



**APPLICATION FOR APPROVAL**  
**CHANGE OF PROGRAMMATIC SCOPE**  
**for Non-Public Institutions**  
**(Requires Commission Approval)**

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

**PLEASE ALLOW 60 DAYS FOR APPROVAL OF A COMPLETE APPLICATION\***  
 (\* All required documentation provided)  
 (\$1000 Application Fee)

NAME OF INSTITUTION	
STREET ADDRESS	
CITY, STATE, ZIP CODE	
CHIEF ADMINISTRATOR	
• TELEPHONE/EXT.	
• EMAIL ADDRESS	
NEW OCCUPATIONAL AREA	
NEW PROGRAM	
DATE OF APPLICATION	
NEW PROGRAM START DATE	
Estimated date of institution's next accreditation visit	

**SUBMIT ONE HARD COPY AND ONE ELECTRONIC COPY OF THIS APPLICATION TO:**

Council on Occupational Education  
 Attention: Marcia Cox  
 7840 Roswell Road  
 Building 300, Suite 325  
 Atlanta, GA 30350  
 Email: [marcia.cox@council.org](mailto:marcia.cox@council.org)

The submitted application is valid for 180 days after receipt by the Council office.  
 (February 2020)

1. Identify the occupational area of instruction to be added to the institution’s programmatic scope:

	Agriculture, General
	Allied Health and Medical Assisting Services
	Architecture
	Business, Management, Marketing, and Related Support Services
	Communication, Journalism, and Related Programs
	Communications Technologies/Technicians and Support Services
	Computer and Information Sciences and Support Services
	Construction Trades
	Education
	Engineering Technologies/Technicians
	English as a Second Language
	Family and Consumer Sciences/Human Sciences
	Legal Professions and Studies
	Mechanic and Repair Technologies/Technicians
	Natural Resources and Conservation
	Parks, Recreation, Leisure and Fitness Studies
	Personal and Culinary Services
	Precision Production
	Science Technologies/Technicians
	Transportation and Materials Moving
	Visual and Performing Arts

2. Complete the attached Postsecondary Educational Programs chart showing each new program to be offered as a result of the change of programmatic scope.

**Attach to this application a separate application for the new program representing the new occupational area indicated above.**

3. List the name of the new program to be offered by the institution in the new occupational area and provide the rationale for adding the new program.

4. Provide copies of minutes from institutional advisory committee meetings which reflect actions taken to change the occupational area(s) of instruction of the institution.

5. Has the institution’s mission statement changed because of the change in occupational area(s) for which instruction is provided?

YES  NO  If yes, submit a copy of the revised mission statement.

6. Will the institution's name be changed to reflect the change in occupational area(s) for which the institution will be offering instruction?

YES  NO  If yes, submit an application for a change of name.

7. Will the institution's standing with other nationally-recognized accrediting agencies, federal agencies, or state agencies (gaining or losing approval from any of these agencies) be affected as a result of changing the programmatic scope?

YES  NO  If yes, describe in detail the changes to the institution's standing with other agencies.

8. Will the institution acquire additional facilities to house appropriate classroom, lab, staff, and media services space for the new programs being added?

YES  NO  If yes, describe the new space and include photos.  
(An application for adding a new branch, extension, instructional service center, or extended classroom must be submitted if the additional space will be housed at a location different than that of the main campus.)

9. Enclose a check for the \$1000 application fee; institutions must also submit a \$3,000 site visit deposit.

The check must be made payable to the Council on Occupational Education. The application should be submitted to the Council at least 120 days prior to the planned implementation of the new scope.

### **Application for Change of Programmatic Scope Certification Statement**

#### **APPLICATION CERTIFICATION AND DISCLOSURE STATEMENT**

I certify that all appropriate documentation has been enclosed with this completed application and that all information contained in the application is correct.

