

APPLICATION FOR INITIAL DISTANCE EDUCATION APPROVAL

Accrediting Commission of Career Schools and Colleges (ACCSC)

To be submitted for the addition of new distance education programs or change in method of delivery of existing programs or courses of study that represent a significant departure in the method of delivery from the programs or courses of study currently offered by the school. This application can be submitted for the addition of up to five (5) programs per application to be offered via distance education and is limited to one school per application.

- Please visit the ACCSC website for specific resources and guidance regarding how to successfully complete this application.



Note: If the proposed distance education program(s)/course(s) of study have not been approved to be offered via resident training, submit an appropriate application in accordance with the program approval requirements outlined in Section IV (E)(6), Rules of Process and Procedure, Standards of Accreditation.

SCHOOL #	SCHOOL NAME	TYPE		CITY	STATE	DEGREE GRANTING	
		MAIN:	<input type="checkbox"/>			YES:	<input type="checkbox"/>
		BRANCH:	<input type="checkbox"/>			NO:	<input type="checkbox"/>

CONTACT PERSON	PHONE	EMAIL

PROGRAM TITLE <i>(e.g. Business Administration)</i>	LENGTH OF PROGRAM <i>(in Months)</i>	FULL CREDENTIAL & ABBREVIATION	PROPOSED START DATE <i>(month/day/year)</i>
1	<div style="border: 2px solid black; padding: 10px; text-align: center;"> <p><i>Application may include up to 5 programs.</i></p> <p>Reminder: If the school is requesting distance education approval:</p> <ul style="list-style-type: none"> For new program(s), please submit the appropriate new program application(s) For a new branch campus, please submit the appropriate branch applications </div>		
2			
3			
4			
5			

INSTRUCTIONAL HOURS	TOTAL INSTRUCTIONAL HOURS & OUTSIDE PREP HOURS	TOTAL CREDIT HOURS		EXTERNSHIP INFORMATION <i>(Externship hours as listed on the Program Outline; may include multiple courses)</i>			
		SEMESTER CREDIT	QUARTER CREDIT	EXTERNSHIP		CLINICAL	
				CLOCK	CREDIT	CLOCK	CREDIT
1				1			
2							
3							
4							
5				5			

Please ensure all information listed in the table aligns with *state approval* for each program and ACCSC approval for each program.

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<input type="checkbox"/>	100% Online/Residential: The school will offer a fully online version AND a residential version of the program.
	List the applicable programs:
<input type="checkbox"/>	100% Online: The school will offer only a fully online version of the program.
	List the applicable programs:
<input type="checkbox"/>	Less Than 100% Online: The school will offer a blended program with some courses fully online and some residential or some/all courses with a blended format.
	List the applicable programs:

Review table and select *all* options as applicable for the proposed delivery options for the programs noted above.

GUIDELINES FOR SUBMISSION - PLEASE REVIEW PRIOR TO SUBMISSION:

1. The school must ensure that the **Payment Submission Form** of this application is included and identifies the correct fee amount, check information, and indicates the correct and applicable school(s).
2. The school must provide a response and all appropriate supporting documentation to all items below. The Commission may not process the application and may require a new submission from the school if the application is found to be incomplete.
3. The completed application should not exceed **100 pages** total and should include only the required information. Do not provide copies of the school catalog or information that does not pertain the items in this application.
4. Prior to final submission of this application, review the entire submission to ensure that all required information is provided, that the PDF is bookmarked, that all intended attachments are included, and that the submission is free of errors and typos.

ELECTRONIC SUBMISSION FORMAT REQUIREMENTS:

1. **Electronic Submissions may not be transmitted to the Commission via e-mail.**
2. The school's response must be prepared in accordance with ACCSC's [Instructions for Electronic Submission](#) (e.g., prepared as one Portable Document Format ("PDF") file that has been prepared using Adobe Acrobat software (version 8.0 or higher) and which has a .pdf extension as part of the file name). The school will receive an e-mail confirmation that the file has been received within 24 hours of the submission.
3. ACCSC has issued the Blueprints for Success Series: [Organizing an Effective Electronic Submission](#). ACCSC encourages the school to review this module prior to submitting this application. More information is available under the [Resources section](#) at www.accsc.org.

Take time to review the PDF version after completion to ensure it is readable, the bookmarks work, and all pages are turned for easy viewing.

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I certify that the information herein and attached hereto is correct and that distance education offerings have not been described in the catalog, advertised or offered to students.

