

# Program Modification and New Program Request Submissions

Presented by Richard Cole



STATE COUNCIL OF HIGHER  
EDUCATION FOR VIRGINIA

# Programs in the Portal

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- **SCHEV must review all programs**
  - Request **NEW** programs
  - Request **MODIFICATION** to existing programs

# Programs in the Portal

## Programs

### PPE Portal

- Activity Log
- School Summary
- General Information
- Instructional Locations
- Programs & Courses**
- School Personnel
- Financial
- Supporting Documentation

Resources

schools must provide SCHEV with a complete list of programs that will be offered; the appropriate CIP code for each program; the credential awarded (e.g. certificate or degree); the number of credit hours required to complete program; and any necessary supporting documents. To create a new program, please click on "Add New Program". You can also edit or delete programs and courses by clicking the "Edit" button. **Please provide ALL information and complete the form fully.** Currently, if your recertification has been submitted, but has not yet been approved for the 2021-22 cycle, your ability to add new programs is locked. Once you receive your CTO for 2021-22, the Add New Program function will unlock, and you should be able to add new programs by completing ALL sections of the form. To download a list of your school's approved programs, please click the button on the far right. **If your school has submitted new programs or program modifications, you will not be able to download a list of programs until they are all approved by SCHEV.**



[Clear](#)

Keyword Search



Name ↑↓	Credential Type ↑↓	Program Format ↑↓	
RN to BSN (120.00 Credit Hours)	Bachelor of Science in Nursing	Online	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Upload</a>
Nursing (120.00 Credit Hours)	Bachelor of Science in Nursing	Hybrid	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Upload</a>

# Programs in the Portal

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**Submit ALL information and complete the form fully at any time**

- If recertification has been submitted, but has not yet been approved your ability to add new programs is locked.
  - Once you receive your CTO the function will unlock.

# Programs in the Portal

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## 1. Create a new program

- Click on "Add New Program"

## 2. Edit or delete existing programs and courses

- Click on "Edit"

Provide ALL information and complete the form fully

# Programs in the Portal

**Programs**

Add New Program

To complete change review, select the checkbox next to the program and click the 'Change Status and Notify School' button at the bottom of the page. Download Program List

**Keyword Search**

Clear

	Name ↑↓	Credential Type ↑↓	Program Format ↑↓	
<input type="checkbox"/>	<b>Phlebotomy Technician (80.00 Clock Hours)</b>	Certificate	Both (Face to Face and Online)	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Upload</a>
<input type="checkbox"/>	<b>Nurse Aide (135.00 Clock Hours)</b>	Certificate	Both (Face to Face and Online)	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Upload</a>
<input type="checkbox"/>	<b>Medication Aide (68.00 Clock Hours)</b>	Certificate	Both (Face to Face and Online)	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Upload</a>
<input type="checkbox"/>	<b>Practical Nursing (1330.00 Clock Hours)</b>	Certificate	Both (Face to Face and Online)	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Upload</a>
<input type="checkbox"/>	<b>Home Health Aide (40.00 Clock Hours)</b> <span style="background-color: #ffc107; padding: 2px 5px; font-weight: bold;">NEED INFO</span>	Certificate	Face to Face	<a href="#">Edit</a>   <a href="#">Upload</a>
<input type="checkbox"/>	<b>Pharmacy Technician (100.00 Clock Hours)</b> <span style="background-color: #6c757d; color: white; padding: 2px 5px; font-weight: bold;">DELETED</span>	Certificate	Face to Face	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Upload</a>

**SCHEV USE ONLY**

# General Information

## General Information ▾



### Program Title

Home Health Aide

**Note:** Program name must adhere to the CIP taxonomy maintained by the National Center for Education Statistics.

### Credential Type

Certificate ▾

### Proposed/Actual Start Date

12/20/2011

### Projected Enrollment

### Mode of Delivery

- Face to Face
- Online
- Both (Face to Face and Online)
- Hybrid
- Both (Face to Face and Hybrid)

### Does this new program conform to the school accreditation?

- Yes
- No
- N/A

### Programatic Accreditor (If applicable)

Accrediting Bureau of Health Education Schools (ABHES) ▾

### Actual/Anticipated Accreditation Date (If applicable)

02/01/2020

### CIP Code

According to the US Department of Education, the Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. A full listing of all CIP codes is available [here](#).

51.3902 - Nursing Assistant/Aide and Patient Care Assistant/Aide. ▾

# Hours & Cost (non-degree program = clock hours)

## Hours & Cost ▾

Instructional Hours

Credit Hours

Clock Hours

Total Hours

40.00

*Classroom Hours*

30.00

*Lab Hours*

10.00

*Externship Clinical Hours*

0.00

Total Cost

\$ 400.00

*Tuition Cost*

\$ 400.00

*Registration Cost*

\$ 50.00

*Materials Cost*

\$ 0.00

*Other Cost*

\$ 0.00



# Hours & Cost (Degree = Semester or Quarter Credit)

## Hours & Cost ▾

Instructional Hours

Credit Hours

Clock Hours

Sub Type:  Semester Credit  Quarter Credit

Total Hours

120.00

Classroom Hours

97.00

Lab Hours

3.00

Externship Clinical Hours

20.00

Total Cost

\$ 50,473.00

Tuition Cost

\$ 31,080.00

Registration Cost

\$ 95.00

Materials Cost

\$ 4,150.00

Other Cost

\$ 15,148.00

# Program Breakdown by Course

## Program Breakdown by Course ▾

To create a new course, please click on the "Add New Course".  
You can also edit or delete existing courses.

