



## APPLICATION FOR APPROVAL

### **CHANGE IN EXISTING PROGRAM (less than 25% Increase or Decrease) Non-Degree Granting or Degree-Granting Programs Traditional, Hybrid, and Distance Education Delivery For Non-Public and Apprenticeship Institutions**

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)

**\$500 Application Fee**

<b>INSTITUTION</b>	
<b>STREET ADDRESS</b>	
<b>CITY, STATE, ZIP CODE</b>	
<b>CHIEF ADMINISTRATOR</b>	
<b>TELEPHONE NUMBER EXTENSION NUMBER</b>	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>NAME OF PROGRAM</b>	
<b>PROJECTED DATE OF IMPLEMENTATION</b>	
<b>DATE OF NEXT ACCREDITATION VISIT</b>	

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

**Council on Occupational Education**

**Attention: Marcia Cox**

**7840 Roswell Road**

**Building 300, Suite 325**

**Atlanta, GA 30350**

**AND**

**EMAIL ONE PDF COPY TO: [marcia.cox@council.org](mailto:marcia.cox@council.org)**

*(January 2021)*

## GENERAL INFORMATION:

This application is for use by NON-PUBLIC AND APPRENTICESHIP INSTITUTIONS only and is for approval of CHANGES TO NON-DEGREE OR DEGREE PROGRAMS CURRENTLY APPROVED by the Commission that are increases or decreases in length less than 25%, clock or credit hours. This application is also for changes in mode of delivery.

**Please submit one application per program. Only one change per program allowed in a 12-month period.**

NOTE: 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 approval of Institutional Distance Education must be submitted.** Institutional approval is required only once. Be advised that approval for changing the delivery mode of instruction will not be issued until the Institutional Distance Education application has been approved. Exemption: Institutions offering Commission-approved distance education instruction prior to July 1, 2007 are not required to file the application for approval of Institutional Distance Education.

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. No changes are allowed within six months of an accreditation visit.

## IMPORTANT:

- Institutions planning to host a team visit for the purpose of reaffirmation of accreditation may not apply for approval of any substantive change or program for six months prior to an accreditation visit.
- Institutions on an adverse status with the Commission may not submit programs for approval.

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

## DEFINITIONS:

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

**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.

**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 Program** - A program that makes available 50% or more of its required instructional hours via distance education.

**Hybrid Program** - A program that makes available less than 50% of its 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.

**HELPFUL TIPS:**

1. Answer all questions completely, typed, and in English. Be sure to answer with an "N/A" those questions that are not applicable to your institution's application.
2. Clock Hour/Credit Hour Chart:
  - List each course (name and length) which comprises this program.
  - Verify your calculations to be sure correct totals are listed at the bottom of each column.
  - Verify that the ratio of clock to credit hours is within the Commission's stated guidelines (see DEFINITIONS).
3. Attach all applicable documentation that is requested in this application, being sure to include any items you reference. Submit single sided pages.
4. Be sure that all authorizing agency approvals, course syllabi, institutional catalog, brochures, Web site, etc. describe this program and each course within it in identical terms (name, length, and description).

**IMPORTANT:** The Commission's eligibility requirements state that its member institutions must utilize a campus-based instructional delivery system with at least 25 percent of the institution's total FTE being derived from enrollments in traditional (bricks and mortar) programs at all campuses.

**PART 1 – General Length/Content and Delivery Information**

<b>Name of Program:</b>	
<b>CIP Code:</b>	
<b>Proposed Implementation Date for Revised Program:</b>	
<b>Delivery Mode (check all that apply):</b>	<input type="checkbox"/> <b>100% Traditional</b> <input type="checkbox"/> <b>Hybrid</b> <input type="checkbox"/> <b>Distance Education</b>
<b>Approval Request:</b>	<input type="checkbox"/> Increase or Decrease of less than 25% in a currently-approved program's length, clock or credit hours. <input type="checkbox"/> Change in mode of delivery.

