

NEW PROGRAM APPLICATION

▶ New Program Application

- New Program Application
 - A new program application is mandatory with each new school license application.
 - New School Applications are not complete and cannot be processed without at least one new program application.
 - New School License fees (\$7,500) include one new program
 - Additional new program applications incur the \$1,400 fee

▶ New Program Application - Resources

- [Curriculum Resources](#)
- [Sample Syllabus On-ground](#)
- [Sample Syllabus – Distance Education](#)

▶ New Program Application

- Complete all shaded boxes. All others are locked.
- Tab from cell to cell for required data-entry
- Type in spaces or embed document
- Some cells self-populate or self-calculate based on other entries
 - Instructor List populates to Instructor Qualifications
 - Course List populates to Syllabi
- This is the same application used by existing, licensed/registered schools so some fields will not be relevant to you at this time. Just leave them blank.

PDE3003 Summary - Clock Hours

- Insufficient hours of instruction is a common problem for new schools
- Do not assume that students will have a foundation in the field if it is not required for admission
- Do not assume that all students are highly disciplined with independent learning skills

▶ PDE3003 Summary Diploma vs. Certificate

- Diploma for a program – multiple courses
- Certificate for a course – one course, one syllabus

Certificate vs. Certification

- ***Certificate*** – a credential awarded by the school upon successful completion of a course
- ***Certification*** – a credential awarded by a third party after meeting established criteria – usually involves passing a third-party exam

Degree

- New programs cannot be degrees
- Specialized Associate Degrees require additional approval by the Secretary of Education after the initial approval by the PLS Board
- Approval to award any degree above the AST or ASB requires authorization as a college

PDE3003 Summary Entrance Requirements

- Ensure that all students admitted can reasonably be expected to successfully complete the curriculum
 - Reading level for admission compared to reading level of texts
 - Consider a reading or other academic test i.e., Wonderlic SLE <https://www.wonderlictestprep.com/scholastic-level-exam-sle>
 - High school diploma or GED does not demonstrate 12th grade reading ability
- Ensure that all students who meet admission criteria can reasonably expect to qualify for employment after completing the training – compare to job opportunities

PDE3003 Summary Occupational Skills

- Narrative or list of the major occupational skills the student will learn
- Do not list the jobs in this section – list the skills

PDE3003 Summary Employment Opportunities

- List the job titles for which graduates should be qualified

PDE3003 Equipment

- List all program-specific equipment
- Give specifications – model number, speed, etc.
- If there is any doubt about whether it is equipment or supplies, list it

PDE3004 Program/Course Outline

- Course List – sequence of offering
- Course names self-populate to PDE3003 Instructor Tab
- If you will be offering any part of the program via Distance Education – you will use the distance education sample syllabus to design that course.
- Clock Hours or Credits
 - Be sure the clock hours and credits are consistent with the syllabi and the catalog, enrollment agreement, and application.
- Select how the course will be offered
- If there is a distance education component, list the platform to be used and complete the remaining right half of the tab for ALL courses in the program to get a true overall DE percentage.

PDE3004 Program/Course Outline

- Syllabi
 - A syllabus must be provided per delivery modality/course number
 - Must be detailed
 - Refer to sample syllabus on PLS website (ground and distance education versions available)
 - All required elements must be in each syllabus
 - Don't forget to include a syllabus for the externship!

PDE3003 Instructor List

- Remember all courses auto populate from the prior worksheet, list the associated primary instructor for each course (whichever the modality)
- Names from PDE3003 Instructor List Tab will populate to Instructor Qualifications - PDE279 forms

PDE-279 Instructor Qualification Forms

- Instructor name populates from PDE3003 Instructor List
- Complete all sections
- Include an updated resume
- Make sure information from resume matches information entered on the form
- Verification of Qualifications – states documentation for only one of the qualifications is needed, recommend providing evidence for all qualifying agents selected

Job Opportunities

- Demonstrate that there are jobs for graduates
- Demonstrate that the program provides the right skills for jobs
- Local jobs or provide a disclaimer regarding relocation
- May not require any skills, experience, or credentials that are not either required for admission or taught in the program
- No jobs that require degrees
 - Unless required for admission
- No jobs that require job experience
 - Unless required for admission
- No jobs without any training requirements

Job Opportunities

- Embed actual ad – do not retype information
- Show name of employer
- Show date of advertisement
- Include entire ad – not just a list of openings
- Letters from prospective employers can be used
- See [Board Policy Memorandum # 74](#) for additional information
- It is strongly encouraged you form an advisory board or advisory committee which will review your proposed curriculum as well as offer feedback/guidance regarding the industry trends and needs. A committee is at minimum 5 individuals.

