

# New Program Application

## State Board of Private Licensed Schools

### General Information and Instructions

**Introduction:** This form is for use by private licensed or registered schools to apply for approval from the State Board of Private Licensed Schools of new programs or courses. The Board must approve new programs/courses before they are initiated if they will be offered to the general public as preparation for entry into occupations in the skilled trades, industry, or business. The Board must also approve new programs/courses that provide systematic instruction in a field of study by correspondence or telecommunications.

This form is also for use by applicants for initial licensure or registration of a new school by the Board. The Board must approve all programs/courses at new schools.

**Approval Process:** The process of approving programs/courses formally begins when Board staff in the Division of Private Licensed Schools receive an application. Staff then review the application to ensure its completeness and compliance with Board regulations and policies. If the review uncovers problems with the application, they are explained to the applicant who then has ten days in which to “cure” the problems. The application is next reviewed by a Board member who subsequently discusses it with the applicant at a public Board meeting. The full Board then votes on whether to approve the application. The Board member’s discussion with the applicant can result in a request for additional information or changes to the application if it does not meet the requirements of the regulations.

When reviewing applications, Board members use forms PDE-3786 and PDE-3743 (*Review and Evaluation Guide for Resident Programs and Guidelines and Forms for Use in Evaluating Distance Education Programs/Courses*) to guide their review. Copies of these forms are available upon request.

**General Instructions:** Complete the application as explained below, then send **two copies** of it plus **an application fee of \$700** to the Division of Private Licensed Schools, 333 Market Street, 12<sup>th</sup> Floor, Harrisburg, PA 17126-0333. The fee must be a check or money order made payable to the Pennsylvania Department of Revenue. One program is included in the initial license application fee. All additional programs submitted with a new license application must be accompanied by a check for \$700.

Your application will consist of the five Sections described on the following pages. If a Section does not apply to your program/course, include a sheet of paper that states the Section name and number and the words *Not Applicable*.

Each application must be completed for each program/course for which approval is requested. If you are simultaneously submitting applications for approval of more than one program/course, one of the applications cannot refer the reviewer to materials located in another application. All of the materials needed for each program application must be included in each program application.

If the length of your application exceeds 20 pages, you can facilitate its review by placing it in a three-ring notebook (not a report cover) and by using tabbed dividers to mark each section of the application.

A copy of the Student Information Publication must accompany each application.

Please be aware that the deadlines for submitting complete applications are firm. Your application must be received (not just postmarked) by the deadline, otherwise it cannot be considered by the Board at its upcoming meeting. It can, however, be considered at a subsequent meeting.

## Section 1: Form PDE-3003

**Complete form PDE-3003, *Summary Information About Proposed Program or Course*. Follow its instructions carefully. As you complete the form, keep the following in mind.** (Requirements in this Section are based on 22 Pa. Code §§ 73.81-73.91).

**Signature:** Be sure that the form is signed.

**Title:** Be sure to use exactly the same program/course name that you use elsewhere in your application.

**Length of Program or Course:** If your school uses credit hours, give both the number of clock hours and the number of credit hours. Be sure that the length is the same length that you state on form PDE-3004 (see Section 2 below). If your school does not use credit hours, do not fill in the credit-hour space.

**Cost of Program or Course:** The registration/application fee cannot exceed \$150 or 15 percent of total tuition, whichever is less.

**Type of Award:** Please be aware that diplomas are awarded for **programs**, and certificates are awarded for **courses**. A *program* is an organized series of courses, while a *course* is a unit of learning that covers specific subject matter.

**Entrance Requirements:** Be sure that the requirements cover the knowledge and skills that students will need to be able to succeed in the very first course in the program.

**Employment Opportunities:** Examples of acceptable evidence of local job opportunities include help-wanted ads from local newspapers, letters from prospective local employers, and statistical data from the Pennsylvania Department of Labor and Industry. If you use help-wanted ads, select them carefully. Exclude any ad for a job that requires more knowledge, skill, or experience than the graduates of your program/course are likely to have. Include specific job titles that graduates qualify for.

**Facilities:** If your program/course will use remote facilities, Board staff must inspect them before the program/course can be approved. You should call the Division of Private Licensed Schools to arrange an inspection. (Remote facilities are detached from the school and are used for teaching part of a program/course. Sometimes the remote facilities are used for teaching the practical application of theoretical instruction, such as a firing range for a security or private investigation program or kitchen facilities for a food service program. Remote facilities do not include sites for seminars or internships/externships.) New school applications for licensure requires an on-site visit to the facility.

