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**APPLICATION: CHANGE OF A BRANCH TO A MAIN CAMPUS**

**This application is to be used when a current branch campus of a COE-accredited institution is to become a separate “stand-alone” institution with no operational relationship to its former main campus.**

**SUBMIT ONE HARD COPY: EMAIL ONE PDF COPY:**

**Council on Occupational Education alex.wittig@council.org**

**7840 Roswell Road, Bldg. 300, Suite 325**

**Atlanta, GA 30350**

**Attn: Dr. Alex Wittig**

**(800) 917-2081, ext. 202**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Institution (Current Main Campus)** | | |  | | |
| **Street Address** | | |  | | |
| **City** | | **State** | | | **Zip Code** |
| **Telephone ( )** | | | **Extension of Chief Administrator:** | | |
| **WWW Site** | | | **E-Mail of Chief Administrator:** | | |
| **Name of Chief Administrator** | | |  | | |
| **ACCREDITATION LIAISON OFFICER**  ***This is a permanent staff member at the main campus with whom the COE staff will discuss accreditation matters concerning the institution when the Chief Administrator is not available.*** | | | | | |
| **Name** | | | **Title** | | |
| **Street Address** | | |  | | |
| **City** | **State** | | | **Zip Code** | |
| **Telephone** | | | **Extension of Liaison Officer:** | | |
| **E-Mail Address** | | |  | | |

*(May 2018)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of NEW Main Campus**  **(former Branch Campus)** | |  | |
| **Street Address** | |  | |
| **City** | **State** | | **Zip Code** |
| **Telephone** | | **Extension of Chief Administrator** | |
| **Chief Administrator:** | | **E-Mail Address** | |
| **ACCREDITATION LIAISON OFFICER of new Main Campus**  ***This is a permanent staff member at the main campus with whom the COE staff will discuss accreditation matters concerning the institution when the Chief Administrator is not available.*** | | | |
| **Name** | |  | |
| **Telephone/Extension** | | **E-Mail Address** | |

#### GENERAL INFORMATION

A branch **must** exist for at least two years with all of the services of a main campus and **must** operate in its accredited status with the Commission for at least one year (of the two years) before being eligible to apply to be a main campus. Upon receipt of a completed application, the Executive Director shall review the application, request additional documentation, if needed, and then refer the application to the Commission for a vote of approval at its next meeting. The Commission reserves the right to require a preliminary visit to the main campus and the branch prior to granting approval for the change of a branch to a main campus.

Within 18 months of the date of approval of the change of a branch to a main campus, the institution **must** complete a self-study and host a full accreditation visiting team. The visiting team will submit a written report to the Executive Director within 30 days after completing the site visit. A copy of the team report will be transmitted to the institution. The institution **must** submit a response to all findings of non-compliance to the Executive Director within 30 days of the date that the report is transmitted to the institution. The Commission shall review the application, self-study, team report, and institutional response, and will make a decision on final approval of the change of the branch to a main campus.

No substantive change applications for the new main campus will be accepted by the Council until the Commission grants initial accreditation to the new main campus after its accreditation visit.

#### APPLICATION CERTIFICATION AND DISCLOSURE STATEMENT

The administration of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of New Main Campus)

1. Is willing to invest the time, effort, and funds required to carry out a successful self-study, and is dedicated to make any improvements which the study shows to be needed for strengthening the institution's existence and services;

2. Demonstrates its commitment to the highest standards of ethical conduct reflected in the standards, conditions, and procedures of the Commission of the Council on Occupational Education, either current or as they may be revised in the future by action of the Commission or the Council, and to a continued lawful and ethical performance;

3. Agrees to supply to the Commission any and all such information as the Commission may require pertaining to standards, conditions, and procedures of the Council;

4. Agrees that the Commission may make known to state or federal agencies, other accrediting bodies, the general public, other institutions, organizations, or agencies all information regarding the institution's status as specified in the *Handbook of Accreditation* in sections V.A.4. Confidentiality of Materials and V.A.6. Publication of Status with the Commission;