Facility

- Provide the same information provided in the New School Application
- Make note if you plan on having this program share space with another program

▶ Reading Levels of Texts

- Complete all information needed in the Texts and Reading Level section
- List the Grade Level of each text
- List the Method used to determine reading level:
 - Publisher
 - Reading level specialist
 - Flesch-Kincaid

Externships

- Ensure sufficient hours to obtain appropriate experience to compete for jobs
- Ensure sufficient hours to meet compliance with certification requirements
- Externship hours cannot count towards work experience
- The school must supervise the externship
- The externship site must be visited

Externships

- Embed letters from prospective sites to demonstrate that sites are available for all students in each cohort.
- Highly recommended not to require students to find their own site – ok to permit self-selection but problematic to require self-selection.
- Embed evaluation rubric
- A tool for site to use to formally evaluate student extern for the school
- Specific to professional skills

Distance Education

- Provide a narrative for each section separately do not provide one all encompassing document
- Read the directions in their entirety ensuring full access is granted
- Provide URL, username and password for LMS
- Provide link to recorded video demonstration – sample lecture/classroom
- Provide access to at least 25% of curriculum requesting to have DE included in the curriculum
- List equipment students will need to access LMS

***Please ensure the credentials provided to access and review the online platform do not require a 2-step verification process and do not expire prior to the intended Board meeting date.

CDL Program

- Read carefully all directions and sections – very thorough requirements for supporting documentation
- [Board Policy Memo #93](#)
- [CDL Owner/Director Attestation](#)
- Sections to be completed
 - Administration
 - Instructors
 - Admissions
 - Equipment
 - Tractor/Vehicle
 - Trailer
 - Program

Enrollment Agreement

- Provide the same information provided in the New School Application

Catalog

- Provide the same information provided in the New School Application

▶ Academic Performance

- Embed the required documents ensuring all key and required information is available.
- Reference Student Records and Transcripts slides in the 1st Session – New School Application for additional information or detail.

Documents

- Use this tab to embed documents that don't have a place elsewhere in the application
 - Nurse Aide, Pharmacy Technician, and Practical Nurse programs require additional regulatory board approval or pending approval letters before the PLS Board will review the new program application
 - Outcomes of a program from another school
 - Letter to the Board with further information clarifying components of the program

Submission of Applications

- Both the New School Application and New Program Application(s) must be submitted on SharePoint
- SharePoint submission instructions are found at the end of applications
- Do not wait until the deadline to submit
- Send fee payment in sufficient advance of the deadline – see New School Application PowerPoint for payment information

Embed a Document

- Embed documents when requested to do so or when the verbiage extends beyond the textbox provided
- Embed as an Icon
 - If the full document covers the screen, it is not embedded as an Icon. Only the symbol should be visible in the application.
 - Click in the cell/textbox
 - Insert: Object
 - Create From File
 - Browse to locate your file – select it
 - Check the “Display as Icon” box
 - Do NOT link to file
 - Okay

How to Get a PDF into a Word Doc

Have your PDF document open

1. File – Print
2. Printer – Choose OneNote (if you have never used this before, you will need to open OneNote first to initialize it)
3. Print – OneNote should open (do NOT change anything.)
4. Select Okay

Your document is now open in a new window/document

5. File – Export (Select Word Doc .docx)
6. Export
7. Save document (Select desired location and rename it)
8. Close OneNote
9. Close the PDF document
10. Find your saved word document – Open it (can delete the 1st added page with the printout/time stamp info)

You need to adjust the margins

11. Layout
12. Margins
13. Custom Margins (set all margins top, bottom, left, and right to zero 0)
14. Okay (popup about margins being outside printing area ignore this)
15. Save the document one last time and now follow the directions to embed a Word document into your applications.



Thank you for coming!

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