Submitting Program Modifications

Presented by Richard Cole

State Council of Higher Education for Virginia

Programs in the Portal

- SCHEV must review and approve all programs
  - Requests for NEW programs
  - Requests for MODIFICATION to existing programs

  - MODIFICATION to an existing program means the previous program no long exists.

Programs in the Portal

Submit ALL information and complete the form fully at any time during the year.

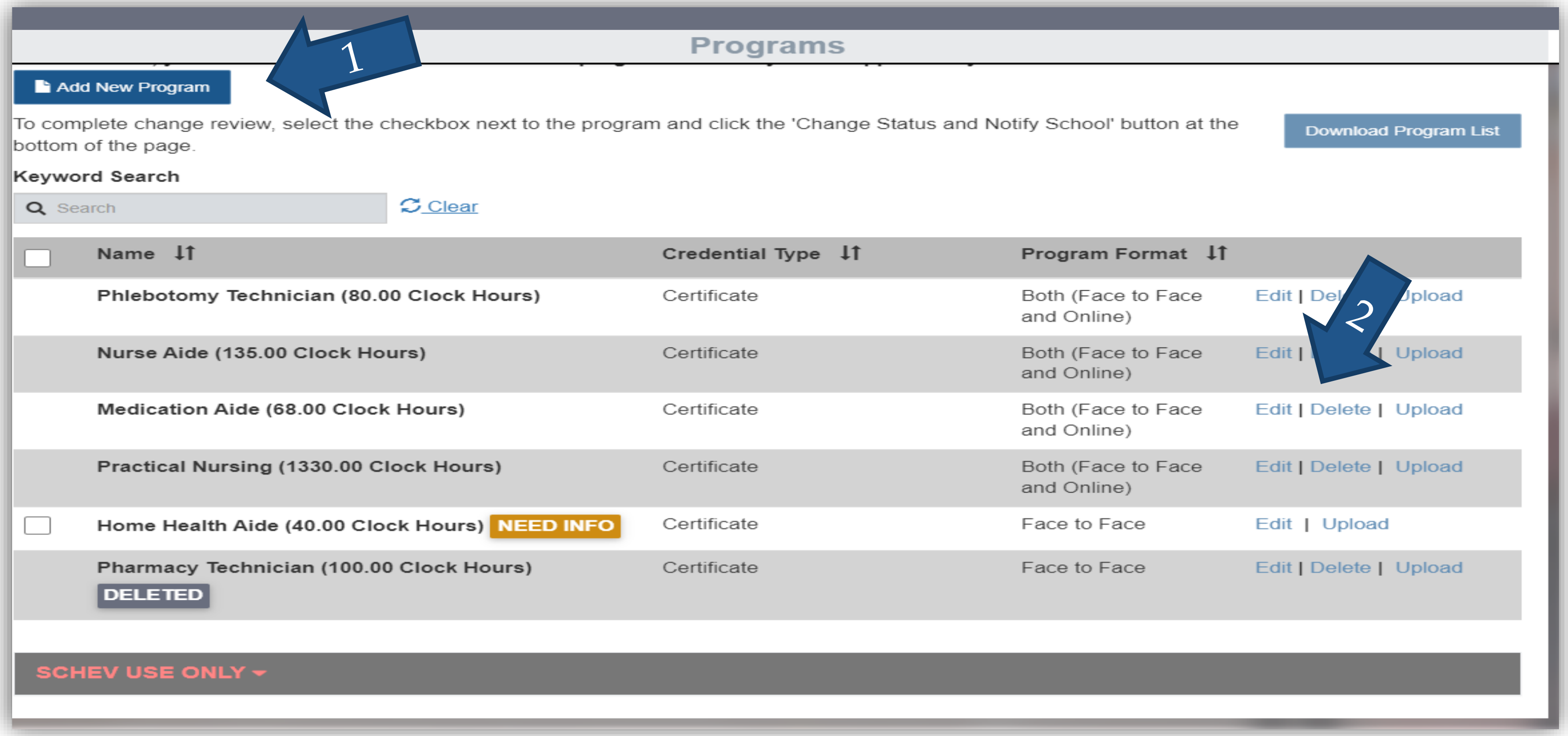
- If recertification has been submitted, but has not yet been approved your ability to add new programs is locked.
    - Once you receive your CTO the function will unlock.

Programs in the Portal

1. Create a new program
   - Click on "Add New Program"
2. Edit an existing program
   - Click on "Edit"

Provide ALL information and complete all sections of the form

Programs in the Portal



Programs

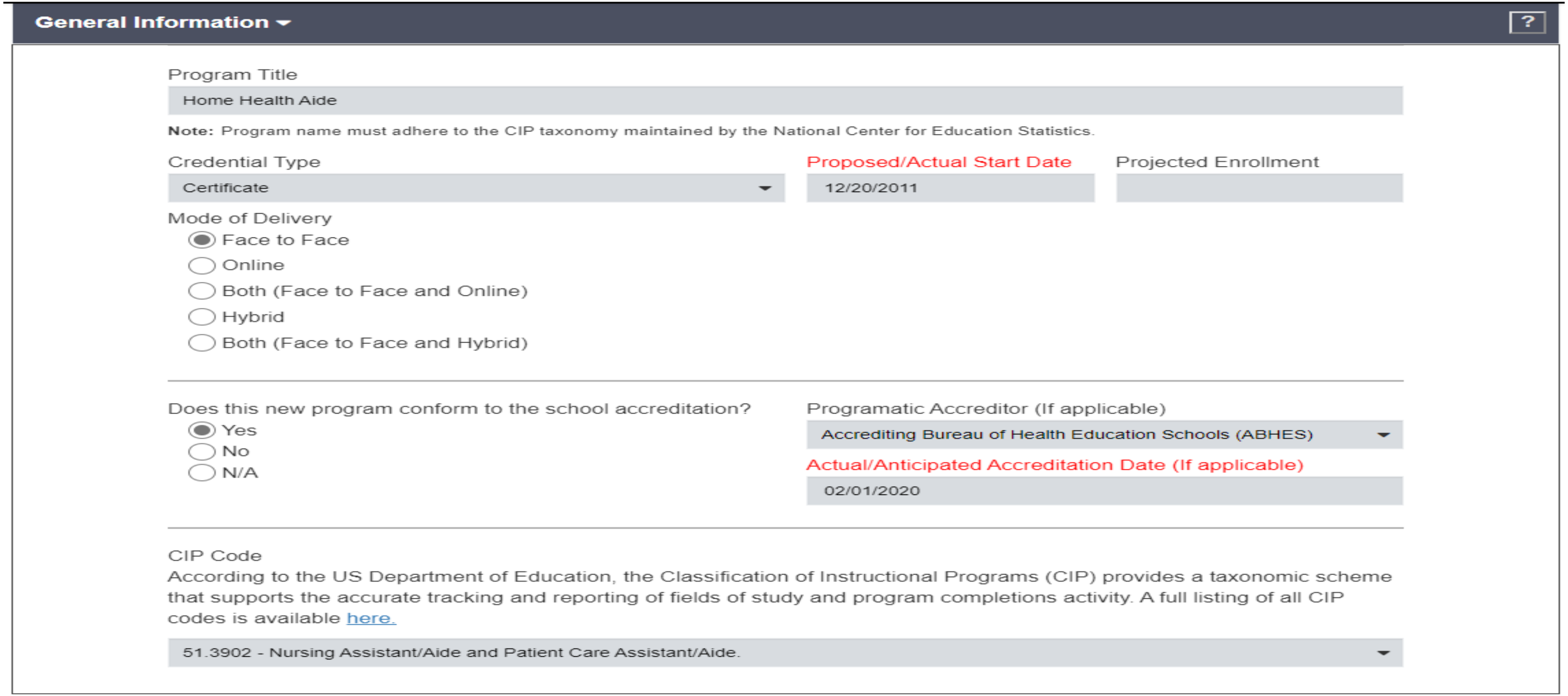
To complete change review, select the checkbox next to the program and click the 'Change Status and Notify School' button at the bottom of the page.