5. Certifies that the information submitted in this application and supporting documents is accurate and complete; and,

6. Agrees to comply with all requirements of the Council.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Chief Administrator of NEW Main Campus Date

**This is the on-site administrative head of the institution to whom has been delegated major responsibility for the direction, operation, and coordination of the institution's programs and activities.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type or Print Name and Title of Chief Administrator of New Main Campus

#### GENERAL CHARACTERISTICS

1. Provide the rationale for converting the branch to a main campus.

2. Date institution became a branch campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Date branch campus was approved by COE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. (a) Date when the first students were enrolled and in attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Have students been continuously in attendance except for regularly scheduled breaks, holidays, or vacation periods during the last 24 months? YES\_\_\_\_ / NO\_\_\_\_ If “NO”, please explain.

5. Is the institution the subject of an interim action by a state agency potentially leading to the suspension, revocation, or termination of the institution's legal authority to provide postsecondary education?

YES\_\_\_\_ / NO\_\_\_\_ If “YES”, provide a copy of the state agency's notification.

6. Complete the Postsecondary Educational Programs List, Secondary Educational Programs List (if applicable), and Clock Hour/Credit Hour Chart (if applicable) provided at the back of this application.

7. Complete the rosters of administrative, supervisory, and instructional staff provided at the back of this application.

8. Complete the attached Personnel Form for members of the institution’s leadership team.

9. List persons, by title, who handle money with the institution and provide evidence of bonding.

10. (a) Who appoints the chief administrator of the institution?

(b) Has any owner, officer, or administrator of this institution held any ownership interest in another postsecondary institution? YES\_\_\_\_ / NO\_\_\_\_ If “YES”, provide details.

(c) Has any owner, officer, or administrator of this institution served as an officer or administrator of another postsecondary institution? YES\_\_\_\_ / NO\_\_\_\_ If “YES”, provide details.

11. Provide a chart of the organizational structure showing names of all officers and administrators. If appropriate, show the structure and control from the corporate body or bodies to students.

1. Student Records

Describe or chart the organization for the administration and security of student records. (Include samples of the permanent record, grade report, schedule card, and other pertinent documents.)

13. Form of Ownership

Check the appropriate box, complete the related section of the form, and provide any requested documentation.

**PUBLIC**

Governing Board (Public Institution)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | | | |
| Chairman and/or Executive Officer | | | |
| Address | | | |
| City | State | | Zip |
| Telephone ( ) | | FAX ( ) | |

Provide a copy of the institution’s legislative authorization.

**NON-PROFIT CORPORATION**

Has the corporation been officially recognized by the Internal Revenue Service as an exempt organization under Section 501(c)(3) of the IRS Code? YES\_\_\_\_\_ / NO\_\_\_\_\_

If “YES”, attach a copy of the determination letter from the IRS. If “NO”, explain.

Provide a copy of the corporate charter.

|  |  |  |  |
| --- | --- | --- | --- |
| Corporate Name | | | |
| Address | | | |
| City | State | | Zip |
| Telephone ( ) | | FAX ( ) | |
| E-Mail Address | | | |
| Registered Agent | | | |

**NON-PROFIT CORPORATION (continued)**

List names and titles of all officers:

|  |  |  |
| --- | --- | --- |
| NAME | TITLE | % OF TIME DEVOTED TO  THIS SCHOOL |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Provide a roster of all members of the board of directors listed by name, title, professional/business affiliation, and address.

**PRIVATELY HELD BUSINESS CORPORATION**

If the institution is a unit or subsidiary of a corporation or corporate division whose stock is privately held, list the appropriate corporate officer or operating division head.

Provide a copy of the corporate charter.

|  |  |  |  |
| --- | --- | --- | --- |
| Corporate Officer/Operating Division Head | | | |
| Corporate Name | | | |
| Address | | | |
| City | State | | Zip |
| Telephone ( ) | | FAX ( ) | |
| E-Mail Address | | | |

List names and titles of all owners and officers (including minority stock holders):

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | TITLE | % OF  STOCK HELD | % OF TIME  DEVOTED TO  THE SCHOOL |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 PUBLICLY HELD BUSINESS CORPORATION

If the institution is a unit or subsidiary of a corporation or corporate division whose stock is publicly held, list the appropriate corporate officer or operating division head.

