

New Program Application

1. Program Information

Name

Exact name of program as currently approved in AMS + IDL

If applicable, the program name should be approved by the state agency.

Program Types

Please check all that apply.

Check all that apply for program type

- Vocational
- Avocational/Professional Development
- Dale Carnegie Course
- Nursing and Allied Health
- Massage Therapy
- Occupational Associate Degree
- Foreign Language Training
- Vocational English for Speakers of Other Languages
- English for Speakers of Other Languages
- Intensive English Program
- Interactive Distance Learning (IDL)?
- Elearn
- Lpn

Choose either First IDL - COVID or IDL Iteration - COVID

Profile

These are new options in AMS through June 1, 2020 and will appear here.

Cip Code

CIP code should be same as the ground based version

*Enter CIP codes in the format ##.####. You can also search using keywords. See nces.ed.gov for more information.
CIP CODE for Language Learning Programs: 32.0109
CIP CODE for Language Teacher Training Programs: 13.1401*

Date of Last Graduating Class

Leave this blank

Delivery Method

Enter IDL here, or hybrid

Interactive Delivery Method or Training Medium

% Of total institutional participant clock hours

Leave this blank

With the inclusion of this program, what percentage of the total participant clock hours in all programs is projected to be provided at a distance in any 12 month period?

% IDL Program Length

for full IDL = 100%. Hybrid, enter approximate percentage post COVID emergency

% of Program Length Taught via IDL

Managing Organization

This is a drop down. Usually you will choose your main campus

Please select the location from which this program is managed.

Program Hours

Hours vary?

*IEPs click hours vary if submitting for multiple programs. This might also be an option for certain avocational programs. Hours vary is *never* applicable for vocational programs*

Method of Enrollment Program Per Week

Per week is for IEPs for booking week programs only. All others, enrollment is by program. This affects annual reporting so careful!

Hour Type Clock Quarter Semester

Quarter and semester are for vocational programs only and must match the currently approved AMS listing. All others are clock hours.

Hours must be in whole or half credit hours. Schools using fractional hours must use Alternative Credit Hours.

	Clock hours	Credit hours
Lecture	<input type="text" value="100.0"/>	<input type="text" value="0.00"/>
Lab	<input type="text" value="0.0"/>	<input type="text" value="0.00"/>
Internship/Externship	<input type="text" value="0.0"/>	<input type="text" value="0.00"/>
(Total)	<input type="text" value="100.00"/>	<input type="text" value="0.00"/>

Credit hours will not appear for clock hour program. Total clock/credit hours must align with the currently approved on the ground AMS listing.

Lab and internship are based on post COVID emergency. Will generally, but not necessarily, align with currently approved on the ground AMS listing.

My credit hour conversion calculation differs from the calculation above.

This is reserved for schools using alternate credits and must align with the currently approved AMS listing.

Hours and Enrollment

	Full Time	Part Time
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Hours Per Week

You can leave this section blank.

Weeks to Complete

Current Enrollment

IDL Enrollment

State Approvals or Exemptions

For state licensed schools, attach the approval for IDL delivery. If in process, attach documentation.

Locations at Which Program Is Offered

This is a dropdown for schools with multiple locations. Applicable for hybrid programs with branch/aux enrollments in this program. Otherwise, this is usually assigned to the main campus only.

New Program Details

Projected start date

Enter the projected start date. If currently operating under COVID, enter actual start date.

Please indicate the rationale for the new program.

Enter similar narrative

Please attach any supporting documentation for the above rationale.

No supporting documents. The "No supporting documents" is simply an AMS placeholder meaning that nothing is currently attached. It is NOT an indicator of whether an attachment/exhibit is required!

2. Supporting Documentation

Please see the ACCET website for the [Required Documents](#)

1. Please provide narrative responses, with exhibits, to address Specific Field Criteria and Questions/Statements outlined in ACCET Document 3.IDL - Interactive Distance Learning Template to demonstrate the expanded scope and depth of interactive distance learning programs. This is required for first time IDL new program applications. Document 3.IDL is *not* required for subsequent iterations.

2. **Instructional Materials/Equipment** Provide a list of all instructional materials, learning aids, and equipment to be used for the proposed curriculum. For the instructional materials, indicate the publishers, editors, and copyright dates of each. For the equipment, provide the name, a brief description, as well as the quantity and age of each. Include items that have yet to be acquired, along with the expected date of acquisition. This section may be omitted.

No supporting documents.

3. **ACCET Document 6 - Faculty/Administrative Personnel Forms** Submit a completed Document 6 for each individual designated to instruct or supervise the new or revised program/course. If employment is pending, provide a written job description and minimum education/work experience requirements for each such position. *This section may be omitted.*

No supporting documents.

4. **ACCET Document 25.3 – Employer Questionnaire (Vocational Program Only):** Provide at least five questionnaires completed by employers in the institution's local market area and for each teaching location that is outside the market area of the main campus.

This section may be omitted.

No supporting documents.

5. **ACCET Document 25.4 – Program Information:** Identify the measurable objectives of the program and describe the procedure for evaluating the achievement of each program objective in order to validate the learning process.

No supporting documents. This section may be omitted.

6. **ACCET Document 25.5 – Course Information:** Complete separate course information for each course/subject within the proposed curriculum, regardless of whether this course has been previously approved by ACCET as an individual curricular offering or as part of a different program of study. List weekly objectives or competencies that identify the scope and sequence of the course content. Identify the teaching methodologies to be used to achieve the course objectives and the assessment tools to measure student progress in achieving the objectives/competencies *Include a sample of three courses from the program.*

No supporting documents.

7. **Clock/Credit Hour Breakdown:** If the program/course is measured in clock hours, provide a breakdown of the clock hours allocated for lecture, laboratory, and externship/internship for each individual course as well as the total number of clock hours in lecture, laboratory, and externship/internship for the program using **ACCET Document 25.6a - Clock Hour Breakdown – By Program and By Course**. Otherwise, please complete and attach a copy of **ACCET Document 25.6b – Clock Hour and Credit Hour Breakdown – By Program** *This is required. IEPS and avocational programs are clock hour only.*

No supporting documents.

8. **ACCET Document 25.7 – Admissions Standards and Criteria:** Complete document 25.7 identifying the specific entrance requirements for admittance to the proposed program/course. Include the requested information relative to any entrance examination, ability to benefit test, and/or other requirements for admittance to ensure that students have a reasonable expectation of successfully completing training, obtaining any licensure/certification and, if applicable, securing employment.

No supporting documents. This is required.

9. **Catalog Addendum:** Provide a draft copy of the catalog addendum, with specific reference to the following as it relates to the program: *This is required. We do *not* need a full catalog. Just an addendum. If already integrated into the catalog, please indicate specifically where to locate each item. We will be very grateful!*

- The admissions requirements;
- A description of the program and the delivery methodology;
- The graduation requirements; and
- The credential awarded upon completion of the program.

No supporting documents.

10. **Additional Information:** Refer to ACCET document 25 – Policy on Approval of a New or Revised Program/Course for additional information required for a program that includes an externship/internship.

No supporting documents. This section is required if applicable.

3. Payment

A summary of fees and payments for this application is provided below:

Balance Due

Description	Date	Type	Amount
Additional Distance Learning Program	Pending	Charge (Debit)	\$1050.00
Remaining amount due as of 2020-04-29			\$1050.00