Keyword Search

Search

☐	Name	Credential Type	Program Format	
	Phlebotomy Technician (80.00 Clock Hours)	Certificate	Both (Face to Face and Online)	Edit | Del Upload
	Nurse Aide (135.00 Clock Hours)	Certificate	Both (Face to Face and Online)	Edit | | Upload
	Medication Aide (68.00 Clock Hours)	Certificate	Both (Face to Face and Online)	Edit | Delete | Upload
	Practical Nursing (1330.00 Clock Hours)	Certificate	Both (Face to Face and Online)	Edit | Delete | Upload
☐	Home Health Aide (40.00 Clock Hours) NEED INFO	Certificate	Face to Face	Edit | Upload
	Pharmacy Technician (100.00 Clock Hours) DELETED	Certificate	Face to Face	Edit | Delete | Upload

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

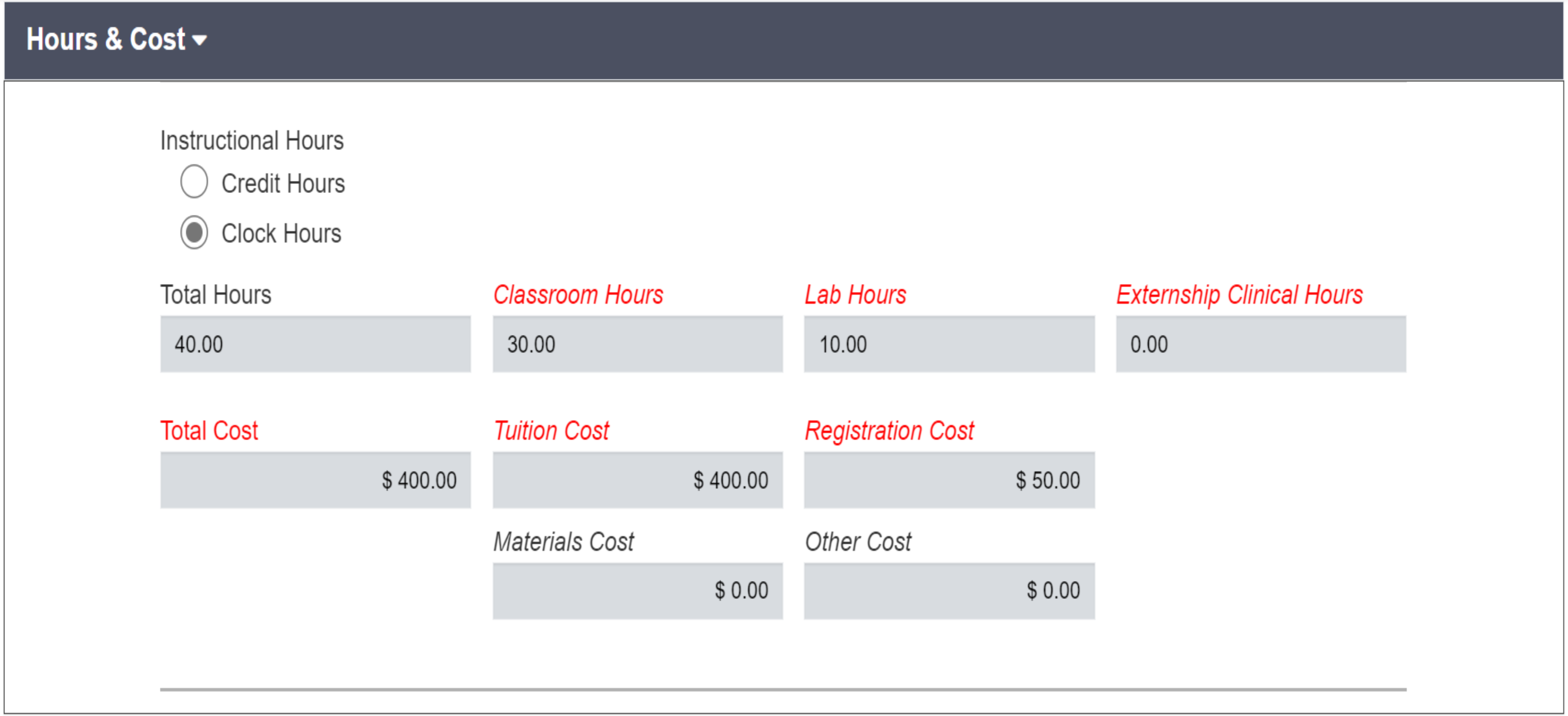
Programatic Accreditor (If applicable)
Accrediting Bureau of Health Education Schools (ABHES)

