

## APPLICATION FOR OCCUPATIONAL ASSOCIATE DEGREE 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. Does the application propose a new program, transition from certificate to degree program, or revised program?

Check One:  New  Transition  Revised

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

4. 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)

5. Total Number of Clock Hours \_\_\_\_\_ Total Number of Weeks of Instruction \_\_\_\_\_

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

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

8. For program revisions, indicate the rationale for the revisions as well as the former name, clock hours, credit hours, etc.:

\_\_\_\_\_

9. Will this program be offered at any site other than the main campus?  Yes  No

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

## CHECKLIST OF REQUIRED SUPPORTING DOCUMENTATION

**Institution Name:**

**Main Campus City, State:**

This Checklist of Required Supporting Documentation must be completed and provided with the Document 25.OAD – Application for an Occupational Associates Degree 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	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.OAD – <u>Occupational Associates Degree Template</u> to demonstrate the expanded scope and depth of occupational associate degree programs. <u>Note:</u> Institutions that have previously approved to offer an occupational associate degree program are not required to submit this information for additional OAD applications; however, the 3.OAD 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 – <u>Nursing and Allied Health Template</u>.</li> </ul> <p><b><u>Note:</u></b> Institutions that have been previously 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>

EXHIBITS	INFORMATION REQUESTED
___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 in which the course/program will be offered. If the agency in any particular state does not regulate the institution or the program/course, include written documentation from the state agency(s) stating the state does not regulate the institution or program.
___5.	<b><u>Site(s):</u></b> Identify each ACCET-approved site (including the main campus) where the proposed program will be offered and the full name, address, and telephone number of each site. Sites that have not yet been approved by ACCET should not be included. (Refer to ACCET Document 26 – <u>Review and Approval of Additional Locations.</u> )
___6.	<b><u>Instructional Materials/Equipment:</u></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.
___7.	<b><u>ACCET Document 6 – Faculty/Administrative Personnel Form:</u></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.
___8.	<b><u>ACCET Document 25.3 – Employer Questionnaire (Vocational Program Only):</u></b> Provide at least five questionnaires completed by employers in the institution's local market area.
___9.	<b><u>ACCET Document 25.4 – Program Information:</u></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.
___10.	<b><u>ACCET Document 25.5 – Course Information:</u></b> Complete a separate course information sheet 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.
___11.	<b><u>ACCET Document 25.6a - Clock Hour Breakdown – By Program and By Course:</u></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.

EXHIBITS	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 Exhibits 14-A—14-E).</p>

Note: In accordance with Document 25 – Approval of New or Revision Program/Course, a partial application may be submitted, if this application represents a revision of a currently approved program resulting in a 20% or less increase or decrease in the total number of published/approved clock hours either by itself or cumulatively with previous revisions during the preceding 12 month period.