



**APPLICATION FOR TEMPORARY APPROVAL**  
**INSTITUTIONAL DISTANCE EDUCATION**  
**(for students on or before June 1, 2020)**

**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>	

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

*(March 23, 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 June 1, 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
<b>If response above is “NO,” list name and contact information of the company that has been contracted to manage internet servers:</b>          <b>NOTE:</b>  <b>If social media (Skype, YouTube, Zoom, GoToMeeting, etc.) are to be the platform for distance education, please describe the means of instructional content delivery.</b>		

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>