



APPLICATION FOR APPROVAL
NEW ASSOCIATE DEGREE PROGRAM
for
NON-PUBLIC INSTITUTIONS
(Traditional / Hybrid / Distance Education)

MAIL ONE HARD COPY:

Council on Occupational Education
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
(800) 917-2081, ext. 201

DIGITAL FILE:

Attach flash drive of application with hard copy. Scan of application should be in correct page order.

NAME OF INSTITUTION	
STREET ADDRESS	
CITY, STATE, ZIP CODE	
CHIEF ADMINISTRATOR	
EMAIL ADDRESS OF CA	
CA TELEPHONE/EXT	
NAME OF PROGRAM	
CIP CODE	
PROGRAM START DATE	
DATE OF NEXT ACCREDITATION VISIT	

This application must be typed and single sided only; hand-written applications are not accepted.

(June 2019)

GENERAL INFORMATION

This application is to be submitted for approval of associate degree-granting postsecondary programs. Submit one application per degree. All responses and attachments must be provided in English and typed.

If the program is to be delivered to any degree via distance education delivery methods, and the institution has not been previously approved to offer instruction via distance education, an application for institutional distance education approval must be submitted. The Institutional Distance Education Approval application covers **institutional** requirements as described in the latest edition of the *Handbook of Accreditation*. Institutional approval is required only once. **Exemption:** Institutions offering Commission-approved distance education instruction prior to **July 1, 2007** are not required to file the Institutional Distance Education Approval application.

The Commission uses the following terminology in relation to instructional activities:

Course - Specific subject matter comprising all or part of a program for which instruction is offered within a specified time period.

Distance Education – An educational delivery method that uses one or more technologies to provide instruction to students who are separated from the instructor, synchronously or asynchronously. Technologies used may include the internet, print-based media, e-mail, one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communication devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMS are used in a course in conjunction with any of the technologies listed. Limitations specified until “Contractual Agreements/Contracts for Instruction” apply to distance education delivery of instruction.

Distance Education Programs - Programs that make available 50% or more of their required instructional hours via distance education

Hybrid Programs - Programs that make available less than 50% of their required instructional hours via distance education

Laboratory Instruction - An instructional setting under the supervision of institutional faculty in which students apply theories and principles learned during lectures in order to acquire the proficiency and dexterity that is required in the occupation for which the student is being prepared.

Lecture - Instruction by a qualified faculty member or other resource which imparts to students the concepts, principles, and theories of an academic or technical subject.

Program - A combination of courses and related activities (e.g. laboratory activities and/or work-based activities) that leads to a credential and is offered by an institution to develop competencies required for a specific occupation.

Scope (change of) - Any instance in which an institution departs significantly from its mission in regard to the occupational areas for which it offers preparation or the credentials it offers for the successful completion of its programs (certificates, diplomas, associate degrees). (Example 1: An institution which specializes in cosmetic arts decides to add business programs. Example 2: An institution that previously offered only certificate and diplomas in business office technology decides to add an associate degree in business office technology.)

Traditional Programs - Programs that require all instructional hours to be completed on campus.

Work-Based Activities - Structured learning activities conducted in supervised work settings external to the institution or a program, or in a setting that involves the public (for example: clients who are served by the institution in cosmetology, clinical, or automotive technology settings) that are components of educational programs (e.g., externships, internships, clinical experiences, industrial cooperative education, and similar activities). Work based activities may also include structured learning activities that occur outside of the classroom. These activities must be planned with at least two objectives:

1. To provide students with the opportunity to develop and apply a ‘real world’ work experience using the knowledge and skills they attained in their program of study; and,
2. To provide the institution with objective input from potential employers or customers of program graduates.

Part 2 of this application addresses the **programmatic** criteria of Standard 2. It must be completed for a new program which will have any of its required instructional hours available via distance education.

A currently-approved hybrid program that is changed to the point where 50% or more of its required instructional hours will be made available via distance education will be changed in classification from 'hybrid' to 'distance education'. This type of change requires completion a Change in Existing Program – Non-Public application after final Commission approval of institutional distance education.

APPROVAL PROCESS

Approval for substantive changes must be granted by the Commission before the changes can be implemented. Approval for new distance education programs will require a virtual visit and may involve a physical site visit as well.