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

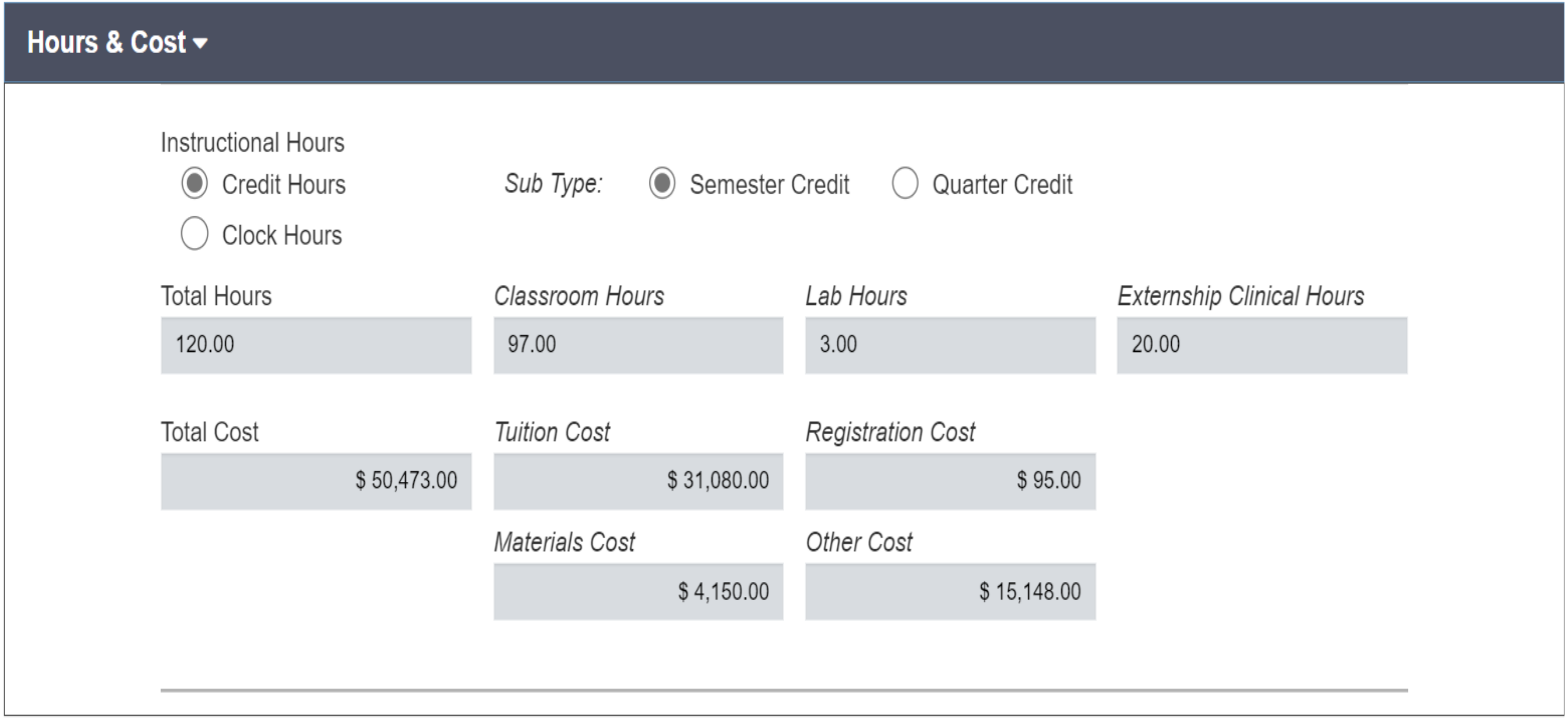
Instructional Hours

○ Credit Hours

● Clock Hours

Total Hours	*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

YES, your program has courses!

You just may not use this higher education term.

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.

The course, program, curriculum and instruction must be of quality, content and length to adequately achieve the stated objective.

