

Application for New Combination Programs/Training Sites

Name of Institution: _____

Address of Institution: _____
(Street Address) (City, State) (ZIP)

Telephone: _____ Fax: _____ Today's Date: _____
(Area Code) (Area Code)

Name of New Combination program: _____

Address of New Combination Program or Training Site: _____

Proposed date that the new combination program or training site will be operational: _____

New Combination Distance Study-Resident Program – Distance Study portion: For an institution to receive approval to begin enrolling students in the distance study portion of a new combination distance study-resident program, it must submit this Application (per C.7. Policy on Approval of New Combination Distance Study-Resident Programs or Training Sites) and a **\$500** processing fee. Once acknowledged, the institution must submit one complete set of the program in accordance with C.5. Policy on Course/Program Approval and a *Proposed Training Site Report* (PTSR) as described in C.7.

New Combination Distance Study-Resident Program – Resident Training portion: Within 30 days of when students begin attending the new residence training site, the institution must submit *Revised Training Site Report* (RTRS). Upon receipt of the RTRS, a site will be scheduled to take place within the next 90 days. Additional fees will be charged for the on-site visit.

New Training Site: If an institution has a combination distance study-resident program already approve, and it wishes to add a new training site, it must submit this Application (per C.7. Policy on Approval of New Combination Distance Study-Resident Programs or Training Sites) and a **\$500** processing fee. Within 30 days of when students begin attending the new residence training site, the institution must submit *Revised Training Site Report* (RTRS). Upon receipt of the RTRS, a site will be scheduled to take place within the next 90 days. Additional fees will be charged for the on-site visit.

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.

I certify that all of the information on this application is true and correct:

Institution's President or CEO: _____ Signature: _____

Submit this form to: Executive Director (address below).

(Please Note: this page was left blank on purpose.)