Provide a copy of the corporate charter.

|  |  |  |  |
| --- | --- | --- | --- |
| Corporate Officer/Operating Division Head | | | |
| Name of Parent Corporation | | | |
| Name of Operating Division | | | |
| Address | | | |
| City | State | | Zip |
| Telephone ( ) | | FAX ( ) | |
| E-Mail Address | | | |

Is the stock traded: NYSE\_\_\_\_ / AMEX\_\_\_\_ / NASDAQ\_\_\_\_ / OTC Reg. Exchange\_\_\_\_\_

Name of the corporate official to whom the chief on-site administrator of the school reports:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | | Title | |
| Address | | | |
| City | State | | Zip |

**PARTNERSHIP**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Partnership | | | |
| Address | | | |
| City | State | | Zip |
| Telephone ( ) | | FAX ( ) | |
| E-Mail Address | | | |

**PARTNERSHIP (continued)**

List names and titles of all owners and officers:

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | TITLE | % OF  STOCK HELD | % OF TIME  DEVOTED TO  THE SCHOOL |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PROPRIETORSHIP**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proprietor | | | |
| Address | | | |
| City | State | | Zip |
| Telephone ( ) | | FAX ( ) | |
| E-Mail Address | | | |



**STEP 3:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | CONTACT **(Clock)** HOURS | **SEMESTER** CREDIT HOURS | **QUARTER**  **CREDIT**  **HOURS** |
| **1.** | Enter total number of hours from STEP 2 in the appropriate column(s). |  |  |  |
| **2.** | Divide the totals in line 1 above by these numbers.  (See definition below.) | **900** | **30** | **45** |
| **3.** | Enter results. |  |  |  |

**List FTE or AOBUI calculated for:**

**CAMPUS FTE or AOBUI**

|  |  |
| --- | --- |
| **New Main Campus** |  |

**GRAND TOTAL FTE/AOBUI**

(Add numbers reported

above and enter result here.)

The Commission uses FTE or AOBUI to determine the size of the institution in terms of full-time student equivalent and, in addition, to calculate annual dues owed by candidate and member institutions. To determine the amount of annual dues to be submitted with this application, use the grand total FTE or AOBUI listed above; refer to the current edition of the Handbook of Accreditation, Section V.A.8. Payment of Dues and Fees; and list that amount in the **Fees and Dues** section of this application*.*

FEES AND DUES

Annual Dues (based on Grant Total FTE from FTE chart in this application.) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Dues amount may be found at [www.council.org](http://www.council.org) under the Accreditation tab)