A physical site visit **will** be required for all **initial** associate degree programs, and **may** be required for final approval of any program offered after review of this application.

Please allow 6 to 8 weeks for the processing of this application.

Approvals for programs are not allowed when an institution is on an adverse status with the Council.

HELPFUL TIPS TO ENSURE YOUR APPLICATION IS PROCESSED IN A TIMELY MANNER

1. **Answer all questions completely.** If any question in the application does not apply to your situation, type 'Not Applicable' or 'N/A' so that no question is left unanswered.
2. **Re-check your calculations on the clock hour/credit hour chart.** Simple math mistakes take up just as much time as do missing documentation and unanswered/incomplete questions, so please be sure that you list **correct** totals at the bottom of each column and that the ratio of clock to credit hours is within the Commission's stated guidelines (see definition below).
Clock Hour/Credit Hour Ratios - A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit hour for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities.
3. **List each course (name and length) in this program on the clock hour/credit hour chart.** This list of courses should match *exactly* the course listing on any state approval documents, within the institution's catalog, syllabus, website, and brochures. A separate syllabus is required for each course in the program list.
4. **Attach all applicable documentation that is requested in this application.** Do not forget to include any items you reference in your narrative responses, if needed.
5. **Describe the program and each course within it in identical terms** (name, length, and description) in this application, on any state approvals that are required, and in your institution's catalog, syllabus, web site, and brochures.
6. **DO NOT combine multiple program applications into one document or packet.** Applications are reviewed and evaluated separately.
7. **Mail one hard copy and include flash drive (as one file, including attachments)** of this application.

MORE HELPFUL INFORMATION:

1. Institutions planning a substantive change must inform the Commission as soon as the plans are made, but no later than 120 working days prior to the change unless otherwise indicated. Any substantive change pending final approval by the Commission must be granted final approval before another application for a substantive change will be considered. Approval for substantive changes must be granted by the Commission before the changes can be implemented.

Important: Institutions planning to host a team visit for the purpose of reaffirmation of accreditation may not apply for approval of any substantive change (initial or final approval) within six months of hosting the team visit. An additional work period for the application should include a 60-day approval process.

For more information on planned and unplanned substantive changes, see the latest edition of the *Handbook of Accreditation*.

2. Students of an accredited institution shall not receive more than 25 percent of their instruction from an external agency, corporation, institution, or individual. All parties to such contracts must meet the standards, criteria, and conditions adopted by the Council. For more information on contractual arrangements, see the latest edition of the *Handbook of Accreditation*.
3. Institutions must:
 - Utilize a campus-based instructional delivery system with at least 50% of the institution's total Full-Time Equivalency (FTE) being derived from enrollments in traditional (bricks and mortar) programs at all campuses.
 - Maintain at least 50% FTE enrollment at each campus in non-VESL programs.
 - Have an institutional enrollment of no fewer than 10 FTE.

PART 1 – General Program Information

Complete each of the following questions and supply all required documentation. Complete Part 2 of this application if any portion of the required instructional hours will be available via distance education delivery. Indicate “N/A” for questions that do not apply.

Delivery Mode (check all that apply):	<input type="checkbox"/> Traditional	<input type="checkbox"/> Hybrid	<input type="checkbox"/> Distance Education
--	--------------------------------------	---------------------------------	---

Identify locations where this program will be taught.	Address	Type of Classes (Day/Evening)
Campus 1		
Campus 2		
Campus 3		
Campus 4		

Hybrid and Distance Education Programs

Internet Address for Online Programs/Courses:	
Provide a generic username for Commission use in gaining access to programs/courses:	
Provide any required password for Commission use in gaining access to programs/courses:	

