

INSTRUCTIONS
Application Forms #5, #6, or #7
New Programs and Substantive Changes in Programs

There are two processes through which new programs or substantive changes in programs are approved.

1. **A program approval process:** The institution submits seven (7) copies of the application for program approval and program self-study along with the relevant fee. The completed application and program self-study is evaluated by two (2) outside reviewers and is then considered at a monthly Commission meeting. This application may be submitted at any time and the process takes 12-18 weeks to complete and submit to the Commission.

The fee for this process is \$1,730.00 if the new program or substantive change is for one institution. If it will apply to other institutions under the exact same ownership there is an additional charge of \$530.00 for each additional institution.

2. **The renewal of accreditation process:** The institution includes the application for program approval with its application for renewal of accreditation. A program self-study is not required, but program details are included in the Institutional Self-Study. Renewal applications (with any related program applications) are due approximately one (1) year before an institution's anniversary date. The new program or substantive change will be evaluated on-site during the renewal visit, rather than by two outside reviewers. The program is considered for approval by the Commission once the renewal process has been completed. This process generally takes at least 12 months.

The renewal application fee includes one program. For each additional program to be reviewed through the renewal process, there is a fee of \$350.00 per program.

Changes in the Schedule of Fees generally go into effect as of July 1 each year. It is important for the school to consult the NACCAS website for the most current schedule of fees.

When applying for approval of a substantive change in a program or a new program, make sure to use the correct application form. There are separate application forms based on the academic measurement used:

- Application Form #5 – Substantive change/new or change in programs measured in clock hours
- Application Form #6 – Substantive change/new or change in programs measured in credit hours
- Application Form #7 – Substantive change/new or change in programs measured in competencies

NACCAS must approve any program greater than 150 clock hours or the equivalent in credits or competencies, as well as any programs leading to state licensing, regardless of program length. If the length of a program already approved by NACCAS is changed by increasing or decreasing the length greater than 25%, this is considered a substantive change. If the institution is licensed by means of accreditation, NACCAS must approve ALL programs offered by the institution.

An application may be used to apply for approval of a program to be offered at several locations if the campuses are under the exact same ownership, if the program is exactly the same at each location.

If multiple campuses are owned by the same entity, a single program application may be submitted provided all locations are offering the same program (i.e. same state requirements). All campuses applying for approval must be listed on the addendum to the application, at the time of original submission.

The additions and changes in program offering that are considered substantive are defined in Section 4.10 of NACCAS' *Rules of Practice and Procedure*.

To offer a course and/or program that exceeds the required minimum course or program length by more than 50%, the institution must justify the course or program length. In accordance with the mission of the institution, the justification must state how the course or program length is necessitated by the following factors:

1. Industry needs as determined and/or recommended by the institution's Advisory Committee;
2. Special academic needs of the students served.

Other parts of the NACCAS *Handbook* you may wish to consult before beginning are (available on NACCAS website):

1. *Rules of Practice and Procedure*, especially Part 4 Sub-Part 4a.4.
2. Appendix #4 – Policy and Procedures Governing Measurement of Academic Programs
3. Appendix #6 – Procedure for Addition or Change of a Substantative Program
4. Appendix #7A –Requirements for Completing the Program Self-Study – single location
5. Appendix #7B –Modified Program Self-Study Format –multiple locations
6. Policy III.02 – Administrative Services: *Policy on Advertising*
7. Various Guidelines in the “Sample Forms, Guidelines & Guidance for Understanding”