforcement authority.

(21) Will the school certify that it will immediately notify the Commission of any pending or final sanction issued by the school's accrediting agency, another state agency that registers or licenses the school during its Iowa registration term, or a state attorney general's office or other enforcement authority?

☑ Yes ☐ No

(22) Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [261B.4(13)]

Hamilton Tech separates each class day evenly between Classroom Instruction and Laboratory. This equitable split in the day allowed lessons taught in theory to be applied immediately in the laboratory environment. In addition, the students in the Medical Assisting and Medical/Insurance Coding Specialist program must complete and Externship of 240 hours in a hospital, doctor's office or clinic before graduating.

(23) Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

☐ Yes ☑ No

Please attach a copy of the school's current Federal Student Aid Program Participation Agreement with the U.S. Department of Education.

(24) Do you currently:

Enroll students in Iowa? ☐ No ☑ Yes. How many? 121

Employ Iowa faculty? ☐ No ☑ Yes. How many full-time? 8 How many part-time? 3

Provide the name(s) of and business contact information for any Iowa resident that the school compensates to provide instruction or academic supervision in the programs its offers in Iowa.

All faculty may be contacted by phone at 563-386-3570 including their extension:
Larry Bradley 109, Tim Edens 122, Robin Laughead 121, Craig Wright 125, Gene Brack 103, Joe Wesenberg 107, Steve Morford 119, Ivey Earl 105, Kim Gibson 123 ,Katrina Pivovarnik 126 and Paige Tague 106,
Additionally all faculty teach on location at Hamilton Technical College at 1011 East 53rd Street in Davenport, IA 52807

(25) Do you compensate Iowa residents to perform other operational activities for the school besides teaching (e.g., program or Iowa site coordinator, call-taker, admissions representative)?

☐ No ☑ Yes. How many? 9 How many full-time? 9 How many part-time?

Provide the names, titles, and business contact information for all Iowa residents that the school compensates to provide operational support other than teaching. Attach a resume, other documentation, or provide a link to the school's Internet site that provides a curriculum vitae summary for each Iowa resident employee.

All staff listed below may be contacted by phone at 563-386-3570 including their extension:
Maryanne Hamilton Chairman of the Board 117, Lisa Boyd School Director 113, Pat McCracken Accountant 120, Brian Beert Dean of Students and Enrollment 124, Laura Kilmer Career Services Director 110, Scott Ervin Admissions Rep 102, Lori Shontz Admissions Rep 114, Margaret Sherwin Registrar/Student Services Advisor 115
Additionally all staff work on location at Hamilton Technical College at 1011 East 53rd Street in Davenport, IA 52807

(26) Of the total number of faculty (including those that may not be Iowa residents) who will provide instruction in programs offered to Iowa residents, how many are full-time? 8 How many are part-time? 3

Attach resumes, other documentation, or links to your Internet site that describe 1) the educational and experiential qualifications of all faculty or instructors who teach the courses offered to Iowans, and 2) the general subject matter in which they teach.

(27) How will your school comply with *Iowa Code* section 261B.7, which requires the school to disclose: 1) that it is registered by the Commission, and 2) the Commission's contact information for student questions or complaints?

Once registered with the State of Iowa, we will place the following information on pages 10-11 along with disclosure that we are accredited with the Accrediting Commission of Career Schools and Colleges (ACCSC).
"Hamilton Technical College is registered by the Iowa Student Aid Commission on behalf of the

(28) Will your school comply with the requirements of Iowa Code Section 261.9(1)"e" to "h"?

☑ Yes ☐ No

Note: Schools that apply for registration to offer distance education programs and who have no compensated parties working remotely for the school from an Iowa location are not required to comply with Iowa Code Section 261.9(1)"h". For more information about Iowa Code Section 261.9(1), please contact the Postsecondary Registration Coordinator or see the Postsecondary Registration/Authorization tab on the Commission's main web page at www.iowacollegeaid.gov.

**You must attach policies that are ready for implementation upon registration approval and that comply with these requirements.**

(29) Does the school agree to file annual reports that the Commission requires from all Iowa Colleges and Universities? (Note: at this time the Commission does not require annual reports for out-of-state distance education program providers.)

☑ Yes ☐ No

(30) Attach a copy of the applicant school's most recent independent audit report prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

Note: A school may submit to the Postsecondary Registration Coordinator financial statements associated with an independent audit in a separate electronic file that is marked "confidential." In that case, the Commission will not disclose the school's financial statements to the public.

Please see "CONFIDENTIAL" 2014 Audit Report which will be supplied by separate email titled as such and encrypted.

(31) Describe how your school provides students with learning resources, including appropriate library and other support services requisite for the school's programs.