I have read and understand the Guidelines for Submission and the Electronic Document Format Requirements set forth above and I further understand that a failure to adhere to these guidelines and requirements will result in either a delay in the processing of or return of this application.

YES

NO

Don't forget to sign and date!

NAME	SIGNATURE	TITLE	DATE

REQUIRED SUPPORTING DOCUMENTATION:

1. Processing fee of \$1,500:

- a. Please mail a check directly to ACCSC for processing and include a statement identifying the corresponding applications(s). **Note:** Please ensure that the **Payment Submission Form** for this application is included and identifies the corresponding application(s), fee amount, and check number.
- b. This application may be submitted for the addition of **up to five (5) programs per application** to be offered via distance education and is **limited to one school per application**.

Make sure the Payment Submission Form clearly identifies the school and the type of application.

 Ensure payment is the appropriate amount.

2. State Approval Information:

- a. Documentation:
 - i. Provide documentation from the state (or applicable regulatory agency) demonstrating approval for the distance education program(s)/course(s) of study or the change in the method of delivery to an existing program.
 - ii. If the state (or applicable regulatory agency) does not require approval of distance education, evidence from the agency to that effect must be submitted. In addition, if the school requires Commission approval prior to state approval, please provide documentation demonstrating the school is currently recognized by the state.
- b. State Authorization: A school must obtain all necessary authorizations or approval(s) as required by applicable state oversight agencies where the school has enrollments or intends to enroll (*Section IX (A)(3), Substantive Standards, Standards of Accreditation*).
 - i. Provide a list of states that the school plans to enroll students from.
 - ii. Describe the policy and procedures for determining and complying with the state requirements for enrolling students outside the home state.
 - iii. Describe the school's plans to meet the state requirements of the state(s) where the school plans to enroll students, including the home state.
 - iv. If a state does not require approval, provide evidence to that effect.

Home state approval to offer programs via distance education is critical! Without state approval or documentation of licensure by means of accreditation we cannot process the application. Sending in the application while you are waiting for state approval does not put you ahead of others with complete applications in the review queue!

State Authorization refers to approval from any state other than the home state where the students enrolled in the program(s) may reside.

 Degree-granting schools may elect to participate in NC-SARA; however, California does not participate in NC-SARA.

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- c. If the school plans to use an off-site location to house support services for the operation of the distance education program the school is required to complete and submit the **Application for a Distance Education Facility** as outlined in *Section IV (5)(c), Rules of Process and Procedure* and *Section VIII (A)(3), Substantive Standards, Standards of Accreditation*.

If the school has questions about a Distance Education Facility, please contact ACCSC staff.
- 3. Distribution of online offerings: Provide an Outline of a Non-Degree Program, Allocation of Hours for Clock-Hour Programs form, or Outline of a Degree Program form, as applicable for the program (**Please do not alter the outline calculations**).
- 4. Objectives and Student Assessment:
 - a. Describe the plans for how the school has and will continue to assess the appropriateness to offer the program(s)/course(s) of study via distance education.
 - b. Describe how the school will ensure that the infrastructure including **facilities, equipment, technology, and other resources** associated with distance education program are appropriate to the subject matter of the program(s)/course(s) of study.
 - c. Explain how the resources, including equipment and technology associated with the specific program/courses will be accessible to students (i.e. utilized for laboratory hours, if applicable) and how the equipment and technology is sufficient, current, comprehensive, and appropriate to the subject matter.
 - d. Submit a detailed narrative statement explaining the reason or basis for the addition of distance education as a method of delivery.
 - e. Specify the expected knowledge, skills, and competency levels that students will achieve in the distance education program or course of study (*Section IX (C)(4), Substantive Standards, Standards of Accreditation*).
 - f. Explain how the school will ensure that the program and course content offered via distance education will continue to allow students to achieve the expected learning outcomes of the program (*Section IX (B)(2), Substantive Standards, Standards of Accreditation*). Include any program objectives as examples in the school’s explanation.
 - g. Provide specific and defined policies, procedures, and methods used to track student attendance and successful completion of hours earned via distance learning.
 - h. Describe how the school will established schedule **regular and substantive interaction** between faculty and students (i.e. direct instruction, assessing feedback on student coursework, providing information or responding to questions about the content of a course or competency, facilitating a group discussion, or other instructional activities approved by the institution or program’s accrediting agency).
- 5. Institutional Assessment and Improvement:
 - a. Provide a copy of the school’s budget to demonstrate that resources needed for the distance education infrastructure are integrated in the long-term budget of the school and include minimally the areas of **staff and faculty salaries, staff and faculty development, educational materials, learning resource materials, and advertising**.
 - b. If the program will be offered 100% via distance education, provide enrollment projections for the next three fiscal years of the school using the format below and information upon which those projections are based.