1.	Is this the first associate degree program to be offered by the institution?	<input type="checkbox"/> YES <input type="checkbox"/> NO						
	If this IS NOT the institution’s first associate degree program, is the general education component of the new degree program exactly the same as other degree programs offered by the institution?	<input type="checkbox"/> YES <input type="checkbox"/> NO						
If “NO”, explain the differences.								
2.	Describe the rationale and planning for offering the program.							
3.	Is the occupational field of this program consistent with that of the institution’s existing programs? (If “No”, please submit an application for a change in programmatic scope.)	<input type="checkbox"/> YES <input type="checkbox"/> NO						
4.	Is any portion of this program’s instruction provided through another agency (educational institution, or other contractor)?	<input type="checkbox"/> YES <input type="checkbox"/> NO						
If “Yes”, provide required documentation listed on page 7 of this application, item 9.								
5.	Check the appropriate credential offered upon completion of the program:							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Associate of Applied Technology</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Associate of Occupational Studies</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Associate of Applied Science</td> <td style="border: none;"><input type="checkbox"/> Associate of Occupational Technology</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Associate of Science</td> <td style="border: none;"></td> </tr> </table>			<input type="checkbox"/> Associate of Applied Technology	<input type="checkbox"/> Associate of Occupational Studies	<input type="checkbox"/> Associate of Applied Science	<input type="checkbox"/> Associate of Occupational Technology	<input type="checkbox"/> Associate of Science	
<input type="checkbox"/> Associate of Applied Technology	<input type="checkbox"/> Associate of Occupational Studies							
<input type="checkbox"/> Associate of Applied Science	<input type="checkbox"/> Associate of Occupational Technology							
<input type="checkbox"/> Associate of Science								
Please be sure that the type of degree is accurate and in accordance with the definitions in the <i>Handbook of Accreditation</i>								

6. Describe the admission requirements for the new associate degree program.	
7. Will new facilities be utilized in teaching the new program which have not been previously approved by the Commission? (If "Yes", Contact the Council immediately to determine if a new branch, extension, or extended classroom application is required.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Has the refund policy been changed in any way as a result of implementation of this program?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, provide an explanation of changes to the refund policy and evidence (catalog) that these changes are published.	
9. In accordance with Standard 2 in the <i>Handbook of Accreditation</i>, Associate degree programs must meet the following requirements: <ul style="list-style-type: none"> a) The program is designed to lead graduates directly to employment in a specific career; b) The appropriate applied degree title, such as Associate of Applied Technology, Associate or Applied Science, Associate of Occupational Studies, Associate of Science, or Associate or Occupational Technology, is used and includes the specific career and technical education field (i.e., Associate of Applied Science in Veterinary Technology); c) The program has a minimum of sixty (60) semester hours or ninety (90) quarter hours; and, d) The program includes a minimum of fifteen (15) semester hours or twenty three (23) quarter hours of general education courses with a minimum of one course from each of the following areas: humanities; behavioral sciences; natural or applied sciences; and mathematics. <p>Indicate the new program's compliance with the items above by listing below each GENERAL EDUCATION course included in the program, and its classification as it relates to the four required areas.</p>	

COURSE NAME	COURSE CODE	CLOCK HOURS	CREDIT HOURS	COURSE CLASSIFICATION (CHECK ONE ONLY)			
				Humanities	Behav. Science	Natural/ Applied Sciences	Math
Of the courses listed in this chart, give the MINIMUM number of general education hours required for program completion.							

PART 2 – Distance Education Delivery Information

Complete this section of the application if any portion of the new program will be available via distance education delivery. Indicate “N/A” for questions that do not apply.

1.	Describe what steps have been taken to ensure that delivery of instruction at a distance for this program is appropriate (in whole or in part).		
2.	Identify the geographical area from which students are enrolled in this program:		Local (within 50 miles of the main campus)
			State Wide
			Nation Wide
			International
3.	What learning resources will be made available to students enrolled in distance education instruction for this program?		
4.	Summarize the experience and/or education current administrators and faculty possess which qualifies them to administer or teach in a distance education environment.		
5.	Describe the provisions made to ensure that students are provided with adequate opportunities for interaction with faculty and/or other students during completion of their distance education coursework.		
6.	Does this program include any work-based activities?	<input type="checkbox"/>	YES
		<input type="checkbox"/>	NO
If yes, describe how the institution will oversee that portion of instruction.			
7.	How are tests administered for instruction provided through distance education delivery?		
8.	Is state or federal licensure required for employment in jobs related to the field of instruction for this program?	<input type="checkbox"/>	YES
		<input type="checkbox"/>	NO
If yes, what procedures are in place for graduates to take licensure examinations?			
9.	Is certification in fields related to the program of instruction recommended to program graduates?	<input type="checkbox"/>	YES
		<input type="checkbox"/>	NO
If yes, what procedures are in place for graduates to take certification examinations?			