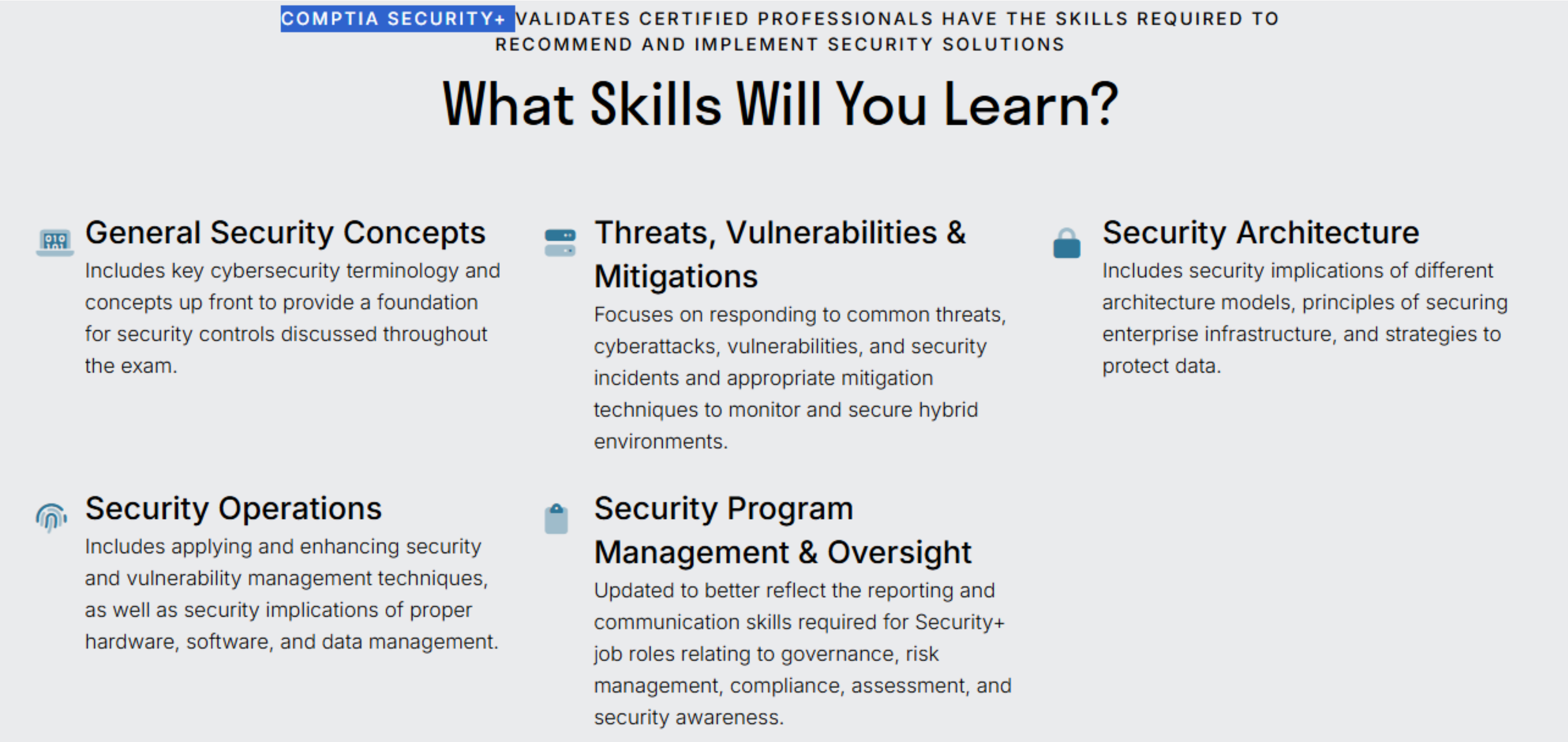
8VAC40-31-140 C and 8VAC40-31-150 B

Program Breakdown by Course

You may identify “courses” as

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

Program Breakdown by Course



COMPTIA SECURITY+ VALIDATES CERTIFIED PROFESSIONALS HAVE THE SKILLS REQUIRED TO RECOMMEND AND IMPLEMENT SECURITY SOLUTIONS

What Skills Will You Learn?

General Security Concepts

Includes key cybersecurity terminology and concepts up front to provide a foundation for security controls discussed throughout the exam.

Threats, Vulnerabilities & Mitigations

Focuses on responding to common threats, cyberattacks, vulnerabilities, and security incidents and appropriate mitigation techniques to monitor and secure hybrid environments.

Security Architecture

Includes security implications of different architecture models, principles of securing enterprise infrastructure, and strategies to protect data.

Security Operations

Includes applying and enhancing security and vulnerability management techniques, as well as security implications of proper hardware, software, and data management.

Security Program Management & Oversight

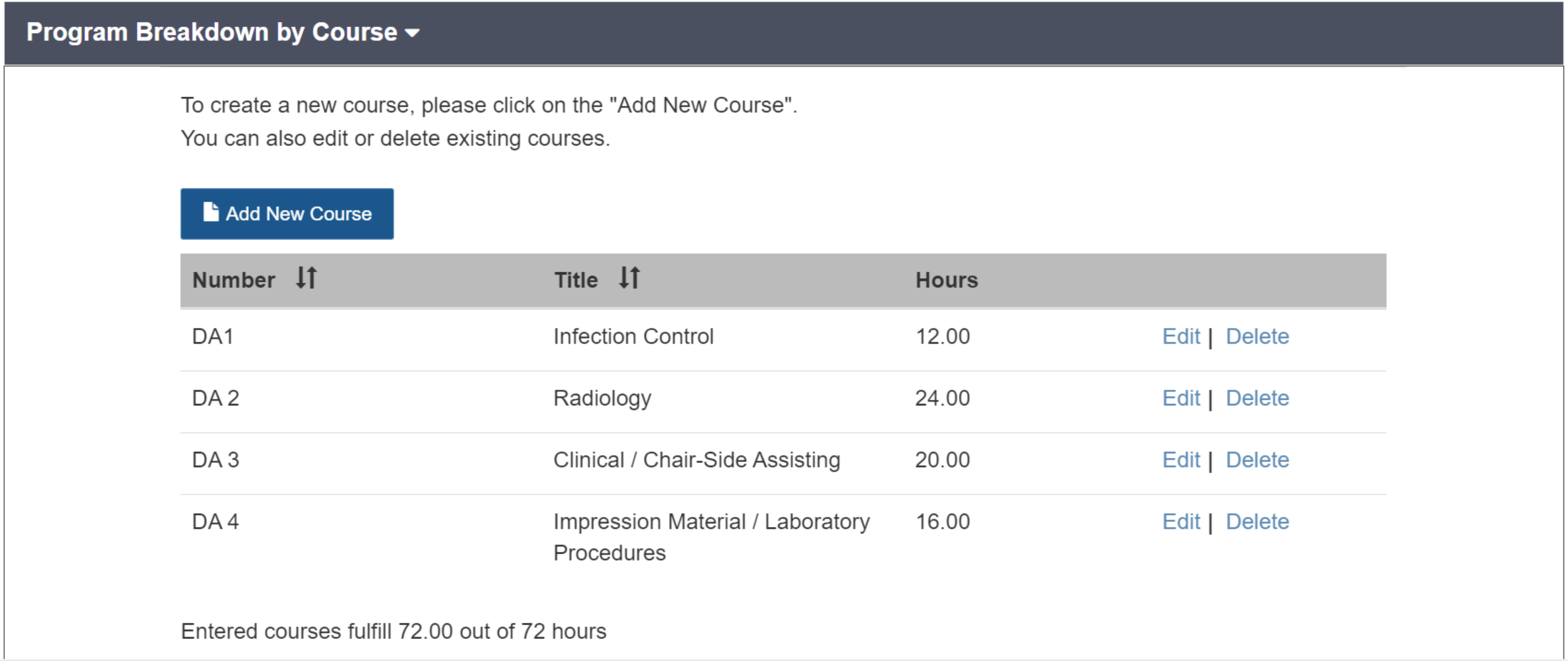
Updated to better reflect the reporting and communication skills required for Security+ job roles relating to governance, risk management, compliance, assessment, and security awareness.

Program Breakdown by Course

Why is this necessary for previously approved programs?

- The previous program no longer exists.
- To identify what you are currently teaching in the program.
- To determine if your curriculum meets industry standards for the program.