Include a brief narrative response for each Item a-h. The responses should specifically speak to the information requested.

The school should pay particular attention to Item (f) with thoughtful planning of how the school will monitor regular and substantive interaction and document such interaction

YEAR	PROJECTED ENROLLMENT	PROJECTED CAPITAL INVESTMENT	PROJECTED EXPENSE’S

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6. Method of Delivery:

- a. Describe the learning management system to be utilized for the proposed distance education program(s)/course(s) of study. Please include information regarding **faculty ability to access and manage course content, communicate with students, and manage student access to all course content and resources (i.e., e-textbooks for the course, assignments and course syllabi, grades, technical support, and LRS resources).**
- b. Provide a **URL with a temporary user ID and password** (that will not expire) that can be used to access and review the distance education delivery system.
- c. Ensure that the school includes at least one sample course to access through the learning management system.
- d. Explain how the distance education program(s)/course(s) of study provide for timely and meaningful interaction between students and faculty, students and administrators, and among students.
- e. Provide a copy of the school's policies on ownership of instruction materials and protection of copyright. Describe how the school adheres to these policies.
- f. Provide a copy of the school's authentication policy, which ensures that the student who is enrolled in a distance education program or course of study is the same student who participates in class discussions, completes all required coursework, including quizzes, tests and exams, and receives the academic credit. Include a description of how the school implements this policy (*Section IX (A)(4), Substantive Standards, Standards of Accreditation*).
- g. Explain how the school will retain responsibility for the quality of the program(s)/course(s) of study offered through distance education methods and the achievement of expected and acceptable outcomes, irrespective of any contractual arrangements, partnerships, or consortia entered into with third parties for the provision of components of a distance education program or course of study.

Access to the school's LMS must be included and should not expire for at least 60 days to allow time for review and access.

At least one course must be available in the LMS for review.

Examples/links for the LRS and other school resources should be part of the LMS.

7. Management and Administration:

- a. Complete the following chart and demonstrate that the school a qualified distance education administrator or team of administrators with the appropriate combination of distance education experience and/or training to effectively oversee the school's distance education programs or courses of study (*Section IX (B)(1)(a), Substantive Standards, Standards of Accreditation*).

Ensure all tables are completely filled out, including month and year for work experience in distance education.

DISTANCE EDUCATION ADMINISTRATOR					
<i>(Include Director of Education, Director of Distance Education and any other Distance Education Administrator (s))</i>					
STAFF NAME(S)	POSITION	DEGREE EARNED <i>Include: Subject, Credential, Year & Institution(s)</i>	DESCRIPTION OF <u>WORK RELATED DISTANCE EDUCATION EXPERIENCE AND/OR TRAINING</u> FOR THE POSITION	FROM <i>(M/Y)</i>	TO <i>(M/Y)</i>

- b. **If the school plans to hire any other additional staff who will assist with overseeing the school's distance education, submit the specific hiring criteria to be used for the selection of the distance education administrator(s) and the timeline for when the position(s) will be filled.**
 - c. Explain how the school will ensure that it has the appropriate management, administrative capacity, and infrastructure to support the projected growth in a distance education program.
8. Learning Resource System:
- a. Complete the following chart and demonstrate that the school has an individual qualified to oversee and supervise the learning resource system (*Section II (A)(6)(c), Substantive Standards, Standards of Accreditation*).

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LRS SUPERVISOR					
STAFF NAME	POSITION	DEGREE/CREDENTIAL EARNED (Year)	DESCRIPTION OF WORK EXPERIENCE AND/OR TRAINING FOR THE POSITION	FROM (M/Y)	TO (M/Y)

- b. **If this information is not available, submit the specific hiring criteria to be used for the selection of the LRS Supervisor and the timeline for when the position will be filled.**
 - c. In addition, demonstrate that the LRS Supervisor as identified above is trained to effectively oversee the learning resource system in a distance education environment.
 - d. Explain how students will have access to learning resources equivalent to access available to students in residential programs at the school.
 - e. Describe the training and support services that the school will provide students to facilitate access to learning resource materials.
 - f. Describe the school's plan to evaluate the adequacy and accessibility of the resources and services on an ongoing basis.
9. Program Advisory Committee:
- a. Provide a list of the Program Advisory Committee members (**Note: Program Advisory Committees must be comprised of appropriately qualified representatives external to the institution (i.e., non-school employees)**) for each program or group of related programs, using the following chart. Membership must include at least one member who is qualified to review and comment on the school's **distance education platform**, methods, processes, procedures, and infrastructure in the context of program/course content and objectives (*Section II (A)(5)(g), Substantive Standards, Standards of Accreditation*). **Note: PAC minutes must demonstrate that the program's distance education reviewer is present during PAC meetings.**

School must submit PAC minutes that demonstrate that the PAC reviewed and discussed the proposed plan for distance education options.