<b>Identify locations where this program will be taught.</b>	<b>Address</b>
<b>Campus 1</b>	
<b>Campus 2</b>	
<b>Campus 3</b>	
<b>Campus 4</b>	

**Hybrid and Distance Education Programs:**

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

1.	<b>Provide a detailed rationale for making this change to the program, including advisory committee discussion of the change.</b>
2.	<b>Will the revised program have the same objectives?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
If not, list the objectives of the revised program.	
3.	<b>Will any portion of the revised program's instruction be provided through another agency (educational institution, or other contractor)?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<p>If yes, what is the percentage of total instructional hours provided by the contractor?</p> <p>Also, provide name, physical address, telephone number, contact person and email address for the other agency:</p> <p><b>IMPORTANT REMINDER ABOUT CONTRACTS:</b> 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. Any off-campus instruction must have documentation that such activities are in compliance. Each contract must include a conditional statement stipulating that the contract is not binding in the event that conditions within the facility prevent the member school from complying with the standards, criteria, and conditions adopted by the Council. (Reference the most current edition of the <i>Handbook of Accreditation</i>)</p>	
4.	<b>List projected material, supplies, equipment, and instructional media for the revised program based on anticipated start-up class size.</b>
5.	<b>Have admission requirements for the revised program changed?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, describe the changes made.	
6.	<b>How do these admission requirements differ from regular admission requirements?</b>
7.	<b>Is there a tuition change with the proposed decrease in the program? Is it an increase or decrease? What percent of the existing tuition fee will the change represent in the tuition?</b>

## 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.

<b>A. Admissions/Recruiting</b>		<b>YES</b>	<b>N/A</b>
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>B. Programs</b>			
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>B. Programs (Continued)</b>			
<b>Associate Degree programs offered must meet the following requirements:</b>			
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 <b>general education</b> courses, with a minimum of one course from each of the following areas: humanities, behavioral sciences, natural or applied sciences, and mathematics.		
26.	<b>For all coursework delivered via distance education:</b> 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.	<b>For all coursework delivered via distance education:</b> 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.		
<b>C. Instruction</b>			
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.	<b>For all coursework delivered via distance education:</b> 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.	<b>For all coursework delivered via distance education:</b> 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.	<b>For all coursework delivered via distance education:</b> 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.	<b>For all coursework delivered via distance education:</b> 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 <b>all</b> 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 <b>each</b> applicable state licensing or authorizing agency, and/or district, county, and/or other agency/board that provides oversight for this program <b>is attached</b> .	

**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.

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Signature of Chief Administrator
Date



### **Part 3 – Required Documentation Checklist**

<b>Checklist</b>	
	<b>Complete the attached Clock Hour/Credit Hour Charts for the program before revision AND after revision.</b>
	<b>Provide minutes of Institutional Advisory Committee and/or Occupational Advisory Committee meetings which reflect involvement in the planning of changes in instruction for this program.</b>
	<b>Provide three completed Employer Program Verification Forms for programs recruiting students locally which demonstrates demand for programs recruiting students state-wide, nation-wide, and internationally.</b>
	<b>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.)</b>
	<b>Copies of approvals from all appropriate authorizing agencies which reflect approval of changes to this program. If approval is not required by any of these agencies, provide evidence that the institution is exempt from this approval.</b>
	<b>List of all oversight agencies which includes the name of the contact person at each agency, telephone number, email address, and physical address.</b>
	<b>Enclose a check of \$500 per application made payable to the Council on Occupational Education.</b>

# CLOCK HOUR/CREDIT HOUR CHART BEFORE REVISION

<b>Program Name</b>		<b>CIP Code</b>	
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**Instructions:** Refer to the latest edition of the *Handbook of Accreditation* for definitions. This form is to be used for programs that measure in clock and credit 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):**

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

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

**GRAND TOTALS**

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*.

# CLOCK HOUR/CREDIT HOUR CHART AFTER REVISION

<b>Program Name</b>		<b>CIP Code</b>	
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**Instructions:** Refer to the latest edition of the *Handbook of Accreditation* for definitions. 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):**

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

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

**GRAND TOTALS**

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.*

**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.

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

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

<input type="text"/> <b>Clock Hours</b>	<input type="text"/> <b>Semester Credit Hours</b>	<input type="text"/> <b>Quarter Credit Hours</b>
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**The amount of tuition and fees charged for the total program is: \$**

**EMPLOYERS' VERIFICATION STATEMENT**

I have reviewed the (name of program): \_\_\_\_\_  
 program and **to the best of my knowledge and experience have listed below the verification range of remuneration for those who enter this field.**

**EMPLOYER**

<b>Name:</b>	<b>Title:</b>
<b>Company Name:</b>	<b>Phone Number/Extension:</b>
<b>Address:</b>	<b>City/State/Zip:</b>
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.	
<b>Signature:</b>	<b>Date:</b>

**Salary Range, Signature, and Date may be provided digitally  
 during the COVID-19 Federal Emergency Period.  
 (January 2021)**