



Application for Membership **School Name** _____

Please accept this form as application for membership in the **Massachusetts Association of Private Career Schools (MAPCS)**. Enclosed are (2) *two copies* of my school catalog, brochures, and enrollment agreement, *one copy* of my school's License and Accreditation certificates (if applicable), a signed Statement on Ethical Standards, and a program data sheet for inclusion in MAPCS publications. **Also included is a check for dues, made payable to MAPCS.**

There are currently no actions pending against our school by the Massachusetts Department of Education or any accrediting agency, and we understand that MAPCS may make inquiries of state agencies. If there are any actions or inquiries, please explain below. If there are no actions or inquiries pending, please write "N/A" for not applicable.

The following people should receive MAPCS mailings for this school membership. Please include the Names, Titles, and E-mail addresses as well as the *mailing address, if it is different from the school address.* **Be sure to specify and include the school's Owner, Director/President, Admissions Director and Financial Aid Director or contacts** (maximum of four please). All "Leads" are sent only to the Admissions contact unless otherwise specified.

Name: _____ Title: _____

E-mail Address: _____ Telephone: _____

Mailing Address: _____

Name: _____ Title: _____

E-mail Address: _____ Telephone: _____

Mailing Address: _____

Name: _____ Title: _____

E-mail Address: _____ Telephone: _____

Mailing Address: _____

Name: _____ Title: _____

E-mail Address: _____ Telephone: _____

Mailing Address: _____

Your Printed Name and Title: _____

Your Signature: _____ Today's Date: _____

- Federal guaranteed student loans
- Tuition payment plans
- Scholarships
- College work/study
- Placement assistance available upon graduation
- Part-time placement assistance
- Other (Be specific and list below)

Please write an additional two or three sentences giving pertinent information about your school, to include under the “**General Description**” portion of your listing. (refer to the *Directory of Career Training Schools* or attached sample.)

Other Locations or branches (List cities or towns, *one line only*): _____

Types of Career Fields your school offers training in. (See enclosed Sample List) List ALL: _____

To whom should bills and invoices be sent? (Include address if it is NOT the same as school address) _____

To whom should Leads be sent? Include name and the e-mail address of the person(s) below who should receive Leads. If admissions contact/s are listed on the first page, please denote who should receive Leads on that page.

NOTE: *Each separate school, campus, or branch needs to be a member of MAPCS for a school or staff at additional school branches or locations to receive any benefits of membership. MAPCS materials are copyrighted.*

MAPCS Since 1947 Mission Statement

The **Massachusetts Association of Private Career Schools (MAPCS)** is a 501(c)(6) non-profit organization that promotes high ethical standards in business, occupational and vocational schools. MAPCS encourages ethical practice in schools, between schools and with employers and the public.

Statement on Ethical Standards for MAPCS Member Schools

The member schools of the **Massachusetts Association of Private Career Schools** subscribe to the following

Standards and Ethics in working with the general public, business and industry, students, other schools and educational institutions, federal area and state licensing boards, state agencies and the legislature.

1. To maintain and encourage high ethical standards in all relationships.
2. To adhere to ethical and truthful programs of advertising and public relations in gaining recognition for private career schools as being vital and important forces in the community, state and nation.
3. To maintain high standards in dealing with students in all areas, with particular emphasis on all aspects of recruitment, education and placement assistance.
4. To make no statements, verbal, written, or through or by any agency to induce students to change their plans when such students have enrolled in another school.
5. To protect the image of the entire career school field by not making disparaging remarks about any other educational institution.
6. To use the word "accredited" only when the specific accrediting agency is indicated.
7. To provide each student with a printed school catalog containing detailed course outlines and an enrollment agreement setting forth the terms and conditions of enrollment and the obligations of both the student and the school.
8. To cooperate fully with business and industry in determining the needs of companies within its field of expertise, and to maintain high educational standards in order to provide well-trained graduates for the ever changing needs of business.
9. To make no compromise or claim of guarantee of employment, but to offer graduates placement assistance without charge.
10. To authorize the Board of Directors and Officers of the Massachusetts Association of Private Career Schools to make an evaluation of any written complaint leveled against a member school or individual associated with alleged irregularities or unethical practices on the part of the institution or of its representatives. Such authorization extends to disqualification from membership in MAPCS, as a last resort, if all other appropriate remedies have failed.
11. To vigorously uphold the highest standards of ethics, competency and professionalism in dealing with the public, business and industry, and all other educational institutions while always remembering that the student's education and welfare are of paramount importance, above and beyond all other considerations.

