

## APPLICATION FOR INTERACTIVE DISTANCE LEARNING PROGRAM

Name of Institution: \_\_\_\_\_

(d/b/a) if applicable: \_\_\_\_\_ ACCET ID # \_\_\_\_\_

Address: \_\_\_\_\_

(Complete address of MAIN CAMPUS where programs will be offered)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

1. Name of program: \_\_\_\_\_  
(If applicable, the program name should be as approved by the state agency.)

2. This application requests (Check one)

- addition of a new method of delivery to a currently approved program or  
 approval of a new program (Refer to ACCET Document 25 – Policy for Approval of a New or Revised Program/Course.)

3. Identify the percentage of the program (clock/credit hours) that will be taught at a distance.  
 100%  76-99%  51 – 75%  26-50%  25% & less

4. Does the institution have ACCET approval to offer IDL programs? Check one  Yes  No  
With the inclusion of this program, what percentage of the total participant clock hours in all programs is projected to be provided at a distance in any 12-month period?  
 100%  76-99%  51 – 75%  26-50%  25% & less (Refer to ACCET Document 25 – Policy for Approval of a New or Revised Program/Course and Document 3.IDL – Interactive Distance Learning Template for restrictions.)

5. Does the application represent a vocational or avocational program?  
 Vocational  Avocational

6. Classification of Instructional Program: (Refer to <http://nces.ed.gov/ipeds/cipcode/search.aspx?y=55>)  
Title? \_\_\_\_\_ CIP Number? \_\_\_\_\_

7. Occupational Outlook Handbook Reference: (Refer to [www.doleta.gov/programs/onet](http://www.doleta.gov/programs/onet))  
Title? \_\_\_\_\_ O\*NET number? \_\_\_\_\_  
(For Vocational Programs Only)

8. Total Number of Clock Hours \_\_\_\_\_

9. Total Number of Credit Hours \_\_\_\_\_ Check one  Quarter  Semester

10. Projected Start Date of New/Revised Program \_\_\_\_\_

11. Will the program be managed/facilitated from any site other than the main campus?  
 Yes  No

If the answer is yes, please complete the following information:

Branch     Auxiliary     Extension    (check one)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I certify that all information presented in this application and the supporting materials is true and accurate to the best of my knowledge and has not been advertised or offered to students.

\_\_\_\_\_  
Printed Name of Designated Institution Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Institution Name:**  
**Main Campus City, State:**

## CHECKLIST OF REQUIRED SUPPORTING DOCUMENTATION

This Checklist of Required Supporting Documentation must be completed and provided with the Document 25.IDL – Application for an Interactive Distance Learning Program. The information requested must be provided as attached exhibits. Please indicate “YES” next to each exhibit that is attached to the application or “NA”, if not applicable. All ACCET documents referenced below can be downloaded from the ACCET website, under “*Documents and Forms*” (WWW.ACCET.org).

**Exhibits to this application:**

EXHIBITS	INFORMATION REQUESTED
___ 1.	<b><u>Application fee:</u></b> Submit the required fee in accordance with ACCET Document 10 – <u>Fee Schedule</u> .
___ 2.	<b><u>Needs Analysis:</u></b> Provide a brief narrative describing the specific factors that entered into the institution’s decision to revise or add the program and include supporting data to demonstrate market demand for graduates of the proposed program. At a minimum, include research relative to labor market trends and feedback from students, faculty, and/or employers regarding the revised/added program/course. Requests to revise an existing vocational program, must include the most recent ACCET Document 28.1 - <u>Completion and Placement Statistics</u> for that program along with supporting documentation.
___ 3.	<p><b><u>Templates:</u></b> Provide narrative responses, with exhibits, to address Specific Field Criteria and Questions/Statements outlined in ACCET Document 3.IDL – <u>Interactive Distance Learning Template</u> to demonstrate the expanded scope and depth of interactive distance learning programs. <b><u>Note:</u></b> Institutions that have previously approved to offer programs via Interactive Distance Learning are not required to submit this information for additional IDL applications; however, the 3.IDL narrative response and exhibits must be provided for subsequent integration into the institution’s ASER at the time of reaccreditation.</p> <p>Additionally, if applicable, provide narrative responses, with exhibits, to address Specific Field Criteria and Questions/Statements outlined in templates for specific fields such as:</p> <ul style="list-style-type: none"> <li>• Document 3.NAH – Nursing and Allied Health Template.</li> </ul> <p><b><u>Note:</u></b> Institutions that have previously been approved to offer programs in one of these fields are not required to submit this information for additional applications in the same field; however, the template must be completed for subsequent integration into the institution’s ASER at the time of reaccreditation.</p>
___ 4.	<b><u>State Approval or Exemption:</u></b> Provide copies of written approval (or exemption) for offering the new or revised program/course from each state agency for each state where the institution maintains a physical presence.