The attendees must include someone with distance education experience.

PROGRAM NAME:			CREDENTIAL:			
PROGRAM ADVISORY COMMITTEE						
ADVISORY COMMITTEE MEMBER'S NAME	TITLE COMPANY ADDRESS CITY, STATE	TELEPHONE NUMBER EMAIL ADDRESS	REVIEW RESPONSIBILITIES (check as applicable)			
			EMPLOYER / PRACTITIONER	EDUCATOR, REGULATOR, ETC.	MASTER'S DEGREE	DISTANCE EDUCATION

- b. Describe how the Distance Education PAC member(s) identified in the chart above has the qualifications and experience to adequately review and comment on the school's distance education platform, methods, processes, procedures, and infrastructure in the context of the program/course content and objectives.
 - c. Submit minutes of the PAC meeting(s) to demonstrate the committee's *review* and *comments* on the proposed distance education curriculum including the appropriateness of the **distance education platform, processes, procedures, and infrastructure** (*Section II (A)(5)(g), Substantive Standards, Standards of Accreditation*).
10. Catalog and Advertising (*Section IX (D), Substantive Standards, Standards of Accreditation*):

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- a. Demonstrate that the catalog clearly describes the distance education programs or courses of study (i.e. delivery system, the prerequisites for participation, expected learning outcomes, graduation requirements, student services, technology and equipment requirements, and any other requirements.) **(Do not include a copy of the school’s complete current catalog.)**
- b. Describe the school’s policies and procedures for recruiting students for the proposed distance education program(s)/course(s) of study (*Section IV (A), Substantive Standards, Standards of Accreditation*).

11. Faculty Training:

- a. Using the following chart demonstrate that the faculty have the qualifications and the experience to teach using **distance education methods** and that the faculty has completed the orientation and training in accordance with *Section III (B)(4), Substantive Standards, Standards of Accreditation*, which specifically addresses teaching skills and instruction methods in a distance education environment (*Section IX (F)(1)&(2), Substantive Standards, Standards of Accreditation*).

Remember – this table is asking for distance education related training and experience.

PROGRAM:					
FACULTY TEACHING DISTANCE EDUCATION COURSES					
INSTRUCTOR NAME(S)	PROPOSED ONLINE PROGRAM(S)	DEGREE EARNED <i>Include: Subject, Credential, Year & Institution(s)</i>	<u>DISTANCE EDUCATION RELATED TEACHING EXPERIENCE AND TRAINING</u>		
			JOB TITLE, PLACE OF EMPLOYMENT DESCRIPTION OF WORK EXPERIENCE/TRAINING	FROM (M/Y)	TO (M/Y)

- b. Describe how the school provides orientation and training for faculty who will teach using distance education methods. Explain how this orientation addresses teaching skills and instructional methods in a distance education environment. Provide a timeline for training faculty who will teach using distance education.
- c. Describe the school’s policies, measures, and procedures to be used to evaluate the performance and needs of faculty members in a distance education program(s)/course(s) of study. Explain how the school will assess faculty effectiveness in distance education program(s)/course(s) of study.
- d. Provide a copy of the school’s policies governing faculty, and explain how these policies address teaching load (inclusive of residential and distance education), class size, time needed for course development, and the sharing of instructional responsibilities that allow for effective teaching in a distance education environment.

12. Admissions Requirements and Enrollment and Assessment:

- a. Provide the admissions requirements for enrollment into the proposed distance education program(s)/course(s) of study, to include the admissions requirements related to assessment of **the student’s technical skills, competencies, and access to technology** expected prior to admissions.
- b. Explain how the school will **assess the student’s technical skills, competencies, and access to technology** necessary to succeed in a distance education environment **prior** to their enrollment in the program or course of study (*Section IX (F)(2)(a), Substantive Standards, Standards of Accreditation*).

Clearly describe the admissions process for programs offered via distance education and/or hybrid delivery to include the use of pre-admissions testing for the following:

- Technical skills and equipment; and
- Cognitive assessment for ability to do well in an online environment.

