

GENERAL INFORMATION	
Name of formality	License to Establish a Center/School/College for Vocational Education
Type of formality	License
Date of last modification	04.01.2018
Responsible Authority	Technical and Vocational Education Department
Who should apply for this formality?	Any individual, legal entity, or organization in both the public and private sectors that intends to establish a vocational education institution.
Qualifications needed by the business to get the formality	Applicants for the establishment of vocational education institutions must comply with the revised Vocational Education Law No. 63/NA, dated 12 June 2019.

LEGAL FRAMEWORK			
Name	Number	Date	Comment
Law on Vocational Education	63/NA	12.06.2019	

REQUIRED DOCUMENTS FORMALITIES		
Name	Type	Comment
\${SUPPORT_NAME}	\${SUPPORT_TYPE}	\${SUPPORT_COMMENT}

LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION		
Name of document	Type of document	File of document
\${ATTACHMENT_NAME}	\${ATTACHMENT_TYPE}	\${ATTACHMENT_FILE}

LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION		
Name of document	Type of document	File of document

\${ATTACHMENT_NAME_RENEW}	\${ATTACHMENT_TYPE_RENEW}	\${ATTACHMENT_FILE_RENEW}
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MEAN OF PRESENTATION		
Means of presentation	At the Authority Offices	
Address of authority	Technical and Vocational Education Department, Ministry of Education and Sports	
Time it takes to the authorities to process the formality	30	Relevant law does not define how long the consideration process will take, but the authority informed that the normal consideration process shall not take more than 30 working days, and shall receive the comments from other relevant sectors such as the Department of Personnel, the Department of Legal and Quality Education, the Provincial (Vientiane Capital) Department of Education and Sports. Applicants for opening vocational education institutions must prepare themselves for 1 semester to get ready and apply for a license in accordance with the principle.

RENEWAL INFORMATION		
Does the formality have a validity or an expiration date?		How long will the formality be valid for? (in months)
YES		36
What is the process and conditions to get the formality?		
What is the process and conditions to renew the formality?	It will be renewed once the evaluation of teaching-learning implementation is confirmed.	

ISSUING FEES				
Has application fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Application fees businesses need to disburse	Total fees businesses need to disburse
NO	0.00	0.00	0.00	0.00

Comments	The Department of Vocational Education has created an online system to publish information about the application form.			
ADDITIONAL ISSUING FEES				
Additional fee names				
NO	0.00	0.00	0.00	0.00
Additional fee comments				

RENEWAL FEES				
Has renewal fees?	Service fees businesses need to disburse	Certificate fees businesses need to disburse	Renewal fees businesses need to disburse	Total renewal fees businesses need to disburse
NO	0.00	0.00	0.00	0.00
Comments	Based on the financial regulations of the Ministry of Finance.			
ADDITIONAL RENEWAL FEES				
Additional renewal fees names				
NO	0.00	0.00	0.00	0.00
Additional renewal fees comments				