PROGRAM APPLICATION

Wis. Stats. 38.50 (7) (g)
Form EAB 1.03 (Rev. 11/15)

Wis. Stats. 38.50 (7) (g) **requires all private postsecondary schools, not otherwise exempt, to obtain approval from the Educational Approval Board if it intends to add a new program or substantially revise an already approved program. Under** *Wis. Admin. Code EAB 1.01 (1) (22) and 4.10 (3) (b)***, a change in program content or length of more than 25% at any one time, or a 50% change within a 3-year period, constitutes a substantial program modification.**

If the new program has not been approved by a third party, it may need to be reviewed by an evaluator. Discuss this matter with the school administration consultant. A listing of fees is provided at the conclusion of this document. The following information is required for __each__ **program that the school will offer. Attach additional pages if needed.**

I. PROGRAM INFORMATION

Name of School:

Type of Program:
☐ New ☐ Substantially Revised

Name of Program:

Program CIP Code (if known): Click Here to view/search the NCES listing of all Program CIP Codes.

Proposed Program Start Date:

What is the proposed length of the program? (See *Wis. Admin. Code EAB 1.01* for definitions.)

_____ Hours _____ Quarter Credits _____ Semester Credits

What is the program's delivery mode? (Check one)
☐ Resident ☐ Distance ☐ Resident & Distance

What is the total cost of the program?

What type of credential is awarded upon successful completion of the program?
☐ None ☐ Certificate of Completion ☐ Diploma
☐ Degree (specify type): ☐ *Associate* ☐ *Bachelor* ☐ *Master* ☐ *Doctoral*

1. State the educational or occupational objective of this program.

2. Describe the entrance requirements for the program.

3. List the types of positions for which the program will qualify graduates.

4. If applicable, describe how the program prepares students for occupational certification and licensing. Provide job placement/career advancement documentation that shows how certification has been useful and successful.

5. Describe how the school identified the need for the program (industry demand, relevant labor market information, consumer interest, etc.)

6. Describe how the school developed the program. In the description, explain internal and external review processes, consultant qualifications, use of advisory groups, industry experts, local experts, etc.

7. Describe the process for curriculum development. Ensure the curricular content and experiences are pre-planned, designed and organized sequentially and systematically.

II. PERFORMANCE EVALUATION

1. What are the school's performance and completion standards for this program?

2. How does the school determine the performance standards that potential employers will demand of graduates?

3. How are the performance and completion standards communicated to students?

4. What testing and assessments are used to measure student performance? Who selects these instruments?

5. How is curriculum revised to keep it up to date? Are students, graduates and employers part of curriculum evaluation and revision?

III. ENROLLMENT AND INSTRUCTOR INFORMATION

What are the minimum and maximum numbers of students who will be enrolled in any one session of the new program?

Minimum: _____   Maximum: _____

Identify the proposed maximum student to instructor ratio for:

_____ Lecture   _____ Lab/Practical Instruction

_____ Clinic   _____ Online Instruction

Describe the instructor qualifications for this program. Include information about industry certification or other standards required in this occupational area.

IV. AUTHORIZATION AND CERTIFICATION

Does the school have current authorization from any other state to offer the program? If yes, please attach documentation for each authorization to this application. ☐ Yes   ☐ No

Is the program accredited? If yes, attach documentation that shows the name of each accrediting body, the date of initial accreditation by that body and the date of the most recent grant of accreditation. ☐ Yes   ☐ No

Has the program been reviewed or had authorization from any third-party? If yes, attach documentation to this application. ☐ Yes   ☐ No

Submit a detailed program outline, sample course syllabus, list of textbooks (including publication date), list of instructor manuals, 2 or 3 sample lesson plans, and a description of program testing and assessment materials.

For a distance learning program, describe how it meets each of the EAB's 10 Standards for Distance Learning Programs under *Wis. Admin. Code Chapter EAB 11.03*. Attach your response to this application.

Submit any advertising or promotional material that has been developed and will be used by the school for this program.

If this is a substantially revised program, submit a subject-by-subject comparison of the currently approved program and the proposed program revisions.

I hereby certify that the information contained on this form and any attachments to the form is true and correct to the best of my knowledge.

Signature of Authorized School Official:

Print or Type Name and Title of Authorized School Official:	Date:

V. FEE SCHEDULE

Each additional new or revised program:

Non-Degree Program	$1,500
Associate's Degree Program	$2,000
Bachelor's Program	$3,000
Master's Program	$3,500
Doctoral Program	$4,500
Distance Learning Only *(regardless of level)*	$500

Special Note: If a program prepares students to meet the occupational licensing requirements of another agency of this state, the above fees may be reduced by 25%, if the program has been reviewed by the other agency. Please contact the EAB.

VI. APPLICATION CHECKLIST

Use this checklist to make sure all items required have been included when seeking approval for a new or substantially revised program.

☐ Completed application form for approval of new or substantially revised program (including all attachments and fees) for each program the school will offer.

☐ Documentation of authorization such as: 1] accrediting organization and status; 2] authorization from home state; or, 3] programmatic self-study.

☐ Third-party review as described in **Section VII** below.

☐ If this is a substantially revised program, submit a subject-by-subject comparison of the currently approved program and the proposed program revisions.

☐ A detailed program outline, course syllabus, list of textbooks, instructor manual, sample lesson plans and a description of program testing/assessments.

☐ Sample advertising and promotional material which the school proposes to use in Wisconsin.

VII. EAB'S PROGRAM EVALUATION CRITERIA
(To be completed by a program reviewer)

INSTRUCTIONS TO REVIEWER:
Your evaluation will provide the Educational Approval Board (EAB) with advice about the program. Because program quality is key to the EAB approval process, we ask you to be thorough and detailed in your written evaluation. To prepare your report, please provide a written response to each of the following questions on a separate sheet referencing the question number. Do not simply answer "yes" or "no," but provide your reasoning why the program materials do or do not meet quality standards. You may make comments and suggestions beyond merely answering the twelve questions if you think that such information/insight will help the EAB make an informed judgment concerning this program's viability and quality.

Mission
1. Are the program's educational objectives consistent with the school's philosophy and mission statement?

Program
2. Does the program reflect present-day practice, meet current industry/occupational standards and prepare students for entry-level positions?
3. Are the content, length and instructional strategies of the program consistent in quality with similar programs in Wisconsin public schools and/or with other approved EAB programs?

Curriculum
4. Does the program have comprehensive course outlines, syllabi, teaching guides, texts?
5. Are the learning outcomes clearly presented for the scope and sequence of the program?
6. Does each course/program segment have an outcome-based syllabus which identifies: 1] competencies, learner outcomes and performance standards; 2] learning activities (how competencies/outcomes will be met); 3] available resources; and, 4] assessment methods to evaluate achievement of competencies/outcomes?

Performance Evaluation
7. Are performance standards clearly stated and are evaluation methods such as written and practical hands-on tests, classroom observations, etc., used to assess knowledge and skills for the student?
8. Are students given regular feedback on their knowledge, skills and progress?

Resources
9. Are educational resources such as supplies, textbooks, manuals, computers, software, and individual aids accessible, sufficient, relevant, current and unbiased?
10. Are classrooms, laboratories, shops, intern or clinical sites appropriate?
11. Are equipment and tools provided for the program adequate and relevant to training needs?

Recommendation
12. Would you recommend approval of the program as currently presented? If not, what changes must be made?