

APPLICATION FOR A SUPPLEMENTAL LICENSE

VOCATIONAL PROGRAM

You are advised that an educational institution may not advertise, recruit students, collect money, or provide instruction to students for a new program until such time as the Arizona State Board for Private Postsecondary Education has approved the program.

Revised effective 10/09

ARIZONA STATE BOARD FOR PRIVATE POSTSECONDARY EDUCATION
1400 West Washington, Room 260
Phoenix, Arizona 85007
(602) 542-5709

APPLICATION FOR A SUPPLEMENTAL LICENSE FOR A NEW PROGRAM

GENERAL INFORMATION:

Arizona State Board for Private Postsecondary Education Statute and Rule requires that a licensee must file an application for a supplemental license to offer a new or additional vocational or degree program.*

If the new/additional program is consistent with the scope of the educational offerings presently approved on the Vocational Program or Degree-Granting license, State Board Staff has the authority to approve or deny the supplemental license. If, however, the new/additional program represents:

- (1) expansion into a discipline area or designation not consistent with present educational offerings or not covered under an existing grant of accreditation,
- (2) changes in the existing educational delivery system, or
- (3) a questionable business or educational endeavor,

the supplemental license application will require full State Board consideration at a scheduled State Board Meeting.

APPLICATION CONTENT REQUIREMENTS:

A separate Supplemental License Application for a New Vocational Program or Degree-granting Program must be submitted for each new or additional program. Each separate application must include the following:

1. A completed Application for a Supplemental License for a New Program.
2. Submission of a non-refundable \$500.00 filing fee.

If additional clarification on licensure requirements is needed, please call this Board office.

*Questions concerning what constitutes a new/additional program and/or if State Board approval is required, should be submitted to the State Board Office in writing prior to application submission.

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1. Expansion into a discipline area or designation not consistent with present educational offerings or not covered under an existing grant of accreditation,
2. Changes in the existing educational delivery system, or
3. A questionable business or educational endeavor,

the supplemental application will require full State Board consideration at a scheduled State Board Meeting.

APPLICATION SUBMISSION: The application must be indexed and tabbed according to the content requirements.

You are advised that an educational institution may not advertise, recruit students, collect money or provide new program instruction to students until such time as the Arizona State Board for Private Postsecondary Education has approved the program.

If additional clarification on licensure requirements is needed, please call this Board office.

* Questions concerning what constitutes a new/additional program and/or if State board approval is required in a particular case, should be submitted to the State Board Office in writing prior to application submission.

LICENSURE AND LICENSURE PROCEDURES
FOR AN
APPLICATION FOR A SUPPLEMENTAL LICENSE

NEW PROGRAM

LICENSURE PROCEDURES

In order to obtain an Application for a Supplemental License for the following:

1. Change of Name
2. New Program
3. Change of Location/Additional Location

an applicant must demonstrate to the Arizona State Board for Private Postsecondary Education (“State Board”), through the application process, that all licensing requirements defined in Arizona State statute and rule are met.

APPLICATION PROCESS OVERVIEW

The application process involves the completion and submission of an application, an on-site verification visit, if required, and consideration of the application at a public State Board meeting, if required. Pursuant to A.R.S. § 41-1073 and A.A.C. Rule R4-39-102, the State Board has 135 days from the date of application receipt to review and take final action on the application. The State Board’s review process is referred to as a licensing time frame and involves the following:

1. 45-Day Administrative Completeness Review to determine if the contents of the application are complete, and
2. 90-Day Substantive Review to determine if the applicant has met, as demonstrated through the application and the on-site verification visit, if required, that all licensure requirements as defined in statute and rule.

Be aware, however, that since both the administrative review and the substantive review licensing time frames can be temporarily suspended if the application is incomplete or contains deficiencies, it may take longer than the 135 calendar days for the State Board to take final action on the application. Please refer to A.A.C. Rule R4-39-102(F) through (G) for complete information regarding the State Board’s licensing time frames.

