# GUIDELINES FOR SUBMITTING CURRICULA FOR APPROVAL

## I. FEES (see current Fee Schedule)

**The cost is $75.00 per submission** –

- One (1) Program with all applicable Courses = $75
- One (1) Stand Alone Course = $75

## II. NEW APPROVALS

**Program** – "means a group or series of organized courses, lessons, or units of instruction pursued to attain an occupational objective." (Board Rule I. FF.)

**Course** – "means a unit of learning which is an integral part of an occupational program of learning." (Board Rule I. N.)

**Stand Alone Course** – "is a course, which may take the form of a seminar, workshop, continuing ed course or other similar educational service that has an occupational objective of its own." (Board Rule I. JJ.)

- The Private Occupational School (POS) Board approves all new curricula.
- Submit one (1) original Program Approval Form (PF-1) with the corresponding Course Approval Forms (PF-1A) and/or one (1) original Stand Alone Course Approval Form (PF-2) and **all applicable attachments** for review to the Division of Private Occupational Schools (DPOS) at 1380 Lawrence Street, Suite 1200, Denver, CO 80204.
- The forms **must be typed**. Handwritten submittals are not acceptable to the Board.
- Deadline for submission to DPOS is the first working day of the same month of the Board meeting which a school desires Board approval (see Board Meeting Schedule in *Section XII)*. It is recommended that all new curriculums be submitted at least two (2) months prior to anticipated *implementation date* at the school.
- Detailed information should be included to eliminate requests for additional information thereby decreasing the time required for preparation of presentation to the Board.
- The request for approval submission should include, at a minimum, the following:
  - Title of Program and associated Courses and/or Title of Stand Alone Course
  - A specific Occupational Objective
  - Prerequisites, **if applicable**
  - Tuition and total length (days/weeks/months/years OR **for Distance Education, "Number of lessons"**)
  - Type of Award (Certificate / Diploma / Degree)
  - Teaching outline (names of each course in the program OR names of each subject in a course)
  - Time allotted for each course or subject area, which is divided into formal classroom work (theory) and skill practice time (lab) and calculated to show total Contact hours.
    If applicable, show total Quarter or Semester hours and/or indicate no. of distance ed lessons for each course and/or subject area
  - Maximum number of students in theory and in lab
  - Required textbook(s) (author, title, year)
  - Reference materials
  - Teaching aides
  - Physical equipment for practical experience (lab equipment)
  - Catalog or Catalog addendum reflecting new curriculum
  - **Required Evaluator Reports**

## III. DISTANCE EDUCATION

**Distance Education -** "is education designed for learners who live at a distance from the school. The instruction is offered wholly or primarily by distance study, through virtually any media. Distance education courses can vary in scope, level, and length." (Board Rule I. R.)

- When submitting approval forms for Distance Education Programs and/or Stand-Alone Courses, total number of lessons or units shall be listed in Column E on the forms. *(continued)*

- A specified completion time (length) shall be identified in days/weeks/months or years.
- The Refund Policy for Distance Education must be measured in **number of lessons** for determination of percentage of total Program/Stand-alone Course completed by a student. The Catalog and Enrollment Agreement Refund Policy shall reflect such number of lessons and shall be identical.

## IV. MAJOR REVISION

**Major Revision (to existing Program or Stand Alone Course)** – "means changes since the last approval to the method of delivery and/or changes since the last approval to the occupational objective and/or increases or decreases since the last approval in the hours exceeding an accumulated 25% of the total hours of the program or stand-alone course revision." (Board Rule I. Z.)

- Major revisions are approved by the POS Board. Deadline for submission to DPOS is the first working day of the same month of the Board meeting which a school desires Board approval (see Board Meeting Schedule in *Section XII)*.
- Submit one (1) revised original Program Approval Form (PF-1) with the corresponding Course Approval Forms (PF-1A) and/or one (1) revised original Stand Alone Course Approval Form (PF-2) **and all applicable attachments** for review to DPOS at 1380 Lawrence Street, Suite 1200, Denver, CO 80204.
- Indicate changes to the curriculum by typing all revisions in **BOLD** print on the approval forms.
- Attach a copy of the new catalog or a catalog addendum PLUS **all other applicable attachments** as noted on the course approval forms.
- The school shall be represented at a Board meeting for approval.

## V. MINOR REVISION

**Minor Revision (to existing Program or Stand Alone Course)** – "means any revision not meeting the definition of a major program or stand-alone revision." (Board Rule I. AA.)

- Minor revisions are approved administratively by DPOS Staff. There is NO deadline for submission to DPOS; however, the revised approval forms must be submitted in a sufficient amount of time to receive DPOS approval prior to the proposed (revised) curriculum implementation date.
- Submit one (1) revised original Program Approval Form (PF-1) with the corresponding Course Approval Forms (PF-1A) and/or one (1) revised original Stand Alone Course Approval Form (PF-2) **and all applicable attachments** for review to DPOS at 1380 Lawrence Street, Suite 1200, Denver, CO 80204.
- Indicate changes to the curriculum by typing all revisions in **BOLD** print on the approval forms.
- Attach a copy of the new catalog or a catalog addendum PLUS **all other applicable attachments** as noted on the course approval forms.
- If revision is accepted, the school will receive notification via an approval letter from DPOS staff.

## VI. EVALUATOR REPORTS

- **A minimum of three (3) Evaluations** shall be submitted with the original of **each NEW** and/or **MAJOR REVISION** of Program Approval Form and/or Stand Alone Course Approval Form. Official Advisory Committee minutes recommending the new/revised curriculum will also suffice. (See *Section VIII. - Evaluator Report* for further instructions.)
- Minor revisions do not require Evaluations. Should an Advisory Committee recommend the minor revision, the minutes shall be submitted with the curriculum change.
- Each Evaluator shall be a practitioner in or familiar with the work related to the occupational training to be reviewed. This is important to ensure proper evaluation of whether the program or Stand Alone Course meets its proposed occupational objective.
- Evaluators shall **not** be associated with the school in any way and shall attest to such by signing Evaluator Report.

**NOTE: Forms can be found on the Division website at www.state.co.us/dpos.**