



MEMO

TO Chief Executive Officers/Directors
Licensed/Registered Private Schools

FROM Patricia Landis, Chief

DATE February 11, 2016

RE Private Licensed Schools Memorandum #76

DISTANCE EDUCATION

Board regulations and policy clearly distinguish between distance education and face-to-face or classroom instruction. Board approval is granted for both the program content and the delivery mode.

Board approval is required to change the delivery mode of an approved program.

The first use of a new delivery mode at a school requires full Board approval as a new program. Subsequent uses of that Board-approved delivery mode to deliver other programs or portions of other programs can be submitted for Board approval under “Other Items” on the Board agenda.

If a school applies to the Board for approval to use a new delivery mode for the first time to deliver a totally new program or a program that will change an approved curriculum content by more than 25%, a full new program application is required on the **New Program Application** form.

If the initial introduction of the new delivery mode will involve transitioning a program that already has Board approval without major curriculum changes, the school can use the abridged application form for New Program Already Approved – **Distance Ed Transition**.

Both of the above must be submitted to be reviewed by the Board. The Board will confirm that adequate resources are in place to support student success and that the delivery mode is adequate and that an appropriate orientation is provided. Applications must be submitted by the published deadline and the new program application fee must be paid by the submission deadline.

Once a school (or chain of schools under the same ownership) has approval to use the delivery mode, subsequent programs may be transitioned to use that delivery mode using the new application to use **Distance Modality for Additional Program**. That application is available on the website at [Private Licensed Schools](#). These applications will require Board approval as an “Other Item” on the Board’s agenda – a simpler review similar to approval of relocations or branches. No fee is required and the limit of three programs per Board meeting does not apply.

If a school has started using distance delivery but has not received specific written permission to do so, they must submit an application for full Board review for one program. This will facilitate full Board review of the delivery mode, orientation and resources. Upon approval, these schools will be eligible to use the simple “Other Items” process for approval of additional programs.

This memo also applies to programs that are approved to award specialized associate degrees. Those programs must have Board approval before they may be considered for approval by the Secretary of Education to award the specialized degree. As such, the Board’s responsibility to approve the delivery mode remains in effect. After receiving Board approval for the delivery mode as outlined above, the school must also apply for written approval from the Department of Education for the change to the specialized degree program.

This policy goes into effect on April 1, 2016.

TYPE OF APPLICATION	FORM TO USE	APPROVAL REQUIRED
New Program – to be offered by distance education	New Program Application	Full Board Program Approval
Applying to change the curriculum by more than 25% for an approved program and to deliver the new curriculum via a new delivery mode	New Program Application	Full Board Program Approval
Applying to deliver an approved program via a new delivery mode (no curriculum change)	New Program Already Approved – Distance Ed Transition.	Full Board Program Approval
Applying to offer additional programs or parts of programs via a delivery mode that has been approved by the Board	Distance Modality for Additional Program	Board Approval as “Other Item”