My signature below shows I understand that each separate school, campus, or branch needs to apply and be accepted for membership for staff at additional schools or locations to receive any benefits of membership. I further understand that if and when a school is no longer a member of MAPCS, the school will cease to advertise membership in the association and will change all literature and materials (including website) to reflect this, effective immediately following the last day of membership. Advertising membership in MAPCS is permissible only as long as membership is maintained. I will provide any changes in ownership, address, contacts and school information to MAPCS. I also agree to provide a copy of this "Statement on Ethical Standards" and information on membership status to successive directors and owners of the school. ©All MAPCS materials are copyrighted.

School Name: _____

Printed Name of School Representative _____

Printed Title _____

Signature _____ Date _____

Sample List of Career Training Fields...

(List career fields on application -OR- check off ALL those that apply to your school below and include this form with application.)

- Accounting/Business
- Animal Training/Grooming
- Appliance Repair
- Art/Graphics
- Aviation Technology
- Bookbinding
- Broadcasting Technology
- Cabinet/Furniture Making
- Carpentry
- Computer Technology
- Construction Technology
- Cosmetology
- Crafting/Professional Craftsmanship
- Culinary Arts
- Drafting and Design
- Electrical
- Electronics
- Environmental Technology
- Funeral Services
- Health Care/Medical
- Jewelry Maker/Designer
- Legal Assistant/Paralegal
- Locksmithing
- Massage Therapy
- Modeling
- Musical Instrument Technology
- Office Administration
- Photography
- Plumber
- Power Plant Operators
- Refrigeration-Heating-Air Conditioning
- Truck Driving
- OTHER FIELDS, List here: _____

NOTE – On the “Other Fields” area:

Be sure to list ALL fields (in addition to Checking fields listed) that your school offers courses in ...
Even if the career training fields are not listed here or do not fall under any of the above categories.

Sample Member Listing

SAMPLE INSTITUTE

200 Sample Street, Suite 100

Boston, MA 02222

Director: Judy Tester

Admissions contact: Mark Tester

Licensed by: State Dept. of Education

Accredited by: ACCSCT

Phone: (999) 999-9999

Fax: (888) 888-8888

Email: admissions@sampleschool.com

Web: www.sampleschool.com

Year Established: 2000

<u>Program</u>	<u>Months</u>	<u>Schedule</u>	<u>Hours</u>	<u>Award</u>	<u>Tuition</u>
Crop Dusting	1 yr	FT,D; PT,E	990	Dipl.	\$12,000
Pest Control	6 wk	PT,D,E&W	450	Cert.	\$6,000
Fire Control	24	FT,D	1200/32cr	AS	\$22,000

Admissions Requirements: High school diploma or GED, 16 years of age and must pass school entrance exam.

General Information: The *Sample Institute* has been preparing students for careers in environmental controls for over (x) years and programs are approved by the U.S. Dept. of Agriculture. Classes offered day and evenings. Federal Grants and Loans, scholarships and tuition payment plans are available. Placement assistance is available to graduates.

Other Locations: Milford, Tewksbury, MA. (You may list towns of other school locations – *limited to one line only*)

KEY Please include ALL that apply to each program:

Months: Lists the length of a program in # of months unless followed by wk or yr; Use abbreviations below for listing programs in weeks or year(s)

wk = week

yr = year

Schedule = When programs are offered (*include all that apply*)

FT = Full time

PT = Part Time

D = Days

E = Evenings

W = Weekends

Hours = the hours listed are Clock hours / Credits given upon completion of a program may be listed here also
cr = credits; used only if credits are given upon completion of a course or program

Award

Dipl = Diploma

Cert = Certificate

AS = Associate in Science

AAS = Associate in Applied Science

Note: Each school listing is set up based on the information provided in the membership application. Members will approve their school's listing and submit updates each year to be published in the annual directory and on the MAPCS web site, provided that the deadlines are met.

For more samples, please refer to individual school listings in the *Directory of Career Training Schools* or on the association's web site at <http://www.mapcs.org>.