

## 7. Policy on Approval of New Combination Distance Study-Resident Programs or Training Sites

As stated in C.1. Policy on Substantive Change and Notification, any change or addition of a training site is considered a “substantive change” and prior approval is required before the change may be included in the institution’s grant of accreditation.

### **New Combination Distance Study-Resident Programs**

This policy addresses the use of blended learning courses or programs which require a student to complete both a distance study and an on-site or resident study component for successful course completion. This is sometimes referred to as a “hybrid program.” The approval process has two steps, distance study portion and training site.

The institution must document that it is properly authorized by the applicable state authority (or its equivalent for non-U.S. institutions) to offer the new Combination Distance Study-Resident Program. Students *may not* be enrolled in the course until approval for the distance study course has been extended.

The Accrediting Commission reserves the right to order a comprehensive review of an institution at any time it has concerns that the institution is not in compliance with the DETC’s standards, policies, and/or procedures.

### **Approval by DETC of Distance Study**

The distance study portion of the course/program must be evaluated and approved before students may be enrolled. The institution must submit E.16. Application for New Combination Programs/Training Sites along with the \$500 processing fee to the Executive Director. Once acknowledged, the institution must submit one complete set of the program (in accordance with C.5. Policy on Course/Program Approval) and an electronic copy of its *Proposed Training Site Report* (PTSR).

The *Proposed Training Site Report* (PTSR) must include the following:

1. Address of the training site.
2. Statement about: (1) why the new site is being opened; (2) the expected impact on the institution’s overall mission (how the site will support the mission); (3) how management of, and communications with, the site will be handled; and (4) the rationale for the location of the site.
3. Documentation demonstrating the institution has sufficient financial and administrative resources to operate an additional site.
4. Documentation that the institution is authorized by the applicable state authority to offer and operate the new resident training site.
5. Projected date for start of first resident class.
6. Estimate of months the average enrollee should take to complete the distance education course/program.
7. Estimate of time the average enrollee should take to complete the resident portion.

8. Statement of the learning goals for both distance education and resident portions of the course/program.
9. Program of instruction (class schedule) that outlines titles of class sessions, anticipated class loads, student/instructor ratios, and an hour-by-hour descriptive schedule of activities.
10. Proposed enrollment agreement, catalog, and advertising copy.
11. Proposed marketing strategy and methods.
12. Proposed admission requirements.
13. Proposed organizational chart for resident site. List full- and part-time personnel at the site, including resumes outlining qualifications, time spent at the site each week, and job descriptions.
14. Proposed faculty (full- and part-time) and their qualifications (include resumes). Include estimated class size.
15. General description of proposed resident facility, including estimates of space requirements, floor plan, classroom and site layout, etc.
16. A description and list of student housing facilities (or arrangements), food service, sanitation, parking, and other student support services.
17. List of audio-visual teaching equipment, hardware and software, and any instructional materials that will serve the needs of the residential program.
18. Explanation of plans for retention of student records.
19. Description of counseling services to be available to students at the site.
20. Description of placement services to be available to students at the site.

The institution will receive a copy of the subject specialist's report, and it will have a chance to respond to any "not met" findings before the Commission reviews the documents. The Commission will review the Subject Specialist's Report, the institution's PTSR, and the institution's response to the Subject Specialist's Report before giving approval to the distance study portion and allowing enrollment in the resident portion. The institution will be notified in writing within 30 days of the Commission's actions.

### **Approval of the Training Site**

Within **30** days of when students begin attending the resident training site, the institution must submit an electronic copy of its *Revised Training Site Report (RTSR)* to the Executive Director. Upon receipt of the RTSR, the Executive Director will schedule a visit to the training site to take place within **90** days. A visitation fee will be charged for the on-site visit (see E.1. Fees).

After the on-site visit to the new training site, the institution will receive a copy of the Chair's Report of the Examining Committee and will be given the opportunity to comment on its factual elements in accordance with normal Commission procedures. The established procedure for the training site approval is: (1) receipt of Chair's Report in the Commission's office; (2) transmittal of Chair's Report to institution; (3) the institution's response to the Chair's Report; (4) the Commission reviews the RTSR, Subject Specialist Report, Chair's Report and the institution's response to the Chair's Report and gives final approval or defers action until appropriate changes are made, documented and verified, and (5) a formal letter stating the Commission's actions is sent to the institution.

**Revised Training Site Report (RTSR):** The institution should revise its *Proposed Training Site Report* by updating each of the 20 items listed above. In addition, it must include the following items in the *Proposed Training Site Report*:

1. Copy of lease.
2. Name, model number, and brief description of all training equipment and the number of students and length of time each student will train with each piece of equipment during the session.
3. Copies of proof of ownership or lease agreements for training equipment.
4. Copies of maintenance procedures, schedules, and contracts for equipment.
5. Evidence of insurance coverage, safety equipment, first aid availability, etc., at the site.

### **Additional New Training Site**

If an institution has an approved combination distance study-resident program, and it wishes to add a new training site, it must submit the Application (E.16.) along with a *Proposed Training Site Report* (PTSR) as described above. Within **30** days of when students begin attending the new resident training site, the institution must submit an electronic copy of its *Revised Training Site Report* (RTSR). Upon receipt of the RTSR, a visit to the training site will be scheduled to take place within **90** days. A visitation fee will be charged for the on-site visit (see E.1. Fees).

All new sites must be visited and individually approved by the Accrediting Commission. Failure by the accredited institution to notify the Commission in a timely way of a new training site may bring a full review of the entire institution.

After the on-site visit to the new training site, the institution will receive a copy of the Chair's Report of the Examining Committee and will be given the opportunity to comment on its factual elements in accordance with normal Commission procedures. The established procedure for the training site approval is: (1) receipt of Chair's Report in the Commission's office; (2) transmittal of Chair's Report to institution; (3) the institution's response to the Chair's Report; (4) the Commission reviews the RTSR, Subject Specialist Report, Chair's Report and the institution's response to the Chair's Report and gives final approval or defers action until appropriate changes are made, documented and verified, and (5) a formal letter stating the Commission's actions will sent in 30 days of its final action.

### **Failure to Pay Fees or Submit Report**

All fees must be paid prior to the on-site visit. If an institution fails to submit its RTSR or pay the visitation fee, enrollments in the course/program (including the on-site training portion) will be suspended, and the institution must refund all money received from students within **30** days. If the resident training site is subsequently approved, previously enrolled distance study students will be afforded the opportunity to resume and complete their distance study courses and must be afforded the opportunity to attend resident training, within **60** days of completing their distance study training, free of charge.

All training sites must be revisited as part of an institution's reaccreditation process.

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