ATTESTATIONS

The institution must attest to **ALL** of the following criteria related to educational programs before approval will be granted.

Answer each attestation in relation to the proposed or existing program referred to on this application.

A. Admissions/Recruiting		YES	N/A
The institution's admissions policies and procedures are:			
1.	Clearly stated;		
2.	Consistently applied;		
3.	Non-discriminatory;		
4.	Published; and,		
5.	Consistently communicated to students.		
6.	For all students admitted to a Vocational English-As-A-Second-Language Program, the institution utilizes written admission procedures that comply with policies established by the Commission.		
7.	Admission requirements offer reasonable expectations for successful completion of the occupational programs offered by the institution regardless of the delivery mode.		
8.	Students admitted into Associate Degree programs have a documented high school diploma or its equivalent.		
9.	Orientation to technology is provided and technical support is available to all students.		
B. Programs			
Occupational education programs align with:			
1.	The mission of the institution; and,		
2.	The occupational needs of the people served by the institution.		
Each occupational education program has:			
3.	Clearly stated objectives;		
4.	Defined content relevant to those objectives and the current needs of business and industry;		
5.	Assessment of student achievement based on the program objectives and content; and,		
6.	Annual evaluation of its objectives.		
A systematic process has been implemented to document:			
7.	That the programs and content are current; and,		
8.	That coursework is qualitatively and quantitatively relevant.		
Three bona fide potential employers review each educational program annually and recommend:			
9.	Admission requirements;		
10.	Program content that is consistent with desired student learning outcomes;		
11.	Program length;		
12.	Program objectives;		
13.	Competency tests;		
14.	Learning activities;		
15.	Instructional materials;		
16.	Equipment;		
17.	Methods of program evaluation;		
18.	Level of skills and/or proficiency required for completion; and,		
19.	Appropriate delivery formats for the subject matter being taught.		
20.	The institution considers the length and the tuition of the program in relation to the documented entry level earnings of completers.		
21.	Courses required for the program are offered with sufficient frequency for the student to complete the program within the publicized time frame.		

B. Programs (Continued)			
Associate Degree programs offered must meet the following requirements:			
22.	The program is designed to lead graduates directly to employment in a specific career;		
23.	The appropriate applied degree title, such as Associate of Applied Technology, Associate of Applied Science, Associate of Occupational Studies, Associate of Science, or Associate of Occupational Technology, is used and includes the specific career and technical education field (i.e. Associate of Applied Science in Veterinary Technology);		
24.	The program has a minimum of 60 semester hours or 90 quarter hours; and,		
25.	The program includes a minimum of 15 semester hours or 23 quarter hours of general education courses, with a minimum of one course from each of the following areas: humanities, behavioral sciences, natural or applied sciences, and mathematics.		
26.	For all coursework delivered via distance education: The institution's distance education courses and programs are identical to those on campus in terms of quality, rigor, breadth of academic and technical standards, completion requirements, and the credential awarded.		
Each program offered by the institution:			
27.	Is approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization;		
28.	Has continuous involvement of on-campus administrators and faculty in planning and approval;		
29.	Has varied evaluation methodologies that reflect established professional and practice competencies;		
30.	Is qualitatively and quantitatively consistent at each campus where it is offered;		
31.	Has measures of achievement of the student learning objectives;		
32.	Has individual student records, including period of enrollment, financial, and educational program records, permanently maintained by the institution at the main campus;		
33.	Is described in catalogs or brochures, and/or other promotional materials and includes tuition/fee charges, refund policies, admissions and academic requirements, information technology requirements, and employment requirements; and,		
34.	Provides for timely and meaningful interaction among faculty and students.		
35.	A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities.		
36.	For all coursework delivered via distance education: Faculty teaching distance education courses ensure timeliness of their responses (synchronously or asynchronously) to students' requests by following institutional requirements on response times of no more than 24 hours within the published operational schedule of the program/course.		
C. Instruction			
1.	Academic competencies and occupational skills are integrated into the instructional plan for each occupational program.		
2.	The instructional program provides instruction in the competencies essential to success in the occupation, including job knowledge, job skills, work habits, and attitudes.		
3.	The sequence of instruction required for program completion (lecture, lab, and work-based activities) is determined by desired student learning outcomes.		
The sequence of instruction required for program completion is used to:			
4.	Organize the curriculum;		
5.	Guide the delivery of instruction;		
6.	Direct learning activities; and,		
7.	Evaluate student progress in order to maximize the learning of competencies essential to success in the occupation.		
8.	Occupational advisory committees are appointed for each program to ensure that desirable, relevant, and current practices of each occupation are being taught.		
Each occupational advisory committee:			
9.	Consists of a minimum of three members external to the institution who have expertise in the occupational program;		
10.	Represents each service area covered by the program at each meeting (main campus and branch campus);		
11.	Has at least three external members who meet these criteria present at each meeting (with at least two physically present and one virtually present);		
12.	Meets at least twice annually;		
13.	Ensures that no fewer than that three months separate each official committee meeting; and		
14.	Follows an agenda and maintains typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member.		