EXHIBITS	INFORMATION REQUESTED
___5.	<p><b>Site(s):</b> Will the program be managed/facilitated from any site other than the main campus?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide the following information for the site:</p> <p>Address:            Telephone Number:</p>
___6.	<p><b>Instructional Materials/Equipment:</b> Provide a list of all instructional materials, learning aids, and equipment to be used for the proposed curriculum. For the instructional materials, indicate the publishers, editors, and copyright dates of each. For the equipment, provide the name, a brief description, as well as the quantity and age of each. Include items that have yet to be acquired, along with the expected date of acquisition.</p>
___7.	<p><b>ACCET Document 6 – Faculty/Administrative Personnel Form:</b> Submit a completed Document 6 for each individual designated to instruct or supervise the new or revised program/course. If employment is pending, provide a written job description and minimum education/work experience requirements for each such position.</p>
___8.	<p><b>ACCET Document 25.3 – Employer Questionnaire (Vocational Program Only):</b> Provide at least five questionnaires completed by employers in the institution's local market area.</p>
___9.	<p><b>ACCET Document 25.4 – Program Information:</b> Identify the measurable objectives of the program and describe the procedure for evaluating the achievement of each program objective in order to validate the learning process.</p>
___10.	<p><b>ACCET Document 25.5 – Course Information:</b> Complete separate course information for each course/subject within the proposed curriculum, regardless of whether this course has been previously approved by ACCET as an individual curricular offering or as part of a different program of study. List weekly objectives or competencies that identify the scope and sequence of the course content. Identify the teaching methodologies to be used to achieve the course objectives and the assessment tools to measure student progress in achieving the objectives/competencies.</p>
___11.	<p><b>ACCET Document 25.6a - Clock Hour Breakdown – By Program and By Course:</b> If the program/course is measured in clock hours, provide a breakdown of the clock hours allocated for lecture, laboratory, and externship/internship for each individual course as well as the total number of clock hours in lecture, laboratory, and externship/internship for the program.</p>

EXHIBIT	INFORMATION REQUESTED
___ 12.	<p><b><u>ACCET Document 25.6b – Clock Hour and Credit Hour Breakdown – By Program and By Course, along with Documentation of Work Outside of Class:</u></b></p> <p><b><u>Title IV Institutions:</u></b> For programs that will be measured in credit hours for financial aid purposes, based on work outside of class (homework), the institution <b><u>must</u></b> also complete and submit Document 25.9 – <u>Application for Review of Clock Hour-to-Credit Hour Conversion Based on Work Outside of Class.</u></p>
___ 13.	<p><b><u>ACCET Document 25.7 – Admissions Standards and Criteria:</u></b> Complete document 25.7 identifying the specific entrance requirements for admittance to the proposed program/course. Include the requested information relative to any entrance examination, ability to benefit test, and/or other requirements for admittance to ensure that students have a reasonable expectation of successfully completing training, obtaining any licensure/certification and, if applicable, securing employment.</p>
___ 14.	<p><b><u>Catalog Addendum:</u></b> Provide a draft copy of the catalog addendum, with specific reference to the following as it relates to the program:</p> <ul style="list-style-type: none"> <li>• The admissions requirements;</li> <li>• A description of the program and the delivery methodology;</li> <li>• The graduation requirements; and</li> <li>• The credential awarded upon completion of the program.</li> </ul>
___ 15.	<p><b><u>Externship/Internship Information (If Applicable):</u></b> For a program that includes an externship/internship, submit the required information identified in ACCET Document 25.8 – <u>Externship/Internship Component of a New or Revised Program.</u> (Submit as <b><u>Exhibits 14-A—14-E.</u></b>)</p>