

APPLICATION FOR APPROVAL OF NEW PROGRAM(S)

Institutions requesting approval of additional program(s) to be offered to veterans must submit the following items:

Institution: _____ Date: _____

Application completed by: _____

Program(s) for which approval requested: _____

ITEM REQUIRED	NO. COPIES	VERIFIED/COMMENT (Staff use only)
1. A cover letter identifying program(s) for which approval is requested, showing start date(s). <i>(If Appropriate)</i>		
2. Description of program including program title; occupational, vocational or educational objective; hours to be spent on each subject or unit; and total number of hours of program.*		
3. Current tuition and fees (Catalog information is acceptable).*		
4. Letter(s) of program approval from licensing board/other approving entity (photocopies)/Program Profile		
5. Letter(s) of approval to award degree(s) (photocopies).		
6. Floor plan showing square feet for each instructional area.*		
7. Evidence that equipment is adequate and available in sufficient quantities to accomplish program objectives.*		
8. Educational and experience qualifications of program administrators and all instructors.*		
9. Practical Training/Other <i>(If Appropriate)</i>		

*It is acceptable to submit copies of materials already reviewed and approved by another approving entity (licensing board, for example) so long as materials are current and accurate.