Program Breakdown by Course

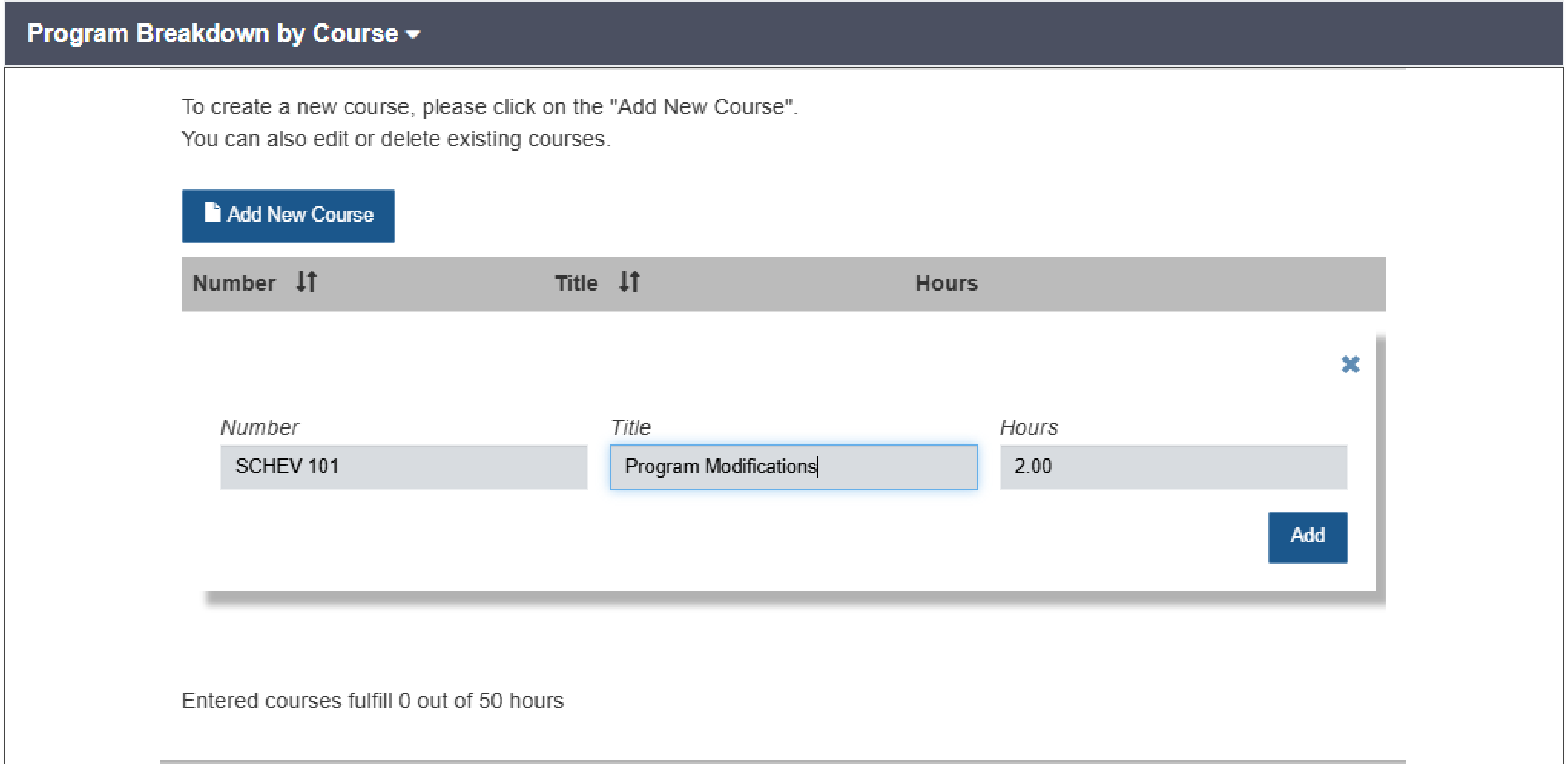


To create a new course, please click on the "Add New Course".
You can also edit or delete existing courses.

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 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

