

# ACCET

## IEP/Voc/Avoc Webinar 4 – May 1, 2020

### Contents

ACCET .....	1
IEP/Voc/Avoc Webinar 4 – May 1, 2020 .....	1
Handouts .....	1
Processing Timeline .....	2
Regulatory Reminders .....	2
Mechanics – AMS .....	2
AMS Screenshots: How Do I Start an Application? .....	3
Answering the Questions .....	4
For additional IDL program approvals .....	4
Documentation Required .....	6
Application Processing .....	6
Document 3.IDL – Streamlined .....	7
Completing the AMS New Program Application .....	7
Completing the AMS Program Change Application .....	7
ACCET IDL Webinar Series .....	7
Next Webinar! .....	8
Anyone Tired Yet? .....	8

### Handouts

- IEP.Voc.Avoc.Webinar #4 May 1, 2020 Outline (this document)
- 3.IDL – Streamlined (fillable)
- 3.IDL – Streamlined *Annotated for workshop use and reference*
- AMS New Program Application IDL Streamlined Annotated.pdf *Annotated for workshop use and reference*
- AMS Program Change Application IDL Streamlined Annotated.pdf *Annotated for workshop use and reference*

## Processing Timeline

- Schools may begin working on their applications immediately. The applications are now live in AMS.
- The streamlined applications with reduced pricing may be used ***through June 1, 2020***
- The streamlined IDL applications may only be used for *currently approved on-the-ground programs*.
- **A HUGELY important reminder:** The streamlined IDL applications for the COVID emergency do *\*not\** relieve institutions of meeting all of the field specific criteria of [Document 3.IDL](#). All standards will be reviewed by the team conducting the on-site program visit.

## Regulatory Reminders

*The following are long-standing regulatory requirements. Just a reminder for those that may be new to the IDL environment.*

### **State Requirements for IDL Programs:**

1. State program approval for new and/or revised IDL programs may be required by the state(s) in which the institution is located and licensed.
2. State authorization for IDL programs may be required for each state in which enrolled IDL students reside. Note: If an institution enrolls students residing in states outside of the institution's home state, state authorization may be required in each of these states.
3. For a program leading to licensure/certification, the institution will be required to publish a disclosure identifying whether the institution's program satisfies the requirement for licensure/certification in each state in which enrolled students reside.

### **Federal and ACCET Requirements for IDL Programs:**

- IDL programs must have regular and substantive interaction between: (1) students and instructor, (2) students and students, and (3) students and instructional materials.
- IDL programs must meet all ACCET requirements, including the Specific Field Criteria identified in Document 3.IDL – Interactive Distance Learning (IDL) Template.

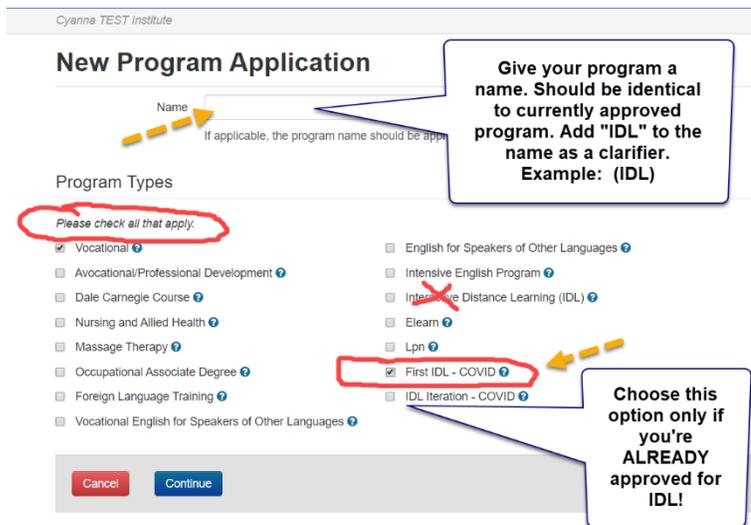
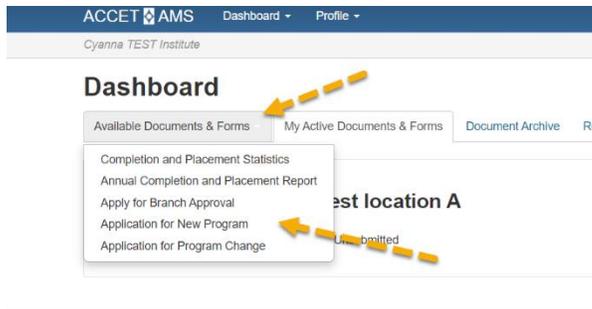
## Mechanics – AMS

