Program Modification and New Program Request Submissions

Presented by Richard Cole

Programs in the Portal

- ## SCHEV must review all programs

  - ### Request NEW programs

  - ### Request MODIFICATION to existing programs

Programs in the Portal

Programs in the Portal

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

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

General Information

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

Hours & Cost ▾

Instructional Hours

○ Credit Hours

◉ Clock Hours

Total Hours	Classroom Hours	Lab Hours	Externship Clinical Hours
40.00	30.00	10.00	0.00

Total Cost	Tuition Cost	Registration Cost
$ 400.00	$ 400.00	$ 50.00

	Materials Cost	Other Cost
	$ 0.00	$ 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	Classroom Hours	Lab Hours	Externship Clinical Hours
120.00	97.00	3.00	20.00

Total Cost	Tuition Cost	Registration Cost	
$ 50,473.00	$ 31,080.00	$ 95.00	

	Materials Cost	Other Cost	
	$ 4,150.00	$ 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	Edit | Delete
DA 2	Radiology	24.00	Edit | Delete
DA 3	Clinical / Chair-Side Assisting	20.00	Edit | Delete
DA 4	Impression Material / Laboratory Procedures	16.00	Edit | Delete

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

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 fullfill 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.
There is a crosswalk between CIP and SOC codes that can be found at: 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	Edit | Delete

Supporting Documents

Programs in the Portal

- Save Button – Bottom Right

- Submit to SCHEV

- Process Payment

Reminder

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

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Questions?