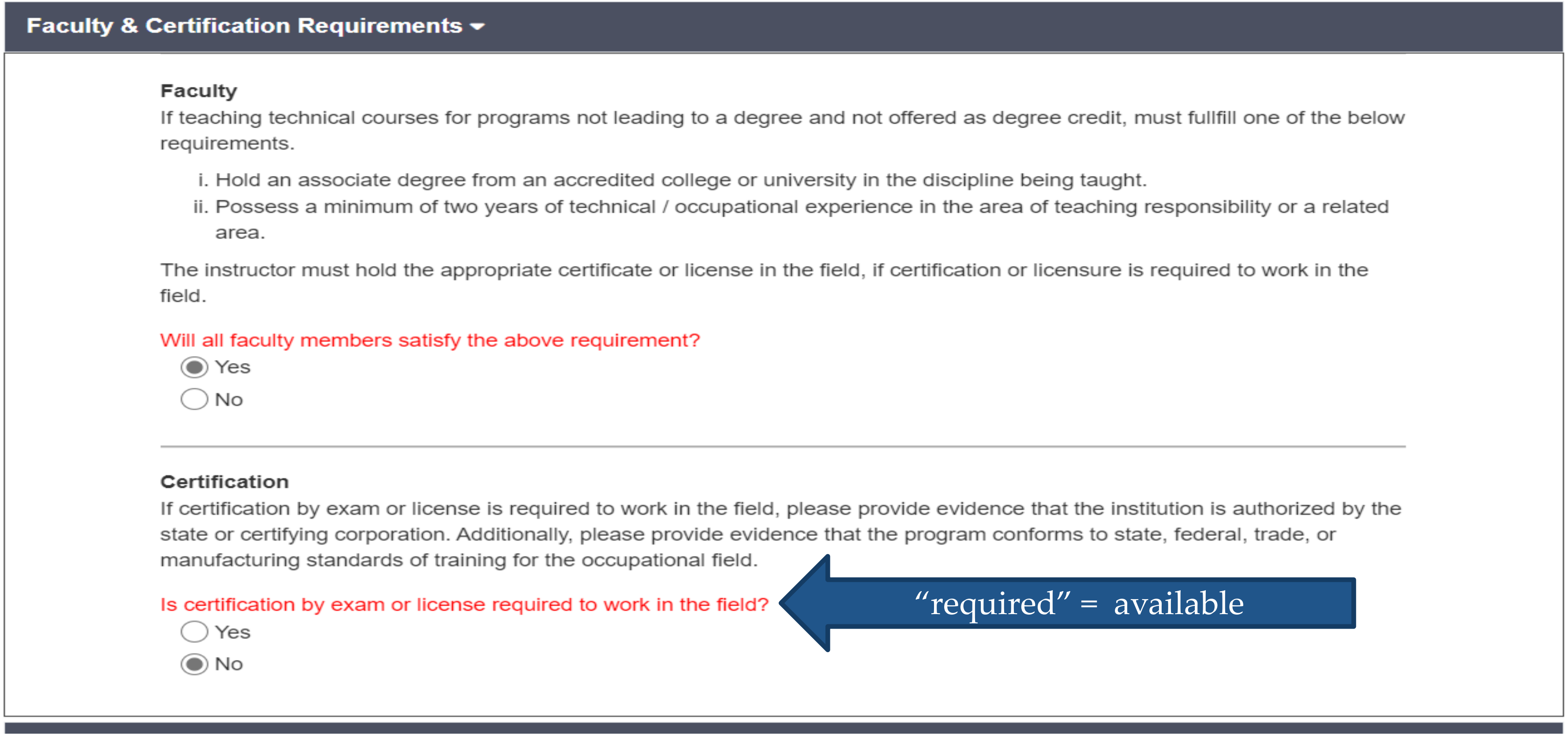
✖

Number: SCHEV 101
Title: Program Modifications
Hours: 2.00

Add

Entered courses fulfill 0 out of 50 hours

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

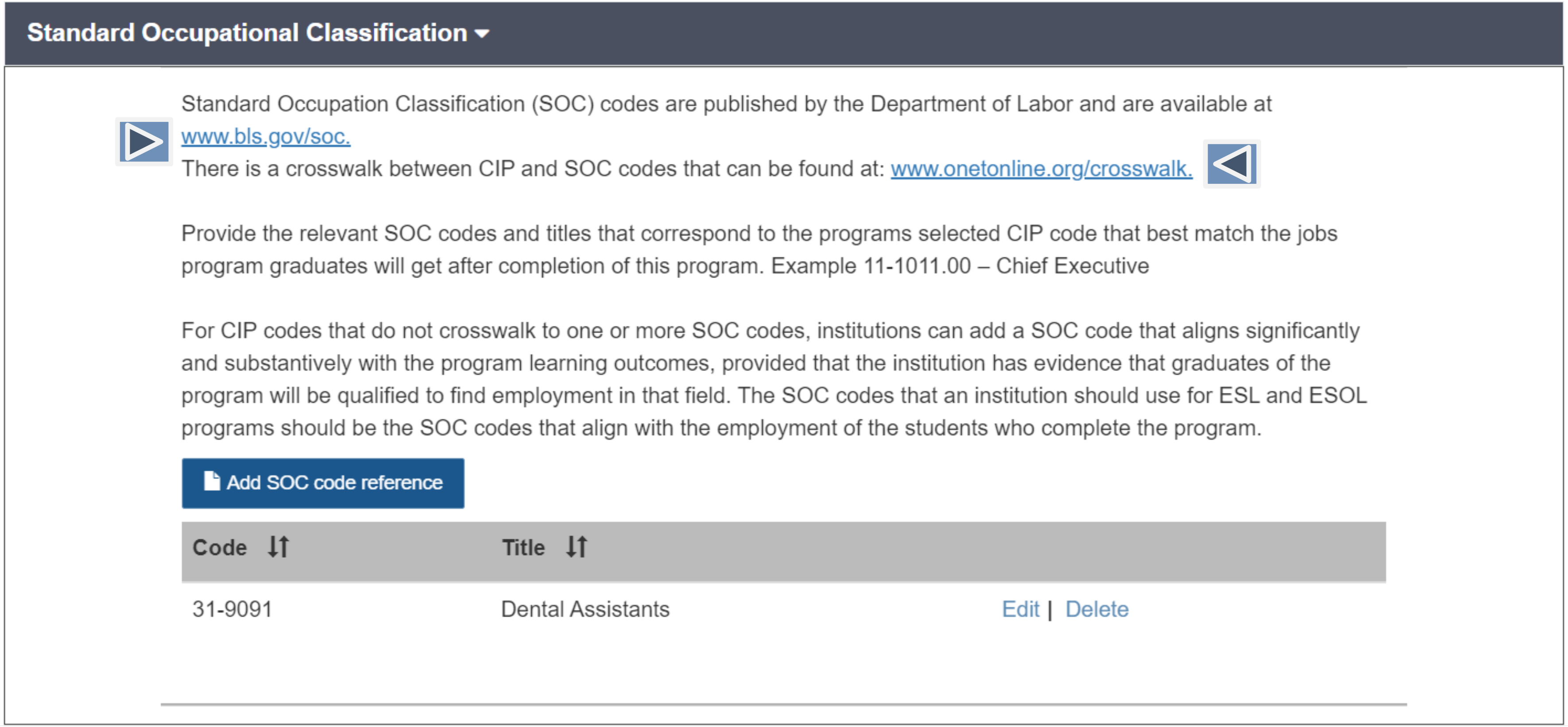
If certification by exam or license is required to work in the field, please provide evidence that the institution is authorized by the state or certifying corporation. Additionally, please provide evidence that the program conforms to state, federal, trade, or manufacturing standards of training for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

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

○ Yes
● No

"required" = available

Standard Occupational Classification



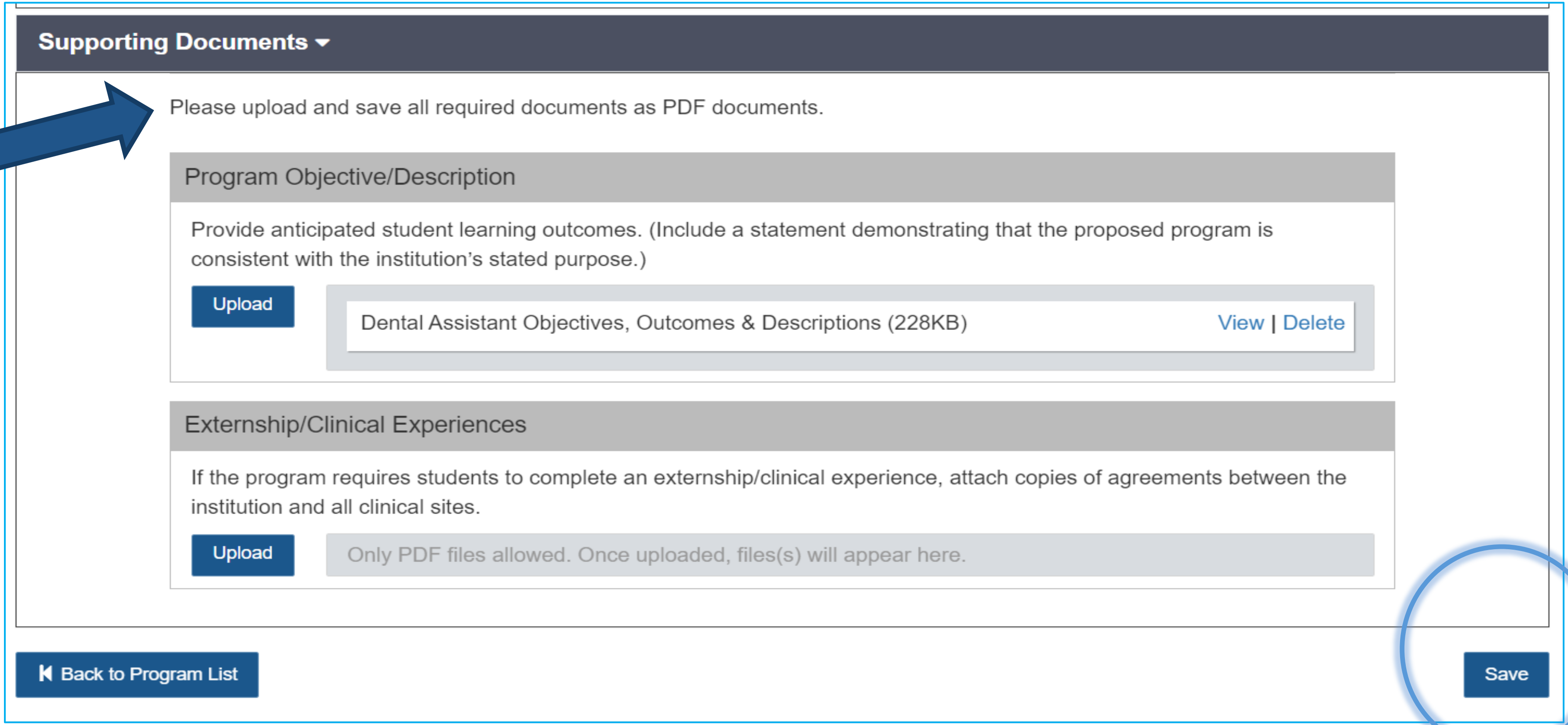
Standard Occupation Classification (SOC) codes are published by the Department of Labor and are available at www.bls.gov/soc.
There is a crosswalk between CIP and SOC codes that can be found at: www.onetonline.org/crosswalk.