C. Instruction (Continued)		
15.	Occupational advisory committees review, at least annually, the appropriateness of the type of instruction (such as lecture, laboratory, work-based instruction, and/or mode of delivery) offered within this program to assure that students are provided sufficient opportunities to practice and gain competency with specific skills required for successful completion of the program.	
16.	Job-related health, safety, and fire prevention are an integral part of instruction.	
17.	To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the occupation.	
18.	All instruction is effectively organized as evidenced by syllabi, lesson plans, competency tests, and other instructional materials.	
19.	The institution uses a systematic, objective, and equitable method of evaluating student achievement based on required competencies.	
20.	For all coursework delivered via distance education: The institution directly verifies the currency and quality of all contracted courseware on an annual basis, is directly responsible for such currency and quality, and maintains curriculum oversight responsibility within all contracts.	
21.	For all coursework delivered via distance education: Each course/program has in place a standardized template, course descriptions, learning objectives, course requirements (i.e. standard syllabus, outcomes, grading, resources, etc.), and learning outcomes in order to facilitate quality assurance and the assessment of student learning.	
22.	For all coursework delivered via distance education: The institution has processes in place to establish that the student who registers for a distance education course or program is the same student who participates in the course or program and receives academic credit (with methods such as secure logins, pass codes, or proctored examinations).	
23.	For all coursework delivered via distance education: The institution monitors student progress and participation by means such as course management systems that provide student time online, frequency of logins, electronic footprints, electronic grade book, and percentage of course completed.	
Written agreements with work-based activity agencies, if any:		
24.	Are current;	
25.	Specify expectations for all parties; and,	
26.	Ensure the protection of students.	
27.	Each work-based activity has a written instructional plan for students.	
28.	The written instructional plan for each work-based activity specifies the particular objectives, experiences, competencies, and evaluations that are required.	
29.	The written instructional plan for each work-based activity designates the on-site employer representative responsible for guiding and overseeing the students' learning experiences and participating in the students' written evaluations.	
30.	All work-based activities conducted by the institution are coordinated by a designated institutional employee possessing appropriate qualifications.	
D. Other Criteria		
1.	This program has been approved by all applicable state licensing or authorizing agencies, and/or district, county, and/or other agencies/boards that provide oversight for this program.	
2.	A copy of the approval from each applicable state licensing or authorizing agency, and/or district, county, and/or other agency/board that provides oversight for this program is attached .	

REQUIRED DOCUMENTATION

*A letter of approval from **all** applicable state licensing or authorizing agencies, and/or district, county, and/or other agency/board that provides oversight for this program or a letter of exemption from having to gain approval from any such entity for this program **MUST** accompany this submission.*

The approval must show the EXACT program name and program hours. Incomplete submissions will be returned. COE does not back-date approvals.

APPLICATION CERTIFICATION AND DISCLOSURE STATEMENT

I certify that all information relative to this application is true and correct.

