



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

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**PLEASE ALLOW 90 DAYS FOR APPROVAL OF A COMPLETE APPLICATION**

<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>	

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**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:**  
[marcia.cox@council.org](mailto:marcia.cox@council.org)

*(June 2019)*

## **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.

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 pertain to a particular subject and that are 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* 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.

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

## **APPROVAL PROCESS:**

The Commission may grant initial approval of this application at its next meeting. A virtual site visit will take place within 180 days of initial approval. A physical site visit may be required as well. The Commission will then review the team report prior to granting final approval.

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 to *non-public institutions* may be required by the Commission after review of this application. The Council staff will notify the institution if this deposit is required.

Once an institution receives Institutional Distance Education **final** approval, applications for additional programs with a distance education delivery method may be submitted. These subsequent applications will not require site visits if they are within the scope of occupational programs already approved by the Commission for the institution.

## **IMPORTANT**

**The Institutional Distance Education application must be accompanied by an application for the program where distance education, to any degree, is to be first offered by the institution.**

For Non-Public Institutions, the accompanying application may be one of the following:

- New Non-Degree Program
- New Degree Program
- Change in Existing Program

**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.	Is the implementation of distance education instruction mentioned in the institution's strategic plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If not, explain why not and provide evidence of how the new program was planned and implemented, rationale, statement of need, and consistency with the mission of the institution.		
4.	Describe adjustments made, if any, to placement services provided to students enrolled in distance education instruction.	
5.	Describe the plan for collecting follow-up information from students once they complete or withdraw from distance education instruction.	
6.	Has the refund policy been changed in any way as a result of implementation of distance education instruction?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, provide an explanation of changes to the refund policy.		
7.	Describe the grievance policy to be used by students enrolled in distance education instruction.	
8.	If proctors are required for testing, describe the institution's process for approving test proctors.	
9.	What management systems are in place to ensure the authenticity of student coursework and testing in distance education instruction?	

### Internet Delivery Only

10.	Internet Address (URL) for Online Programs/Courses:	
11.	Provide a generic username for Commission use in gaining access to online programs/courses:	
12.	Provide any required password for Commission use in gaining access to online programs/courses:	
13.	Are the servers that manage online delivery of instruction on site at the main campus?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, list name and contact information of the company that has been contracted to manage internet servers:		
14.	Describe the backup system(s) in place to assure protection of data (either managed by the institution or by a contracting company).	
15.	Describe what methods are in place to protect the network against theft of sensitive information. (Social security numbers, credit card numbers, checking account numbers, home addresses, email addresses, telephone numbers, etc.)	
16.	Describe what systems are in place to assure users reasonable access to servers for completion of coursework (either managed by the institution or by a contracting company).	
17.	Describe the policies the institution has in place for the faculty that require exercises on the part of faculty to assess the consistency of student coursework.	
18.	How will students enroll in a program with a distance education component?	
19.	What process is in place that assures a 24-hour response time to inquiries from online students?	
20.	What software and procedures are in place to assist in detecting plagiarism in order to ensure the originality and consistency of student coursework?	

**REQUIRED DOCUMENTATION**

1.	Provide minutes of Institutional Advisory Committee meetings which reflect its involvement in the planning of these activities.	
2.	Provide an adjusted budget reflecting designation of funds to be used for distance education operating expenditures (equipment, staff, faculty, contractors, etc.).	
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.)	
4.	Complete the attached Personnel Roster showing each staff member currently employed in an administrative or instructional capacity who will be involved in the institution's distance education activities.	
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.	
6.	Provide evidence of bonding for individuals responsible for the maintenance of databases that contain sensitive information.	
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>	
8.	Include a check for \$1,000 application fee made payable to the Council on Occupational Education. If a site visit deposit is required for this application, the Council staff will notify the institution.	

**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](mailto: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 2019 are: July 18, 2019 (for a vote in September 2019), September 19, 2019 (for a vote in November 2019), December 12, 2019 (for a vote in February 2020), April 16, 2020 (for a vote in June 2020), July 16, 2020 (for a vote in September 2020), September 17, 2020 (for a vote in November 2020), and December 10, 2020 (for a visit in February 2021).
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 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 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. 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 [marcia.cox@council.org](mailto:marcia.cox@council.org).*

Revised: June 13, 2019





## 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:	Part-Time:
Present title:		How long in position?
Describe primary responsibilities, including subjects taught:		
Describe current instructional/supervisory/administrative licenses and/or credentials and <b>ATTACH COPIES</b> 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*