- The IDL program application fees for currently approved on-the-ground programs have been reduced by nearly 50% through the period May 1 – June 1, 2020. (See [Document 10 – Fee Schedule 2020](#) for regular fees):

- First-Time IDL application (Specialized Program fee reduced from \$2000 to \$1050)
- After the institution has received, at minimum, interim approval for the first IDL program, then additional (currently approved on-ground) programs may be either:
  - Added as a new program iteration *or*
  - Converted via a program change application
  - Either option carries the same cost (regular fee reduced from \$1050 to \$550)
  - *Let's chat about the pros and cons....*
- Institutions that are already approved for IDL may add additional programs (currently approved on-ground) in the same fashion:
  - Added as a new program iteration *or*
  - Converted via a program change application
  - Either option carries the same cost (regular fee reduced from \$1050 to \$550)
- The **first-time addition of IDL program delivery** is a substantive change as defined by the U.S. Department of Education. As such, a peer review (team) visit is required prior to **FINAL** program approval. ACCET cannot waive this requirement.
  - The on-site visit is billed per Document 10.
  - Depending on timing, visits may align with a reaccreditation visit or Quality Assurance Visit.
  - Visits may be hybrid – conducted virtually with an in-person follow-up visit at a later date. These may begin as early as June 2020.
  - In preparation for the New Program visit, the institution prepares a *mini-ASER*, with pertinent exhibits, utilizing selected standards, with a focus on 3.IDL. Details about the new program visit will be provided to schools in the normal course.
- **ESOL and Intensive English Programs Only**
  - Only one new IDL program application needs to be submitted that will encompass all of the ESOL programs at your institution.
  - A separate (either new program application or program change application) is needed to capture teacher training programs, such as TESOL, TEFL, CELTA, etc.

## AMS Screenshots: How Do I Start an Application?

- If your institution is not currently approved for IDL delivery, then your first step is to select ONE of your existing on-ground programs that you wish to deliver online and complete a New Program Application in AMS.
  - *Application for New Program*



## Answering the Questions

- All applications and supporting documents are submitted in the AMS applications, which incorporate:
  - 3.IDL
  - 25.IDL
  - *We're going to walk through the applications shortly!*

## For additional IDL program approvals

1. If your school was previously approved for IDL delivery or...
2. Once your school receives interim approval for its first IDL program, then you have a choice (oh, FUN!)
  - Add a new program iteration

○ Use New Program Application – COVID

Cyanna TEST Institute

### New Program Application

Name

If applicable, the program name should be approved by the Board of Education.

Program Types

**Please check all that apply:**

<input checked="" type="checkbox"/> Vocational	<input type="checkbox"/> English for Speakers of Other Languages
<input type="checkbox"/> Avocational/Professional Development	<input type="checkbox"/> Intensive English Program
<input type="checkbox"/> Dale Carnegie Course	<input checked="" type="checkbox"/> Intensive Distance Learning (IDL)
<input type="checkbox"/> Nursing and Allied Health	<input type="checkbox"/> Eleam
<input type="checkbox"/> Massage Therapy	<input type="checkbox"/> Lpn
<input type="checkbox"/> Occupational Associate Degree	<input checked="" type="checkbox"/> First IDL - COVID
<input type="checkbox"/> Foreign Language Training	<input type="checkbox"/> IDL Iteration - COVID
<input type="checkbox"/> Vocational English for Speakers of Other Languages	