Application Fee (Non-refundable) $ 3,000.00

**TOTAL AMOUNT OF CHECK INCLUDED**

**WITH THIS APPLICATION** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Make your check payable to the**

**COUNCIL ON OCCUPATIONAL EDUCATION**

# SUBMIT ONE HARD COPY: EMAIL ONE PDF COPY:

**Council on Occupational Education alex.wittig@council.org**

**7840 Roswell Road, Bldg. 300, Suite 325**

**Atlanta, GA 30350 (Alternately, you may include a**

**Attn: Dr. Alex Wittig flash drive containing the PDF application**

**(800) 917-2081, ext. 202 in the hard-copy mailing.)**

**FAX (770) 396-3790**

**ATTACHMENTS TO THIS APPLICATION:**

**Postsecondary Educational Programs Chart**

**Clock Hour/Credit Hour Chart (if applicable)**

**Roster of Instructional Staff**

**Roster of Administrative and Supervisory Staff**

**Personnel Forms (for members of the institution’s leadership team)**



**Directions for Preparing and Submitting a Substantive Change Application**

1. **Be sure you have contacted the Council (alex.wittig@council.org) to notify COE in advance of the substantive change; the staff will inform the school of application deadlines and Commission approval dates and assure that you have the correct application. Application deadlines may be found in the FAQ section under the *Accreditation* tab at the Council’s website (**[**www.council.org**](http://www.council.org)**). Application due-dates for 2018 are: APR 19 (for a vote in June 2018), JUL 19 (for a vote in September 2018), SEP 20 (for a vote in November 2018), and DEC 13 (for a vote in February 2019).**
2. All applications are to be completed in English and typed using a one-side-only format (not front-and-back, since the staff frequently needs to scan sections of the application).
3. Keep the application in correct page order; attachments (clearly labeled) should be placed after the last page of the application.
4. If the applications asks for documentation of the need for the new branch, program, etc. (including other institutions, demographic analysis, and occupational surveys), please *provide a brief written summary of this information*; do not include pages from Chamber of Commerce, Dept. of Labor, or other government documents where raw data may be found.
5. If the application asks for documentation of planning for the change, you may include excerpts from the institution’s Strategic Plan that mention the change; please do not include the entire Strategic Plan document.
6. Some applications request copies of a lease agreement, which these days can be many pages long; the Commission wants to see the front page (where the property and parties are listed) and the signature page that all the parties have signed. These two pages are sufficient to include in the application.
7. If Advisory Committee meeting minutes are included in the application, please highlight the sections of the minutes where there is a discussion of the planned change.
8. Applications for a new campus or location may ask for a copy of the school catalog to document that the new sites are listed; you need only include the cover page or other pages where campus names and addresses are listed, or a short excerpt from the catalog that describes a new campus and its programs. The Commission does not need to see the entire catalog.
9. Public schools: if a budget is requested, please do not submit a multi-page district budget or state agency budget. You may simply attest that the district or agency has allocated funds for the new campus, program, etc.
10. Personnel information may be requested in new campus or new program applications, in which case the school should send just the completed COE Personnel Form and a copy of any license or certificate *that is required by a state or federal agency as a pre-requisite to teaching in the program*. Do not include résumés, continuing education certificates, letters of recommendation, or unrequested transcripts.
11. The Postsecondary Educational Program Chart should list programs by name and hours exactly as they are approved by the institution’s oversight agency.
12. The Clock Hour/Credit Hour Chart should have all rows and columns completed and totaled.
13. **No pages should be stapled or paper-clipped in any part of the application, including any attachments, and all pages should be standard letter size (8/5” x 11”).**
14. Pages should not be placed in plastic sheet protectors.
15. **The application should not be bound, nor placed in a 3-ring binder.** This means that even the copy of the audited financial report, which usually appears as a bound document, should be loose-leaf and in correct page order when included in the application packet.
16. The application may be held together by a large metal jumbo clip, or even rubber bands. (Yes, this is “low tech” and not pretty; but it’s easier for the staff and Commission to review and scan if applications are submitted this way.)
17. The payment check should be placed in a separate envelope on top of the application cover sheet; please be sure to scan the payment check as part of the digital application.
18. To generate a PDF digital copy of the application, scan the application in correct page order, followed by the attachments, *as one document*. Name the document “(School Name) (APPLICATION NAME) (Day-Month-Year)”, for example “Piedmont Academy NEW BRANCH CAMPUS 24Feb2018.”
19. The hard-copy application should be mailed to Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, Attn: Dr. Alexander Wittig.
20. The flash drive containing the digital copy of the application should be included in the hard-copy packet mailed to the Council.
21. **Applications must be received by the due-date (see #1 above) in order to be on the next Commission agenda for a vote of initial approval; initial approval must be granted by the Commission before students may be enrolled at a new site or in a new program.**
22. You will be notified by Council staff if there are any problems or concerns with the application submitted to COE. The Council does not return non-compliant applications.

***If you have any questions, please call (800) 917-2081, ext. 202 or email*** [***alex.wittig@council.org***](mailto:alex.wittig@council.org)

Revised: 08 MAR 2018