\_\_\_\_\_  
*Signature of Chief Administrator*

\_\_\_\_\_  
*Date*



## Directions for Preparing and Submitting a Substantive Change Application

1. Be sure you have contacted the Council ([marcia.cox@council.org](mailto:marcia.cox@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)).
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 application 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 a copy 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, if required, 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 ½ " 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; 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 24Feb2019." Save the document on a flash drive.
19. The hard-copy application should be mailed to Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, Attn: Marcia Cox.
20. The flash drive containing the digital copy of the application should be included in the hard-copy packet mailed to the Council.
- 21. Complete applications (including all required documents and payment) 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.
- 23. The submitted application is valid for 180 days after receipt by the Council office.**

*If you have any questions, please call (800) 917-2081, ext. 201 or email [marcia.cox@council.org](mailto:marcia.cox@council.org)*

Revised: 11 February 2020

## POSTSECONDARY EDUCATIONAL PROGRAMS

DATA COMPILED AS OF (date):

Programs listed below  
are those of the:

Main Campus

Other Campus Location:

Check appropriate box to indicate method of measuring program length:

Clock Hours

Semester Credit Hours

Complete Clock Hour/  
Credit Hour Chart

Quarter Credit Hours

Complete Clock Hour/  
Credit Hour Chart

<b>PROGRAM NAME / CIP Code</b>  (Use One Line For Each Program)	PROGRAM LENGTH		% of Program's Total Length Available Through Distance Education	INSTRUCTIONAL DELIVERY METHOD (Check One or Both)			CREDENTIAL			PROGRAM START DATE	STUDENTS		INSTRUCTORS	
	Clock Hours	Credit Hours		Traditional	Hybrid	Distance Ed	Certificate	Diploma	Degree		Part-Time	Full-Time	Part-Time	Full-Time

*Traditional Program – Program that requires all instructional hours to be completed on campus.  
 Hybrid Program – Program in which less than 50% of the required instructional hours are available via distance education delivery methods.  
 Distance Education Program – Program in which 50% or more of the required instructional hours are available via distance education delivery methods.  
 (February 2020)*

## INSTRUCTIONS FOR COMPLETING THE POSTSECONDARY EDUCATIONAL PROGRAMS CHART

### GENERAL INSTRUCTIONS

1. Complete one chart for each campus of the institution (main campus, branch, extension, instructional service center).
2. Indicate the manner in which the length of the program is measured (clock hours/semester credit hours/quarter credit hours). More than one option may be indicated.
3. One Clock Hour/Credit Hour Chart must be completed for each program measured in credit hours and must accompany the Postsecondary Educational Programs chart.
4. All documentation submitted to the Commission must be TYPED and provided in English.

### IMPORTANT DEFINITIONS (From the *Handbook of Accreditation*)

**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.

**Distance Education** - As defined for the purposes of accreditation review, education that uses one or more of the technologies to deliver instruction to students who are separated from the instructor; and support regular and substantive instruction between students and 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 communications 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.

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.

### LISTING PROGRAMS

1. List all programs offered by the institution as of the date the chart is completed.
2. List only those programs that educate students for the purpose of job entry or job advancement.
3. **List only those programs that are actively enrolling students or those that have enrolled students within 12 months prior to the date of the chart. All programs must be listed no matter the length of the program.**
4. Include Vocational English-As-A-Second-Language programs offered at any campus.
5. Indicate the name of each program as it appears in the institution's catalog. (Program names must be consistent with the names printed in institutional publications AND state approval documentation.)
6. Be sure to indicate what percentage of the program's total length is available through distance education delivery methods. If a program is available entirely through classroom delivery AND entirely through distance education methods, list the program TWICE on the form. Indicate the appropriate percentages, delivery method(s), number of enrolled students, and instructors for each program.

### EXAMPLE:

PROGRAM NAME / CIP Code  (Use One Line For Each Program)	PROGRAM LENGTH		% of Program's Total Length Available Through Distance Education	INSTRUCTIONAL DELIVERY METHOD (Check One or Both)			CREDENTIAL			PROGRAM START DATE	STUDENTS		INSTRUCTORS		
	Clock Hours	Credit Hours		Traditional	Hybrid	Distance Ed	Certificate	Diploma	Degree		Part-Time	Full-Time	Part-Time	Full-Time	
Accounting / 52.0302	1190	70	0	X					X		2/15/90	59	243	4	6
Accounting / 52.0302	1190	70	100			X			X		4/30/03		72	12	
Computer Aided Drafting / 15.1302	1400	84	50	X		X			X		6/4/2001	24	201	3	7

*Traditional Program – Program that requires all instructional hours to be completed on campus.*

*Hybrid Program – Program in which less than 50% of the required instructional hours are available via distance education delivery methods.*

*Distance Education Program – Program in which 50% or more of the required instructional hours are available via distance education delivery methods.*

(February 2020)