Signature of Chief Administrator
Date

PART 3 – Required Documentation Checklist

1.	Complete the attached clock hour/credit hour chart for the new associate program.	
2.	Provide a copy of a syllabus for each course in the new associate program.	
3.	Change of Programmatic Scope application, if required. (See Part 1, question 2)	
4.	Provide documentation in compliance with the section on Degree Granting, <i>Handbook of Accreditation</i> , including the following: a) Documentation (Letter of Intent) showing date you informed the Commission concerning your plan to offer this degree program. b) Business plan which demonstrates that your institution has the resources and capability to offer the degree program.	
5.	Provide completed Employer Program Verification Forms for programs recruiting students locally or statewide which demonstrates demand for the program.	
6.	Complete the attached Associate Degree Faculty Roster listing all instructors in the new program.	
7.	Complete the attached Administrative Personnel Form for each person employed in an administrative capacity in connection with this new program.	
8.	Complete the attached Instructional Personnel Form for each new AND current person employed in an instructional capacity. Provide college transcripts for instructors teaching General Education courses in the new associate degree program which document at least a Bachelor's degree with the required hours in the teaching discipline area. (15 Semester or 23 Quarter Hours with at least a grade of "C".) Also provide transcripts of technical instructors which provide proof of at least an Associate Degree in field or in a related field.	
9.	Provide a copy of all contracts with outside agencies/individuals that provide services which support the program's traditional and/or distance education instruction (equipment, technical support, instruction, etc.). (NOTE: This does not include clinical or externship agreements.)	
10.	For Traditional Programs: Names of all appropriate authorizing agencies and copies of a program approval letter/license from each, or a copy of a letter exempting the program or institution from such approval. For Hybrid/Distance Education Programs: Copies of approvals from all appropriate authorizing agencies for this instruction to be offered through distance education delivery methods (approvals from governing boards, state proprietary school boards, state or local boards of health, federal agencies, or other state agencies). For ALL Programs: Approvals must be provided from agencies for each state in which the institution maintains a physical presence and from where the institution will administer distance education programs or courses.	
11.	If this is the institution's FIRST associate degree program, enclose a check for the \$1,000.00 initial associate degree application fee and a \$3,000.00 site visit deposit fee. If this is not the first associate degree offered by the institution, enclose a check for the \$500.00 subsequent associate degree application fee. Make the check payable to the Council on Occupational Education.	

IMPORTANT: Institutional Distance Education approval must be granted before approval for a new distance education program will be considered. Institutions that have on file a letter from the Commission approving distance education programs dated prior to July 1, 2007 are "grandfathered" and, in effect, already have institutional approval. Institutions that do not have such a letter on file must apply for Institutional Distance Education approval.

CLOCK HOUR/CREDIT HOUR CHART

Program Name		CIP Code	
---------------------	--	-----------------	--

Instructions: Refer to the latest edition of the *Handbook of Accreditation* for definitions. For a New Program Application, this form is to be completed for programs measured in credit hours *and* those measured in clock hours. LIST ALL COURSES OFFERED WITHIN THE PROGRAM. Make additional copies of this page as needed.

Provide total program length in all categories that apply (be sure these numbers agree with the grand totals):

TOTAL REQUIRED CLOCK HOURS:		SEMESTER CREDIT HOURS:		QUARTER CREDIT HOURS:	
<u>Total number of clock hours available via distance education</u>		<u>Total number of semester hours available via distance education</u>		<u>Total number of quarter hours available via distance education</u>	

COURSE NAME (Use one line for EACH COURSE within the program.)	LECTURE Place an 'x' in the far right column if any course instruction is available via distance education delivery.			LABORATORY Place an 'x' in the far right column if any course instruction is available via distance education delivery.			WORK-BASED ACTIVITIES Place an 'x' in the far right column if any course instruction is available via distance education delivery.			Course Totals	
	Clock Hours	Credit Hours	DE	Clock Hours	Credit Hours	DE	Clock Hours	Credit Hours	DE	Clock	Credit
TOTAL ALL COLUMNS											

The Grand Total number of credit hours will be rounded down in accordance with the latest edition of the *Policies and Rules of the Commission.* GRAND TOTALS

ASSOCIATE DEGREE FACULTY ROSTER

Associate Degree Program: _____

GENERAL EDUCATION COURSE INSTRUCTORS

Faculty members who teach general education courses in Associate Degree programs must hold a minimum of a Bachelor's degree with 15 semester hours or 23 quarter hours in the teaching discipline with at least a "C" in each course. Attach copies of college/university transcripts for each faculty member listed below.