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.

Code	Title	
31-9091	Dental Assistants	Edit | Delete

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.)

Dental Assistant Objectives, Outcomes & Descriptions (228KB)

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.

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

Programs in the Portal

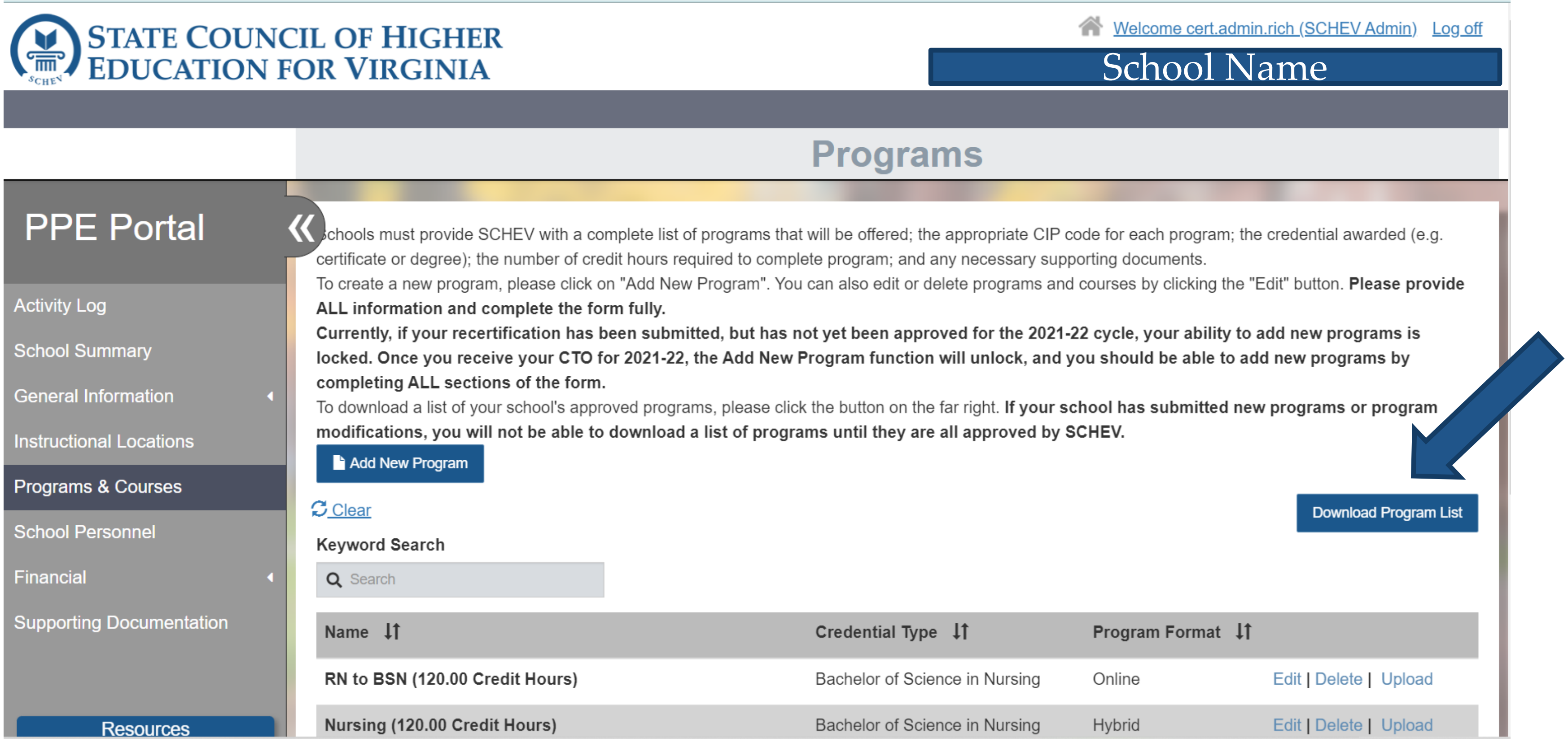
- Save Button – Bottom Right
- Submit to SCHEV
- Process Payment

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 student is expected to master by the end of the program.

Download Program List


STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
SCHEV
Welcome cert.admin.rich (SCHEV Admin)
Log off
School Name
Programs
PPE Portal
Activity Log
School Summary
General Information
Instructional Locations
Programs & Courses
School Personnel
Financial
Supporting Documentation
Resources
Add New Program
Clear
Download Program List
Keyword Search
Search

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.