**Equipment:** Give the quantity, make, model, and, if appropriate, the specifications of each major piece of equipment to be used by students. Specifications appropriate for a computer, for example, would include information about its processor, speed, RAM, and peripherals. If your school does not already have the equipment needed for the program/course, include both a schedule for its acquisition and documentation that verifies that your school made a commitment to purchase the equipment. Be sure that the quantity of equipment aligns with your Student-to-Equipment Ratio on page one of the form. For example, if you state on page one that the Student-to-Equipment Ratio is 1:1 and that 12 is the Maximum Number of Students at Program/Course Start-Up, then the quantity of each major piece of equipment should be 12. List only the equipment to be used in the program/course.

**Do not** give a school-wide inventory of equipment.

**Instructors:** Name an instructor necessary to begin the program. When listing the courses that an instructor will teach, be sure to use exactly the same course names that you use elsewhere in your application.

## Section 2: Form PDE-3004 and Course Descriptions

- 1. Complete form PDE-3004, *Program/Course Outline*. Follow its instructions carefully. As you complete the form, keep the following in mind.** (Requirements for this Section are based on 22 Pa. Code § 73.81(1)(ii).

**Signature:** Be sure that the form is signed.

**Program/Course Name:** Be sure to use exactly the same name for the program/course that you used on form PDE-3003 and elsewhere in your application. Also be sure to use exactly the same name for each course that you use elsewhere in your application.

**Conversion Formula:** This part of the form applies only to schools that use credit hours. If your school does not use credit hours, write “Not Applicable” in this part. If your school does use credit hours, your conversion formula must comply with the following Board regulations and policies.

- One clock hour equals at least 50 minutes of instruction.
- One semester credit hour equals at least 14 clock hours of theory, 28 clock hours of laboratory, or 42 clock hours of shop, practicum, or externship/internship experience.
- One quarter credit hour equals at least 10 clock hours of theory, 20 clock hours of laboratory, or 30 clock hours of shop, practicum, or externship/internship experience.

**Page Two of Form:** For resident programs (those that are delivered on-site as opposed to being delivered through distance education), list each course in the order in which students will take them. For non-resident programs (those that are delivered through distance education), list the lessons in the order in which students will receive them. Be sure to use exactly the same course or lesson names that you use elsewhere in your application. For courses or lessons with long names, use more than one line; do not shorten a name to fit it on one line. If your school uses credit hours, double-check your math to be sure that you applied your conversion formula accurately. If your school does not use credit hours, write “NA” in the Credit Hours column. For each course/lesson that uses a combination of theory, lab, internship/externship, and/or shop instruction, be sure to show the clock hours for each type of instruction. Double-check your math to be sure that you totaled the hours correctly in both the Total column toward the right-hand margin and the Total row at the bottom.

- 2. Give a detailed description of each course in the program, using the guidelines below.** There are two sets of Board guidelines: one for resident programs/courses (including the resident portion of combination programs) and one for non-resident programs/courses. (Resident programs/courses are delivered at the school’s site as opposed to being delivered through distance education. Non-resident programs/courses are delivered through distance education. Combination programs are delivered in part at the schools’ site and in part through distance education.) (Requirements below are based on 22 Pa. Code § 73.81(2)(i)(ii).

**Guidelines for Resident Programs:** Give a description of each course that includes all of the items listed below. Be sure to use exactly the same course names that you use elsewhere in your application.

**Educational Objectives:** State the educational objectives of the course.

**Prerequisites:** If a course does not have a prerequisite, then state “None.” In this case, be sure that the program’s entrance requirements will ensure that students have the knowledge and skills needed to succeed in the course.

**Course Outline or Syllabus:** Give an outline or syllabus for each course. **The outline or syllabus must be detailed enough to convey the full scope and content of the course.** Outlines that simply list topic names are not acceptable because they do not convey enough information. They must be expanded to describe the content that will be taught on each topic. Likewise, catalog-type descriptions are not acceptable since they do not convey enough information. They must be expanded into a detailed outline or syllabus. Where applicable in the field for which students are being prepared, course content must include instruction in safety and hygiene as described in 22 Pa. Code §73.81.

**Description of Grading System:** Describe the procedures and criteria to be used in recording, evaluating, and reporting students’ academic progress. The description must include (a) an explanation of how attendance affects a student’s grade and a statement from your school catalog that explains this to students, and (b) an explanation of the provisions for student make-up work, the student costs (if any) for these provisions, and a statement from your school catalog that explains this to students. The description can be either a part of each course outline or, if the same methods are used in all courses, an independent description that precedes or follows your complete set of course outlines or syllabi. **Do not send a copy of your catalog.**

**List and Reading Level of Printed Instructional Materials (textbooks, study guides, reference books, etc.):** Give the author, title, publisher, and date of publication for printed instructional materials to be used by students. Also give the reading level of each item and an explanation of how you ascertained the reading level. When you do this, consider the entrance requirements of the program/course and be sure that the reading level is appropriate for the abilities of the average prospective student. State the expected reading level of the average prospective student and explain how you ascertained it. The list can be either a part of each course description or an independent list that precedes or follows your entire set of course descriptions.