NAME	CREDENTIAL	AWARDING INSTITUTION	COURSES TO BE TAUGHT	COLLEGE COURSEWORK IN FIELD

TECHNICAL COURSES INSTRUCTORS

Faculty members who teach in technical areas of associate degree programs must have a minimum of an Associate Degree in an area that is related to the courses they teach. Once the associate degree application is approved, all technical courses listed on the Clock/Hour Credit Hour Chart become associate degree-level courses; consequently, all instructors of these courses must have at least an Associate Degree in an area related to the courses they teach even if the course is also offered in non-degree programs.

NAME	CREDENTIAL	COURSES TO BE TAUGHT	AWARDING INSTITUTION

NOTE: Experience and qualifications must be documented to indicate acceptable levels of skills, knowledge and performance. Test results, professional certificates/licenses, and official academic transcripts may be provided as evidence of qualifications.

ADMINISTRATIVE PERSONNEL FORM

Complete this form for each person employed in an administrative capacity, full- or part-time.

Full name:		
School:	City:	State:
Date of initial employment:	Full-Time:	Part-Time:
Present title:		How long in position?
Describe primary responsibilities:		
Describe current administrative licenses and/or credentials and ATTACH COPIES to this form:		

Educational Background: (Attach additional sheets if necessary)

Institution Name & Address	Attendance		Major Studies	Award Diploma/Degree
	From	To		

Related Work Experience:

Company Name & Address	Dates		Job Title & Duties
	From	To	

How do you maintain up-to-date professional knowledge? (Organization activities, self-study, publications, etc.)

CERTIFICATION STATEMENT

I certify that the information contained on this form and attached hereto is correct and complete.

Employee's Signature *Date*

ASSOCIATE DEGREE INSTRUCTIONAL PERSONNEL FORM

Complete this form for each person employed in an instructional capacity, full- or part-time.

Full name:		
School:	City:	State:
Date of initial employment:	Full-Time:	Part-Time:
Subjects taught:		
Describe current instructional licenses and/or credentials and ATTACH COPIES to this form:		

Educational Background: (Attach additional sheets if necessary)

Institution Name & Address	Attendance		Major Studies	Award Diploma/Degree
	From	To		

Related Work Experience:

Company Name & Address	Dates		Job Title & Duties
	From	To	

How and when were you trained to teach?
How do you maintain up-to-date professional knowledge? (Organization activities, self-study, publications, etc.)

CERTIFICATION STATEMENT

I certify that the information contained on this form and attached hereto is correct and complete.

Employee's Signature *Date*

**Commission of the Council on Occupational Education
EMPLOYER PROGRAM VERIFICATION FORM
for Postsecondary Programs**

INSTRUCTIONS:

- Complete three of these forms for **each program** at each campus.
- This form **must** be signed by a bona fide employer who is in a position to make hiring decisions.

Name of Institution	
Address	City/State/Zip
Name of Program	
Mode(s) of Delivery of Program (check ALL that apply):	
<input type="checkbox"/> 100% Traditional	<input type="checkbox"/> Hybrid <input type="checkbox"/> Distance Education

The length of this program is (indicate the number of hours in all boxes that apply):

<input type="text"/> Clock Hours	<input type="text"/> Semester Credit Hours	<input type="text"/> Quarter Credit Hours	
----------------------------------	--	---	--

The amount of tuition and fees charged for the total program is: \$

EMPLOYERS' VERIFICATION STATEMENT

I have reviewed the (**name of program**): _____
 program and recommended requirements for admissions, program content, program length, program objectives, competency tests, learning activities, instructional materials, equipment, method of evaluation, the skills and/or proficiency required for completion, and appropriateness of the instructional delivery method(s) for the program.

EMPLOYER

Name:	Title:
Company Name:	Phone Number/Extension:
Address:	City/State/Zip:
Verifiable range of remuneration based on yearly, full-time employment for those that enter this field upon completion of the program is from \$_____ to \$_____ annually.	
Signature:	Date:

Salary Range, Signature, and Date must be hand-written.
(June 2019)