**Give your program a name. Should be identical to currently approved program. Add "IDL" to the name as a clarifier. Example: (IDL)**

**Choose this option only if you're ALREADY approved for IDL!**

- Apply for Program Change
  - Application for Program Change – Delivery format change

## Dashboard

Available Documents & Forms | My Active Documents & Forms | Document Archive | Reports

- Completion and Placement Statistics
- Annual Completion and Placement Report
- Apply for Branch Approval
- Application for New Program
- Application for Program Change

Unsubmitted

# Program Change Application

**Please note:** If you need to change a program from non-degree granting to degree granting or to add an interactive distance New Program application.

Submit new program application →

Please select the program you would like to update:

Please indicate the nature of the changes you would like to make. Please select all that apply.

Change types

- Delivery format change
- New stand-alone course
- Course change
- Delivery format change - COVID



Cancel

Continue

## Documentation Required

- Detailed in the annotated AMS Applications provided as workshop exhibits
- We're going to walk through these required documents step-by-step

## Application Processing

- You reverted my application! Don't you like me??
- AMS notification
- Expect something like this from one of our staff. Comments will include which section needs some attention.

*The program has been REVERTED so that you can review the submission and update the application with any documents that are revised or updated. When you have completed the update please RESUBMIT and send me an e-mail noting that it has been resubmitted.*

- There is NO charge for applications reverted and resubmitted!
- It is not uncommon for applications to be reverted more than once.
- If AMS attempts to charge you again, STOP! Do not pass go. Do not send us \$200 or any other amount. E-mail [Kaitlyn](#) and [John](#) so we can trouble shoot for you.

## Document 3.IDL – Streamlined

- Document 3.IDL is completed using a fillable Word file.
  - See handout: 3.IDL – Streamlined (fillable)
- The completed file is uploaded as an attachment to the AMS application.
- We're going to walk through this next.
  - See handout: *doc3.IDL.Fillable.Streamlined.ANNOTATED*

## Completing the AMS New Program Application

- The New Program application is completed in AMS
  - See handout: *AMS New Program Application IDL Streamlined Annotated*
- Once the school *receives interim approval* for its first IDL program, then additional programs can be added using the *New Program – IDL Iteration – COVID* option
  - This application is IDENTICAL to the new program application, but a whole bunch cheaper!
  - The New Program – IDL Iteration allows the school to separately offer its approved program both on-ground or via IDL (hybrid or fully online)
    - AMS will have the program listed twice.
    - The IDL iteration will have the same program name, plus the (IDL) clarifier in its name. This clarifier does *\*not\** need to be used in program marketing.
- Let's walk through this application now

## Completing the AMS Program Change Application

- This option is available to schools that are already approved for IDL delivery, either from a prior submission or once interim approval is received for the school's first IDL program application.
- This option CONVERTS a currently approved on-ground program to IDL. The assumption is that this program is being offered in whole (100% IDL) or in part IDL (called blended or hybrid).
- The program needs to carry the (IDL) clarifier, or similar, in its name.
  - i.e. (Hybrid) or (Blended)
- See Handout: *AMS Program Change Application IDL Streamlined Annotated*
- Let's walk through this application now

## ACCET IDL Webinar Series

We have posted the slide decks, agendas, handouts, and links to recordings (with the exception of the Town Hall webinar) on the [ACCET website](#) under Judy's blog.

Thanks for joining us for the series.

## Next Webinar!

We're happy to announce that Dr. Leah Matthews, Executive Director of DEAC – The Distance Education Accrediting Commission, will be our guest speaker for a webinar on Friday, May 15, at 2:00 pm EDT. Leah will speak on State and Federal requirements for IDL programs. An invitation will be sent to all AMS Primary contacts next week.

## Anyone Tired Yet?

Please let us know what questions you have! Please e-mail your favorite ACCET staff member. What, no favorites? No friends? [E-mail John](#) or [Res.](#)