

### 1.1.1.1.1 Adding a New Program

To add a Program, navigate to the Program & Courses tab and click **Add New Program**.

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.

**Add New Program**

**Keyword Search**

Q Search [Clear](#)

NAME ↓↑	CREDENTIAL TYPE ↓↑	PROGRAM FORMAT ↓↑	
Test	Associate	Face to Face	<a href="#">Edit</a>   <a href="#">Delete</a>

**Estimated Annual Enrollment** Estimate an annual enrollment number for all students participating in above programs.

0

**Save**

The system will direct the user to the **New Program** page. The school user will fill out and upload all information relating to the program. One of the required pieces of information under Programs is courses.

### 1.1.1.1.2 Adding a New Course

To add a new course, click **Add New Course**, type in required information, then hit **Add**. Once the course is added, the number of hours from that course will be applied to the total number of hours for that 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.

[Add New Course](#)

NUMBER	TITLE	HOURS
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add](#)

Entered courses fulfill 0 out of 160 hours

Once all of the required fields are filled out and all necessary documents are uploaded, the user can save the program by clicking **Save** at the bottom of the page. The new proposed program will show on the Programs Page.

Note - Outside of initial certification the new program will show a NEW badge next to the program name.

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[Add New Program](#)

**Keyword Search**

[Clear](#)

NAME	CREDENTIAL TYPE	PROGRAM FORMAT	
Accounting	Associate of Applied Arts	Face to Face	<a href="#">Edit</a>   <a href="#">Delete</a>
Pre CPA Study Program	Diploma	Face to Face	<a href="#">Edit</a>   <a href="#">Delete</a>

**Estimated Annual Enrollment**  Estimate an annual enrollment number for all students participating in above programs.

[Save](#)

**1.1.1.1.3 Editing a Program**

To edit a program before the certification application has been submitted to SCHEV or during recertification, the school user will click on **Edit**, make updates, then click **Save**.

NAME ↓↑	CREDENTIAL TYPE ↓↑	PROGRAM FORMAT ↓↑	
Accounting	Associate of Applied Arts	Face to Face	<a href="#">Edit</a> <a href="#">Delete</a>

Note: Editing a Program outside of initial certification will follow the same process, however, after initial certification or between recertification cycles, users will have to submit each Program change to SCHEV for review. See section **AC 4.0.9 Adding or Managing Programs** for additional details.

#### 1.1.1.1.4 Editing a Course

To edit a course, the user will follow the steps in **Section 2.4.2.3.3** to Edit to the Program. While on the Edit Program page, the user would navigate to the Courses section and click **Edit**.

Note - Deleting or Editing a Course modifies the Program. If a course is Deleted or Modified outside of initial certification or between recertification cycles, the user will need to submit each Program Modification to SCHEV. See section **AC 4.0.9 Adding or Managing Programs** for additional details.

Courses ▾			
To create a new course, please click on the "Add New Course". You can also edit or delete existing courses.			
<a href="#">Add New Course</a>			
NUMBER	TITLE	HOURS	TYPE OF HOUR
101	Nursing	3	⌚ Clock
			<a href="#">Edit</a> <a href="#">Delete</a>

#### 1.1.1.1.5 Deleting a Course

To delete a course before the certification application is submitted to SCHEV, the user will follow the steps in **Section 2.4.2.3.3** to Edit to the Program. While on the Edit Program page, the user would navigate to the **Courses** section and click the **Delete** link.

**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	
101	Course 1	3	<a href="#">Edit</a>   <a href="#">Delete</a>
102	Course 2	3	<a href="#">Edit</a>   <a href="#">Delete</a>
103	Course 3	3	<a href="#">Edit</a>   <a href="#">Delete</a>

Entered courses fulfill 9 out of 9 hours

After the user selects **Delete**, a popup would appear on the screen confirming that the course should be deleted.

**Remove Course from school** ✕

Are you sure you want to remove this course from current program?

**Course Name:** Course 1  
**Course Number:** 101  
**Hours:** 3 Hours

[Delete](#)

Once deleted, the course would be removed from the course table and the number of course hours would be subtracted from the total.

**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	
102	Course 2	3	<a href="#">Edit</a>   <a href="#">Delete</a>
103	Course 3	3	<a href="#">Edit</a>   <a href="#">Delete</a>

Entered courses fulfill 6 out of 9 hours

Note - Deleting or Editing a Course modifies the Program. If a course is Deleted or Modified outside of initial certification or between recertification cycles, the user will need to submit each Program Modification to SCHEV. See section **AC 4.0.9 Adding or Managing Programs** for additional details.

### 1.1.1.1.6 Deleting a Program

To delete a program before the certification application has been submitted, the school user will click **Delete**.

NAME ↓↑	CREDENTIAL TYPE ↓↑	PROGRAM FORMAT ↓↑	
Programming	Certificate	Hybrid	<a href="#">Edit</a>   <a href="#">Delete</a>
Program 2			<a href="#">Edit</a>   <a href="#">Delete</a>
Massage Theory	Diploma	Hybrid	<a href="#">Edit</a>   <a href="#">Delete</a>
<b>Estimated Annual Enrollment</b>	Estimate an annual enrollment number for all students participating in above programs.		
	<input type="text" value="0"/>		

A popup will appear on the screen and the user will click **Delete** to delete the program. Once delete is selected, the program will be removed from the Program table.

### Remove program from school

Are you sure you want to remove this program from school?

**Program Name:** Programming  
**Total Hours:** 25  
**Total Cost:** 1000.00  
**Credential Type:** Certificate  
**Program Format:** Hybrid  
**Proposed/Actual Start Date:** 2/10/2020

[Delete](#)

Note: Deleting a Program outside of initial certification will follow the same process, however, after initial certification or between recertification cycles, users will have to submit each Program change to SCHEV for review. See section **AC 4.0.9 Adding or Managing Programs** for additional details.