The student services available to students may be found in the Academic Catalog beginning on page 88 and the Library/Learning Resource Center is discussed on page 17. Please follow this link to view the Academic Catalog: http://www.hamiltontechcollege.edu/uploads/2/4/4/9/24498755/2015.2016_academic_catalog_08.11.2015.pdf

(32) Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

As stated in our Academic Catalog located on page 55 of http://www.hamiltontechcollege.edu/uploads/2/4/4/9/24498755/2015.2016_academic_catalog_08.11.2015.pdf a Program Advisory Committee is maintained by Hamilton Tech as a means to assist faculty in updating curriculum. The majority of the Program Advisory Committee consists of employers representing the major occupation or occupations for which training is provided. At least two (2) regularly scheduled meetings must be conducted annually, and minutes for each meeting are maintained. Program Advisory Committee duties shall include:

1. Review, at least annually, the established curricula of the program and comment as to its

(33) If applicable, please provide evidence that the school has adequate physical facilities appropriate for the program(s) and students services to be offered and are located in the state. For a school that applies for registration to open a fixed instructional site, include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease.

As stated in the Academic Catalog page 14 http://www.hamiltontechcollege.edu/uploads/2/4/4/9/24498755/2015.2016_academic_catalog_08.11.2015.pdf Hamilton Tech consists of 34,480 square feet of floor space at 1011 East 53rd Street, Davenport, Iowa. The campus is divided into fifteen classrooms used for lecture and laboratory work. The balance of the facility is used for offices, library, and storage.

- Hamilton Tech has adequate student parking available at no additional cost

(34) For a for-profit institution, provide an organizational plan that shows the physical address and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

Hamilton Tech occupies only the campus at 1011 East 53rd Street in Davenport, IA 52807. The organizational chart and a Google map of the campus are attached.

(35) Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

The Complaint policy is located in the Academic Catalog pg. 100-101 at: http://www.hamiltontechcollege.edu/uploads/2/4/4/9/24498755/2015.2016_academic_catalog_08.11.2015.pdf

Additionally the complaint and grievance procedure is published on the website at: http://www.hamiltontechcollege.edu/consumer-informationgainful-employment.html

(36) Provide the most recent official Stafford loan cohort default rate that the U.S. Department of Education reports for the school. If the school has multiple campuses and is applying for distance education programs, report the cohort default rate for the campus that supports the school's online programs.

default rate 21.9

37) Provide the average loan debt upon graduation of individuals completing programs at your institution.

Bachelor of Science in Electronics Engineering Technology: $33,140
Associate of Science in Electronics Engineering Technology: $31,514
Diploma in Medical Assisting Technology: $9500
Diploma in Medical/Insurance Coding Specialist: $6625

(38) Provide the graduation rate for each branch location that the school reports to the U. S. Department of Education National Center for Education Statistics. If the school had multiple campuses for which it reports a graduation rate and is applying for distance education programs, report the graduation rate for the campus that supports the schools online programs.

Hamilton Tech only operates on location at 1011 East 53rd Street in Davenport, IA 52807.
The graduation rate as published on College Navigator is 72%.
https://nces.ed.gov/collegenavigator/?q=hamilton+technical+college&s=all&id=153427

**SIGNATURE**

**Applicant School Chief Executive Officer**

| | |
|---|---|
| Maryanne Hamilton | President/CEO |
| Name | Title |
| Maryanne Hamilton Digitally signed by Maryanne Hamilton DN: cn=Maryanne Hamilton, o=Hamilton Technical College, ou, email=mhamilton@hamiltontechcollege.com, c=US Date: 2015.09.21 18:20:48 -05'00' | 9/21/2015 |
| Signature | Date |

**By my signature above, I commit to the delivery of programs my school offers in Iowa, and agree to provide alternatives for students to complete programs at other institutions if my school closes a program, or the school closes before students have completed their courses of study.**

Additional Instructions:

- If any information in this application changes before the Commission considers the application the school should inform the Commission via email.
- A registration fee of $1000 is due and payable to the State of Iowa upon registration approval.
- Registrations must be renewed every two years. During a registration term, a school must submit a written request for amendment via email and remit an additional $1000 amendment fee upon any substantive change in program offerings, location, or accreditation.
- During a registration term, changes that occur to the information provided in this application must be submitted in writing (e-mail is acceptable) to the Postsecondary Registration Coordinator within 90 days of the change (e.g., a new program that does not require the approval of an agency of the state of Iowa).
- During a registration term, a school that offers distance education programs that include a mandatory structured field experience must notify the Commission of the Iowa field experience location within 90 days of establishing the Iowa field experience site.