APPLICATION COMPLETION AND SUBMISSION:

The application includes the Application for a Supplemental License and additional information as specified in the Content Requirements. The application form and applicable content requirements must be completed in their entirety. Attachments for the application form may be used only when the information cannot be accurately conveyed

in the space provided. If an attachment is used to answer a question, the question must identify that attachments are being used and the attachment must be stapled to the last page of the application form. ***An applicant may not answer a question by referring to another document submitted elsewhere in the application.***

ADMINISTRATIVE COMPLETENESS REVIEW

The Office of Arizona State Board for Private Postsecondary Education will notify the applicant of the date on which the application was received. The 45-Day Administrative Completeness Review of the application begins on the date of application receipt. Upon completion of the administrative completeness review, State Board Staff will notify the applicant regarding the status of the application. If the application is complete, the Substantive Review of the application will begin. If the application is incomplete, the applicant will be given 60 days to revise and re-submit a complete application. Under special circumstances, an applicant may be granted additional time, not to exceed 30 days, to revise and re-submit the application.

If the application is not re-submitted by the deadline, or if the re-submitted application remains incomplete, the application will be closed.

SUBSTANTIVE REVIEW

The 90-Day Substantive Review of a completed application begins on the date that the Administrative Completeness Review ends. After an initial review of the application, State Board Staff will notify the applicant regarding the following:

1. If the State Board finds that the applicant meets all requirements defined in statute and rules, the Board will grant the license.
2. If the State Board determines that the applicant fails to meet all requirements defined in statute and rule, the State Board will deny the application.
3. If the State Board finds deficiencies during the substantive review of the application, the Board will issue a written request specifying the additional documentation to be submitted and the deadline for submission. The time frame for substantive review of the application is suspended from the date the written request for additional information is served until the date that all documentation is received.
4. When the applicant and the Board mutually agree in writing, the Board shall grant extensions of the substantive review time frame totaling no more than 30 days.
5. If the requested documentation is not submitted by the deadline date, the Board shall close the application. An applicant whose application has been closed and who later wishes to seek licensure, shall apply anew.

PROGRAM COURSE OF STUDY FORM FOR A VOCATIONAL PROGRAM

Revised August 2009

Name of School: _____

Address: _____

Name of Contact Person: _____ Phone: _____

Email: _____ Fax Number: _____

Program Title: _____

Credential to be awarded: _____

For what occupation will this program prepare a student? _____

What are the requirements for admission? _____

Tuition: _____ Fees - itemized: _____

Total tuition & fees: _____

Total Number of Clock/Contact Hours: _____

If applicable, specify credit hours: **Semester** or **Quarter** **Total Credit Hours:** _____

Proposed Program Start Date: _____ Faculty/Student Ratio: _____

Length in Weeks: _____ Length in Months: _____ Length in Years: _____

I certify that the information herein submitted and attached hereto is correct and that this degree program has not been described in the catalog, advertised or offered to students.

Name: _____ Title: _____

(Chief Executive Officer)

Signature: _____ Date: _____

2. Submit a brief description for each course within the program.
3. A list of assigned textbooks or learning materials for this program.
4. List of the fixed equipment required to offer the program. Identify separately equipment, materials, etc. required for the student.
5. Submit a draft of the proposed program(s), **as it will appear in the catalog.** to include:
 - b. Description of the program that includes the title, objective, clock/credit hours, length of time normally to complete the program.
 - c. Tuition and fees
 - d. Admissions requirements
 - e. Graduation requirements
 - e. Licensing requirements for graduates to practice.
 - f. Credential to be awarded upon completion of the program.
6. If applicable, submit the following information on the practicum, externship/internship:
 - a. Provide an explanation of the student's goals and the student's responsibilities at the externship/internship site.
 - b. Provide the evaluation criteria which will be used by the employer or supervisor to assist in evaluating the student's attainment of the training objectives.
 - c. A certificate of insurance demonstrating adequate liability coverage at the externship site
 - d. If an externship, provide a list of available extern sites.
7. For online delivery, explain in detail the program delivery system, including student/teacher interaction.
8. Complete information on local, state or national requirements for graduates to practice; identify how the program content will qualify the graduate to seek certification or licensure.
9. Market Research summary/industry career opportunities for program graduates. Include information on job availability, industry outlook, starting salaries, and potential employers for program graduates.
10. Provide the *specific* Program Director and Faculty Requirements to teach the courses/program to demonstrate compliance with R4-39-303.
11. Resumes:
 - a. Provide the Resume for the Program Director
 - b. Provide the Resumes for all Faculty
 - c. If accredited, provide the Program Director and Faculty requirements to teach the courses/program
 - d. If accredited, the faculty data form submitted to the accrediting agency may be substituted for the State Board Resume form.
12. Copy of diploma, certificate or degree for the new program.