



APPLICATION FOR APPROVAL
INSTITUTIONAL DISTANCE EDUCATION
Non-Public and Apprenticeship Institutions

PLEASE ALLOW 90 DAYS FOR APPROVAL OF A COMPLETE APPLICATION

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

MAIL ONE HARD COPY OF THIS APPLICATION TO:
Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350

E-MAIL ONE PDF COPY TO:
[**kallan.williams@council.org**](mailto:kallan.williams@council.org)

April 2022

GENERAL INFORMATION:

This application addresses the Council's institutional criteria for distance education and is to be completed by institutions seeking Commission approval to begin the delivery of instruction via distance education methods. Commission approval is required even if only one course is to be offered via distance education. (**Exemption:** Institutions that have on file a letter from the Commission approving distance education instruction prior to **July 1, 2007** are not required to file an application for institutional distance education approval.) **This application must be accompanied by either a Change in Existing Program (CEP) application showing where a Traditional program is being revised to include distance education courses, or a New Program application that includes distance education. When submitted with the Institutional Distance Education application, there is no additional application fee for the CEP or New Program application.**

Institutional Distance Education approval is required only once.

DEFINITIONS:

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

Course – A series of lectures, laboratory, and/or work-based activities that pertains to a particular subject and is typically required as part of a broader curriculum (a program for example).

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 – An educational delivery method that uses one of 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* 100% of its required instructional hours via distance education.

Hybrid Program - A program that *makes available* less than 100% of its required instructional hours via distance education.

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

APPROVAL PROCESS:

The Commission must grant initial approval of this application before any distance education may be offered by the institution. A virtual site visit to the distance education course platform will take place within 180 days of initial approval. (An on-site visit may be required as well if the Commission or COE staff so determines.) The Commission will review the team's site visit report prior to granting final approval to the institutional distance education application.

All requested documentation and the \$1,000 application fee must be received before this application will be processed.

A \$3,000 deposit for a physical site visit may be required by the Commission after review of the application. The Council staff will notify the institution if an on-site visit and deposit are required.

Once an institution receives Institutional Distance Education **final** approval, applications for new programs that include distance education delivery and Change in Existing Program applications where distance education is added may be submitted by the institution. These subsequent applications will not require Commission review or site visits if they are within the scope of occupational programs already approved by the Commission for the institution.

**Answer each of the following questions and submit all required documentation.
Indicate "N/A" for questions that do not apply.**

1.	Indicate all methods of distance education instruction to be employed:	<input type="checkbox"/> Audio/Video <input type="checkbox"/> Computer Technologies (via Internet) <input type="checkbox"/> Other
2.	Proposed implementation date of distance education instruction:	
3.	Describe adjustments made, if any, to placement services provided to students enrolled in distance education instruction.	
4.	Describe the plan for collecting follow-up information from students once they complete or withdraw from distance education instruction.	
5.	Has the refund policy been changed in any way as a result of the implementation of distance education instruction?	<div style="display: flex; justify-content: space-around;"> YES NO </div>
	If YES, please explain.	
6.	Describe the grievance procedures to be used by students enrolled in distance education instruction.	
7.	Are distance education programs identical to their on-campus counterparts in terms of quality, rigor, breadth of academic and technical standards, completion requirements, and credentials awarded?	
<div style="display: flex; justify-content: space-around;"> YES NO </div>		
If NO, please explain.		

For Internet Delivery Only

8.	Program Internet Address (URL):	
9.	Username for Commission representative's use to gain access to online programs/courses:	
10.	Password for Commission use to gain access to online programs/courses:	
The URL, username and password above must remain valid for 180 days from the date of this application.		
11.	Are the servers that manage online delivery of instruction on site at the main campus?	YES NO
If NO, list the name and contact information of the company that has been contracted to manage Internet servers:		
12.	Describe the backup system(s) in place to ensure reliable delivery of technical services and distance education instruction (either managed by the institution or by a contracting company).	
13.	Describe the methods in place to ensure the privacy, safety, and security of data contained within institutional networks.	
14.	Describe how media services and resources are made available to students enrolled in distance education programs or courses.	
15.	Describe how the institution monitors student progress in distance education activities.	
16.	What process is in place to assure a 24-hour response time to inquiries from online students?	
17.	What process is in place to determine that the student who registers for a distance education course or program is the same student who participates in and completes the course or program?	

REQUIRED DOCUMENTATION

1.	Provide minutes of Institutional Advisory Committee meetings which reflect its involvement in the planning of these activities.	<input type="checkbox"/>
2.	Provide an adjusted budget reflecting designation of funds to be used for distance education operating expenditures (equipment, staff, faculty, contractors, etc.).	<input type="checkbox"/>
3.	Complete the attached New Personnel Form for each NEW person employed in an administrative or instructional capacity who will be involved in the institution's distance education activities. (Include descriptions of experience with and/or training for distance education administration and instruction.)	<input type="checkbox"/>
4.	Complete the attached Personnel Roster showing each staff member currently employed in an instructional capacity who will be involved in the institution's distance education activities.	<input type="checkbox"/>
5.	Provide a copy of all contracts with outside agencies/individuals that provide services which support the institution's distance education instruction (equipment, technical support, instruction, etc.) and which meet all standards, criteria, and conditions adopted by the Council.	<input type="checkbox"/>
6.	Provide a standardized template, course description, learning objectives, course requirements, and learning outcomes for each course offered via distance education.	<input type="checkbox"/>
7.	<p>Provide 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).</p> <p>Approvals may be required 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.</p> <p>If approval is not required by any of these agencies for distance education instruction delivery, provide evidence that the institution is exempt from this approval.</p>	<input type="checkbox"/>
8.	Include a check for the \$1,000 application fee made payable to the Council on Occupational Education.	<input type="checkbox"/>

APPLICATION CERTIFICATION AND DISCLOSURE STATEMENT

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

Signature of Chief Administrator

Date



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).**
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 a 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.

Directions for Preparing and Submitting a Substantive Change Application (cont.)

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, if included in the application, 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 included in the application, 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. (This makes it easier for the staff and Commission to review and scan separate sections of the application.)
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 24Feb2021."
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. **Complete 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 concerning the Initial Distance Education application, please email kallan.williams@council.org.

Revised: April 12, 2022

FACULTY FORM

Complete this form for each person employed in an instructional, supervisory, or administrative capacity, full- or part-time, who will be involved in the revised program. Include diplomas, credentials and descriptions of experience and training. Also include descriptions of experience with and/or training for distance education administration and instruction, if applicable.

Full name:				
School:		City:		State:
Date of initial employment:	Full-Time:	<input type="checkbox"/>	Part-Time:	<input type="checkbox"/>
Present title:			How long in position?	
Describe primary responsibilities, including subjects taught:				
Describe current instructional/supervisory/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.)

Attach copies of highest credentials earned, also any program related certifications.

CERTIFICATION STATEMENT

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

Employee's Signature *Date*