 Add New Course

Number ↓↑	Title ↓↑	Hours	
DA1	Infection Control	12.00	<a href="#">Edit</a>   <a href="#">Delete</a>
DA 2	Radiology	24.00	<a href="#">Edit</a>   <a href="#">Delete</a>
DA 3	Clinical / Chair-Side Assisting	20.00	<a href="#">Edit</a>   <a href="#">Delete</a>
DA 4	Impression Material / Laboratory Procedures	16.00	<a href="#">Edit</a>   <a href="#">Delete</a>

Entered courses fulfill 72.00 out of 72 hours

# Program Breakdown by Course

"Program of study" means a curriculum of two or more courses that is intended or understood to lead to a degree, diploma, or certificate.

## Identify the:

- Categories
- Segments
- Modules
- Sections
- Topics
- Areas
- Curriculum
- Content
- Subjects
- Chapters
- Domains
- Or other words one may use instead of "courses"

# Program Breakdown by Course

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**Why is this necessary for previously approved programs?**

- **This information did not migrate from the previous database to the new Portal**
  - This is not a new request –you provided this information at the time your program was originally submitted
- **To identify what you are currently teaching in the program**
- **To determine if your curriculum meets industry standards for the program**

# Faculty & Certification Requirements

## Faculty & Certification Requirements ▾

### Faculty

If teaching technical courses for programs not leading to a degree and not offered as degree credit, must fulfill one of the below requirements.

- i. Hold an associate degree from an accredited college or university in the discipline being taught.
- ii. Possess a minimum of two years of technical / occupational experience in the area of teaching responsibility or a related area.

The instructor must hold the appropriate certificate or license in the field, if certification or licensure is required to work in the field.

Will all faculty members satisfy the above requirement?

- Yes  
 No

### Certification

If certification by exam or license is required to work in the field, please provide evidence that the institution is authorized by the state or certifying corporation. Additionally, please provide evidence that the program conforms to state, federal, trade, or manufacturing standards of training for the occupational field.

Is certification by exam or license required to work in the field?

- Yes  
 No

“required” = available

# Standard Occupational Classification

## Standard Occupational Classification ▾

Standard Occupation Classification (SOC) codes are published by the Department of Labor and are available at [www.bls.gov/soc](http://www.bls.gov/soc). There is a crosswalk between CIP and SOC codes that can be found at: [www.onetonline.org/crosswalk](http://www.onetonline.org/crosswalk).

Provide the relevant SOC codes and titles that correspond to the programs selected CIP code that best match the jobs program graduates will get after completion of this program. Example 11-1011.00 – Chief Executive

For CIP codes that do not crosswalk to one or more SOC codes, institutions can add a SOC code that aligns significantly and substantively with the program learning outcomes, provided that the institution has evidence that graduates of the program will be qualified to find employment in that field. The SOC codes that an institution should use for ESL and ESOL programs should be the SOC codes that align with the employment of the students who complete the program.

 Add SOC code reference

Code ↓↑	Title ↓↑	
31-9091	Dental Assistants	<a href="#">Edit</a>   <a href="#">Delete</a>

# Supporting Documents

## Supporting Documents ▾

Please upload and save all required documents as PDF documents.

### Program Objective/Description

Provide anticipated student learning outcomes. (Include a statement demonstrating that the proposed program is consistent with the institution's stated purpose.)

Upload

Dental Assistant Objectives, Outcomes & Descriptions (228KB)

[View](#) | [Delete](#)

### Externship/Clinical Experiences

If the program requires students to complete an externship/clinical experience, attach copies of agreements between the institution and all clinical sites.

Upload

Only PDF files allowed. Once uploaded, files(s) will appear here.

[← Back to Program List](#)

[Save](#)

# Programs in the Portal

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- **Save Button – Bottom Right**
- **Submit to SCHEV**
- **Process Payment**



# Reminder

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## Most Common Corrections Needed

- **Program Breakdown by Course**
  - Specify the length of each course in clock/credit hours
- **Program Objective/Description**
  - Clearly identify the expected student learning outcomes
    - Skills the students are expected to have mastered

# Download Program List



School Name

## Programs

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[Download Program List](#)



# Download Program List



**COMMONWEALTH of VIRGINIA**  
*STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA*  
 James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219

Peter Blake  
 Director

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 www.schev.edu

April 11, 2023



Dear Institutional Representative:

For certification year 2023, the State Council of Higher Education for Virginia's approved program inventory for [redacted] is as follows:

Credential	Program Name	Hours	CIP Code	Delivery Format
Doctor	Statecraft and National Security (Professional)	52.00 Credit Hours	45.0901	Face to Face
Executive Certificate	American Foreign Policy	20.00 Credit Hours	45.0901	Face to Face
Executive Certificate	Comparative Political Culture	20.00 Credit Hours	45.0901	Face to Face
Executive Certificate	Conflict Prevention	20.00 Credit Hours	29.0101	Face to Face
Executive	Concrete Statecraft	20.00 Credit	45.0901	Face to Face

# Questions?

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