



**APPLICATION FOR TEMPORARY APPROVAL**  
**INSTITUTIONAL DISTANCE EDUCATION**  
**(for students enrolled on or before December 31, 2020)**

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**This application is for temporary school closures  
or student quarantines due to COVID-19.**

<b>INSTITUTION</b>	
<b>STREET ADDRESS</b>	
<b>CITY, STATE, ZIP CODE</b>	
<b>CHIEF ADMINISTRATOR (CA)</b>	
<b>CA TELEPHONE and EXTENSION NUMBERS</b>	
<b>CA EMAIL ADDRESS</b>	
<b>PROGRAM(S) TO OFFER DISTANCE EDUCATION OPTIONS</b>	
<b>ANTICIPATED START DATE</b>	

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

*(May 18, 2020)*

**GENERAL INFORMATION:**

This application addresses the Council’s institutional criteria for distance education and is to be completed by institutions seeking approval to begin the **temporary** delivery of instruction via distance education methods.

This approval only pertains to students enrolled in COE-approved programs on or before December 31, 2020.

**DEFINITIONS:**

The Commission uses the following terminology in relation to 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.

**Internet Delivery Only**

1.	<b>Internet Address(es) (URL) for Online Programs (if not using social media platforms as described in the Note below)</b>	
2.	<b>Provide a generic username for Commission use in gaining access to online programs/courses:</b>	
3.	<b>Provide any required password for Commission use in gaining access to online programs/courses:</b>	
4.	<b>Are the servers that manage online delivery of instruction on site at the main campus?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

If response above is “NO,” list name and contact information of the company that has been contracted to manage internet servers:

**NOTE:**

If social media (Skype, YouTube, Zoom, GoToMeeting, etc.) are to be the platform for distance education, please describe the means of instructional content delivery.

If this institution includes programs that measure in clock hours to meet state licensure requirements, please include a letter or email from the state oversight agency acknowledging the knowledge or approval of online delivery.

<b>APPLICATION CERTIFICATION AND DISCLOSURE STATEMENT</b>	
I attest that all information relative to this application is true and correct.	
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<i>Signature of Chief Administrator</i>	<i>Date</i>