**List of Software Used by Students:** Give the name and version of each piece of software to be used by students. The list can be either a part of each course description or an independent list that precedes or follows your entire set of course descriptions but must identify the course in which the software is used.

**Approval by Another Agency:** Some programs/courses (such as those that train Nurse Aides) require approval by another agency. If this is the case with your program, include a copy of the approval letter from the other agency.

**Guidelines for Non-Resident Programs:** Carefully follow the instructions below.

**Program Outline:** Give a detailed outline of the program.

**Lessons:** Include a typed copy of each of the first 25% of the lessons in draft form. Each lesson must have exactly the same instructional content that will be sent to students; it cannot be an outline or description of the lesson’s content. Be sure to use exactly the same lesson names that you use elsewhere in your application. If you need to have the lessons returned to you, make arrangements with Board staff within a month after the program is approved.

**List and Reading Level of Printed Instructional Materials (textbooks, study guides, reference books, etc.):** Give the author, title, publisher, and date of publication for printed instructional materials to be used by students. Also give the reading level of each item and an explanation of how you ascertained the reading level. When you do this, consider the entrance requirements of the program/course and be sure that the reading level is appropriate for the abilities of the average prospective student. State the expected reading level of the average prospective student and explain how you ascertained it. The list can be either attached to each lesson or an independent list that precedes or follows your entire set of lessons.

**List of Software Used by Students:** Give the name and version of each piece of software to be used by students. The list can either be attached to each lesson or can precede or follow your entire set of lessons.

**Description of Grading System:** Give a complete description of the correction service to be provided to students.

### Section 3: Internships/Externships.

If your program/course includes an internship/externship, you need to describe its features as explained below. (Requirements in this Section are based on 22 Pa. Code § 73.83).

**Site Selection:** Explain the criteria that your school will use to screen and select potential sites for the internship or externship.

**Written Agreement:** Include a sample written agreement that will be executed by your school with each entity that becomes an internship/externship site.

**Site Responsibilities:** Explain the supervisory responsibilities of the internship/externship sites.

**School Responsibilities:** Explain the supervisory responsibilities of your school.

**Evaluation Instrument:** Include an instrument that will be used to evaluate student progress during the internship/externship.

### Section 4: Instructors.

You need to document that qualified instructors will teach each course. Do this by completing for each instructor a form PDE-279, *Qualifications of Instructor*. Follow the form's instructions carefully. As you complete the form, keep the following in mind. (Requirements in this Section are based on 22 Pa. Code § 73.104).

**Signature (Part 1):** Be sure that the form is signed.

**Fields of Study To Be Taught (Part 3):** Be sure to use exactly the same program and course names that you use elsewhere in your application. Also, identify each course which will be taught by each instructor.

**Instructor's Education (Part 4):** For postsecondary education, be sure to name the field of study in which the instructor earned a degree, diploma, certificate, or work experience.

**Verification of Qualifications (Part 6):** This section lists the Board's minimum requirements for the qualifications of instructors. Be sure to (a) check all of the qualifications that apply and (b) attach the documentation needed to verify at least one of the checked qualifications. Acceptable documentation is described on the form. **Each form must have at least one attachment unless the instructor taught at your school for two or more years in a field closely related to the field he/she will teach in your new program/course.**

**Assistant Instructor:** Upon the approval of the school Director, a graduate of your school who does not meet the Board's requirements for qualifications of instructors may be employed as an assistant instructor to teach the program or course from which he/she graduated. An assistant instructor must be under the supervision of an instructor. If your school will use an assistant instructor, complete a form PDE-279 for him/her. On the front of the form type a statement that explains that he/she is an assistant instructor.

**Laboratory and Shop Aide:** Upon approval by the school Director, a student may be employed as a laboratory or shop aide. The student must have satisfactorily completed all of the courses in which he/she will offer assistance. If your school will use a lab or shop aide, complete a form PDE-279 for him/her. On the front of the form type a statement that explains that he/she is a lab or shop aide.

### **Section 5: Programs/courses Offered by Telecommunications**

**Telecommunications Programs:** If you are seeking approval of a program that uses telecommunications, you need to provide the following additional information. (Requirements in this Section are based on 22 Pa. Code § 73.81(1)(i)(viii) (2)(i)(ii) and 73.91).

**Equipment and Learning Materials:** Provide evidence that students will have adequate equipment and learning materials. Include a list of each major piece of equipment that gives its quantity, make, model, and specifications. If your school does not already have the equipment, include a schedule for its acquisition and documentation that verifies that your school made a commitment to purchase the equipment.

**Student Costs:** If appropriate, provide a statement that you will place in your school catalog and enrollment agreement to inform students before their enrollment of the approximate cost of additional learning materials, equipment, computer access charges, and ancillary charges such as telephone service.

**NOTE:** All applications must include a copy of the school's student information publication.