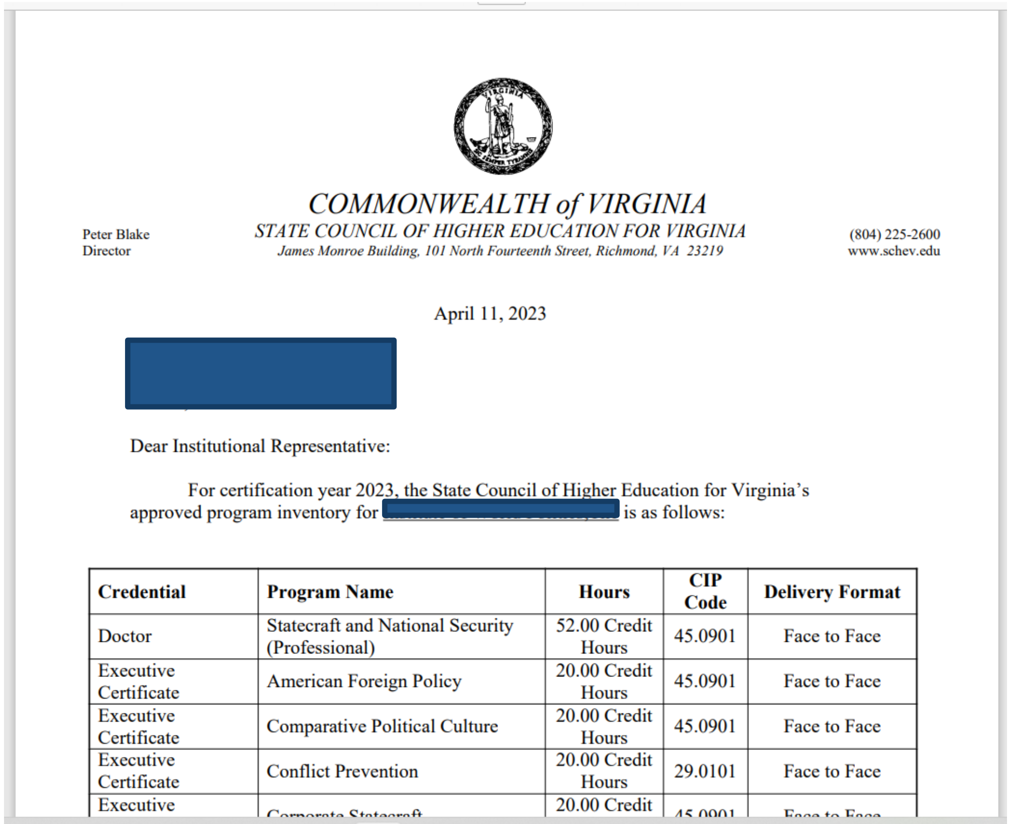
To create a new program, please click on "Add New Program". You can also edit or delete programs and courses by clicking the "Edit" button. **Please provide ALL information and complete the form fully.**

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.**

Name ↓↑	Credential Type ↓↑	Program Format ↓↑	
RN to BSN (120.00 Credit Hours)	Bachelor of Science in Nursing	Online	Edit | Delete | Upload
Nursing (120.00 Credit Hours)	Bachelor of Science in Nursing	Hybrid	Edit | Delete | Upload

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

(804) 225-2600
www.schev.edu

April 11, 2023

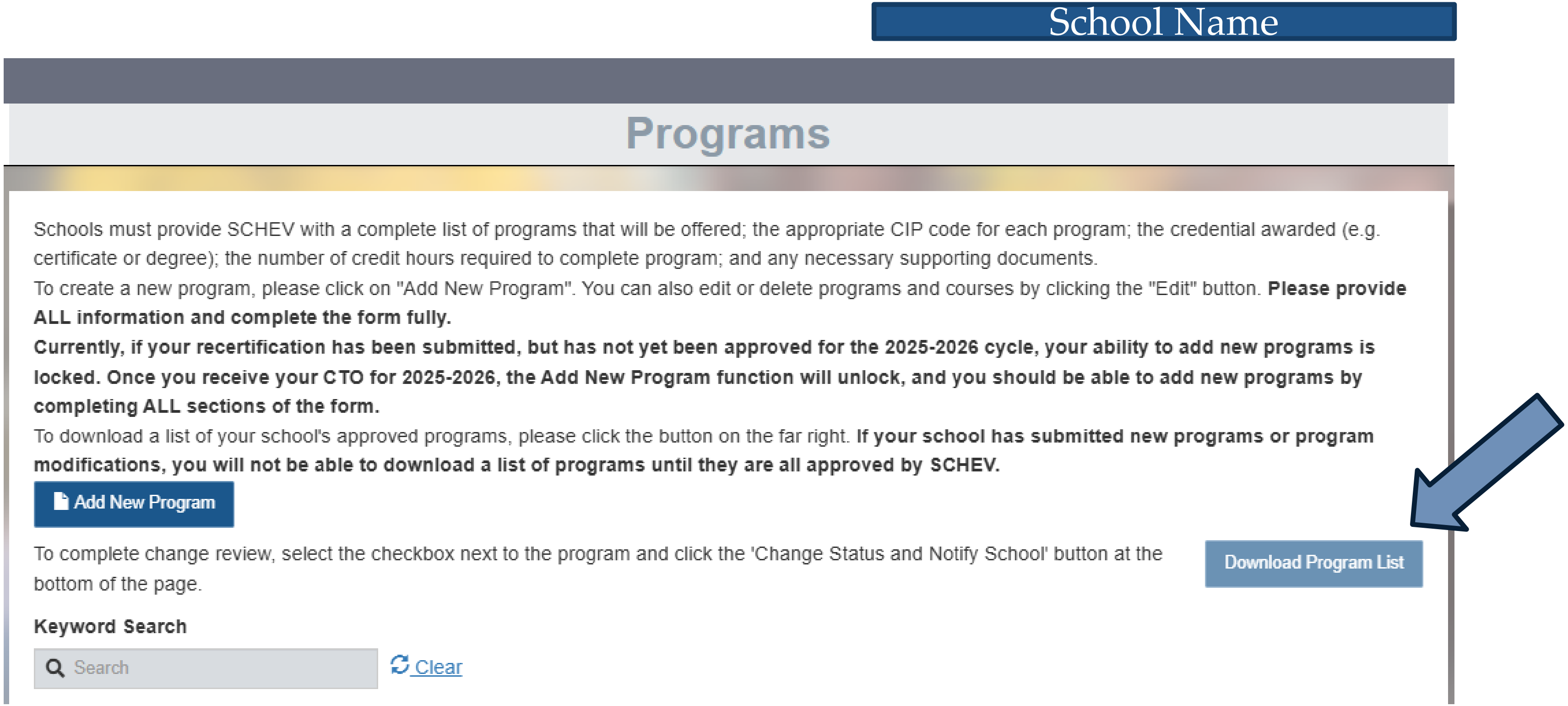
[redacted]

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	Corporate Statecraft	20.00 Credit	45.0901	Face to Face

Download Program List



School Name

Programs

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Currently, if your recertification has been submitted, but has not yet been approved for the 2025-2026 cycle, your ability to add new programs is locked. Once you receive your CTO for 2025-2026, the Add New Program function will unlock, and you should be able to add new programs by completing ALL sections of the form.

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Keyword Search

Questions?