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- c. Provide information regarding the assessment tool (e.g., test, preparation/ orientation course, etc.) the school will utilize to assess a **student's capability** to benefit from enrolling in a distance education program prior to enrollment.
 - d. **Provide a copy of the assessment tool(s)** and an explanation regarding how the school determined the appropriateness of the assessment tool selected by the school.
 - e. Will the school enroll ability-to-benefit ("ATB") students into the proposed distance education program(s)/course(s) of study? If so, describe how the school will provide individual counseling and other support services for ATB students.
13. Student Services:
- a. Describe the school's written policies and procedures, which address student services for those students enrolled in the proposed distance education program(s)/course(s) of study. Describe the resources that are available to support the student services provided by the school.
 - b. Explain how the school's student services will be available to students enrolled in distance education program(s)/course(s) of study.
 - c. Describe how the school will ensure adequate supervision of its student services for students enrolled in a distance education program(s)/course(s) of study.
 - d. Describe how the school will orient students to the distance education environment.
14. Externship:
- a. If the proposed distance education program(s) include(s) an externship where the externship or a portion of the externship will be offered via distance education, provide details regarding how the online externship will be delivered to the students through the distance education setting.
 - b. Describe how the school will oversee the online portions of externship(s) for distance education students to ensure that students will gain the intended learning outcomes and objectives of the externship. Also, provide the written training plan and goals for students that specify the particular application and experiences that are to be secured during the online portions of the externship.

**SUBMIT TO: Executive Director
Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard / Suite 302
Arlington, Virginia 22201**

Take a few moments review your entire application!

Does the program information provided on Page 1 align with current ACCSC program approval (if appropriate)?

Does the program(s) clock and credit hours (if appropriate) on the Degree Outline, Non-Degree Program Outline or Allocation of Clock Hours form align with current ACCSC approval?

Did you provide either a narrative or back-up documentation for all items listed in 1-14?

Is the narrative succinct, specifically addressing the questions asked?

Did you fill out each chart with all the necessary information?

Did you attach all supporting documentation (i.e., state approval, program outline, etc.)?

Is the PDF one continuous document and bookmarked?

Do the bookmarks work?



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
703.247.4212
703.247.4533 fax
www.accsc.org

INSTITUTIONAL DEVELOPMENT: PAYMENT SUBMISSION FORM FOR APPLICATION SUBMISSIONS

SCHOOL(S) #	SCHOOL(S) <i>(Please list all schools applicable to payment)</i>	CITY	STATE

APPLICATION TYPE(S) <i>*Please refer to attached list for application types</i>	PAYMENT AMOUNT(S) <i>(Enter payment amount for each application type)</i>

TOTAL PAYMENT AMOUNT	CHECK NUMBER

NAME OF CONTACT PERSON(S)	TITLE(S)	CONTACT PHONE NUMBER(S)	CONTACT EMAIL(S)

***** Please submit this payment form with each check payment.

Submit To: **Operations Department**
Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201

*APPLICATION TYPE(S)		
Application of Hours for Clock Hour Programs	Application for Continuing Education and Avocational Courses	Application for Approval of a Baccalaureate Degree
Application for Approval of an Academic Associates Degree	Application for Approval of a Master’s Degree	Application for Approval of an Occupational Associates Degree
Application for a Branch Part I	Application for a Branch Part II	Application for a Branch Realignment, Part I
Application for a Branch Realignment, Part II	Application for a Change of Location Part I	Application for a Change of Location Part I
Application for a Change of Name Part I	Application for a Change of Control Part I	Application for a Change of Control Part II
Application for Clock to Credit Hour Conversion	Application for a Distance Education Facility	Application for Initial Distance Education
Application for Expansion of Distance Education Approval	Application for a Change of Mission	Application for English as a Second Language Courses
Application for a New Non-Degree Program	Application for a Satellite Location	Application for a Substantive Program Modification
Application for a Substantive Program Modification Addition of Concentration	Modification of Ownership Report	Consortium Partnership Report
Distance Education Consortium Partnership Agreement	Facility Expansion Report	Program Modification Report Non-substantive Modification
Application for a Baccalaureate Degree – Affiliated	Application for an Associate Degree – Affiliated	Application for a New Non-Degree Program – Affiliated
Application for a Substantive Program Modification – Affiliated	Application for a Clock to Credit Hour Conversion – Affiliated	Program Modification – Non Substantive Modification – Affiliated
Application for use of “University” in the School Name Part – I	Application for use of “University” in the School Name Part – II	Application for a Change of Name Part II