# New Director Seminar Part 1
## New Program Application

Private Licensed Schools

Division of Postsecondary Proprietary Training

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# New Program Application

- This application will be used for the following reasons:
  - Seek approval for a new program not already approved by the Board.
  - Make substantive changes (over 25%) to your existing Board approved program.
  - Transfer a Board approved program from another licensed school location under the same ownership.
- Board approval is required for this application and its reasons of use listed above.
  - Using our [website](website)
    - School Resources Menu
    - Required Board Approvals and Submission Items
    - New Programs

# New Program Applications

- $1,400 Fee
- Current application form
  - General Information (PDE3003 Summary)
  - Equipment
  - Program Outline
  - Instructor List
  - Instructor Qualifications
  - Job Opportunities
  - Facility
  - Reading Levels
  - Externship
  - PN Clinicals
  - CDL
  - Distance Education
  - Enrollment Agreement
  - Catalog
  - Academic Performance
  - Documents
  - Submission

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# New Program Application Instructions

- Complete all shaded boxes
- Type in text box or embed document
- Some cells automatically populate from previous entries
  - Instructor list populates to qualifications
  - Course list populates to instructor list and syllabi
    - Populates for convenience and consistency

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# PDE3003 Summary – General Information

- Answer each section accordingly.
- Length of Program
  - Insufficient hours is a common error
  - Don't assume prior knowledge
  - Don't assume high discipline w/high independent learning skills
- Tuition, registration fees, other fees
  - ACT 69 of 2024
- Diploma vs. Certificate
  - Diploma = multiple classes/multiple syllabi
  - Certificate = one class/one syllabus
- Start date – after Board meeting
- New Program Seminar Date

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# Specialized Associate Degrees

- New programs cannot be degrees UNLESS you have prior approval to award them.
    - This is NOT the application to use for new degree programs.
    - If you are interested or unsure where to locate these, please contact your Board Administrator.
- Specialized Associate Degrees require additional approval by the Secretary of Education.

# 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

- Therefore, the program title cannot imply Certified ex. CMA, CNA etc.
- The program title cannot imply licensed ex. LPN

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# Accreditation vs. Licensure

- ***License*** – permission to operate

- ***Accreditation*** – by an authorized private agency that confirms that the education and practice meets certain quality standards

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# Entrance Requirements

- Ensure that all students admitted can reasonably be expected to handle 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

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# Occupational Skills

- Narrative or list of the major occupational skills the student will learn
  - Spelling errors are common when typing narratives – if lengthy embed a document or type in Word and then copy and paste into the textbox to minimize spelling errors.
- Do not list the jobs in this section – list the skills

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# Employment Opportunities

- List the job titles for which graduates should be qualified

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# Branch Address

- Provide the address if you will offer this program at an <u>approved</u> branch
  - Entire program must be offered at the branch
  - Branches must be in the same county or a contiguous county
  - Cannot have a branch campus until AFTER initial licensure approval (2 years)
    - Site visit required
    - $750 site visit fee
  - The branch location must be covered under the school's surety and is done with a bond rider not a separate bond
  - The branch location will require its own leadership – director or acting director/s at all hours of operation

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# Remote Facility

- If part of the training is provided at remote site, list the address
  - Driving range, clinical facility, lab
- Site visit required
- $750 additional site visit fee
- Remote vs. Externship Site
  - Oversight by instruction = remote
  - Oversight by employee of business = externship
- Remote facilities must be covered under the school's surety and is done by a bond rider and not a separate bond
- The remote location should have its own leadership – director or acting director/s at all hours of operation

# Remote Location for CDL Programs

**FMCSA Range Definition** - Range means an area that must be free of obstructions, enables the driver to maneuver safely and free from interference from other vehicles and hazards, and has adequate sight lines. Behind The Wheel range training must teach driving exercises related to basic vehicle control skills and mastery of basic maneuvers, as covered in 49 CFR §§ 383.111 and 383.113. The training providers must teach this unit on a driving range as defined in § 380.605.

In your application, the overhead map should include the overall dimensions, including the area with dimensions designated for the following components:

- Student parking (if applicable)
- Truck parking
- Entry/exit
- Skills area

For the skills area and given the overhead map, please be prepared to respond to questions from the board regarding the following points:

- What will the school's ratio of students to trucks be on the range?
- How will the school teach the skills in the area given the number of students, cohorts, and trucks that will be managed at the same time? (See FMCSA's range skills below.)
- Has the school considered any implications of the student cohort size, number of trucks, and range size/configuration?

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# PDE3003 Equipment

- List all equipment

- Give specifications – make, model, etc.

- If there is any doubt about whether it is equipment or supplies, list it

- Be mindful of the the ratio based on your intended start-up cohort in addition to the number already on campus

- If you need to order equipment
  - You are not expected to have purchased the equipment prior to approval
  - You will want to show evidence of research of cost or have purchase orders prepared for purchase post approval
  - This evidence can be embedded on the Documents tab

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# PDE3004 Program Outline

- Course List – sequence of offering
- Course names populate to PDE3003 Instructor List
- 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, catalog, enrollment agreement, and within the application
- Select how the course will be offered
- If there is a distance education component, list the platform to be used.

# Resources

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

# Syllabi

- 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!

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# 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  worksheet will populate to PDE279 Instructor Qualifications

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# PDE-279 Instructor Qualifications

- Instructor name populates from PDE3003 Instructor List
- Complete all sections
- Include an updated resume
- Make sure information from the embedded resume matches information entered on the PDE279
- Make sure the resume and PDE279 include the instructor's current employment with the school
- Verification of Qualifications – states documentation for only one of the qualifications is needed, recommend providing evidence for all
- This tab does not need to be completed for CDL programs as they are entering this information on the CDL tab.

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# 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

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# Job Opportunities Continued

- Embed actual ad – do not retype information (screen shots placed in a Word doc work best)

- Show name of employer, date of ad, job location

- Include entire ad – not just a list of openings

- Letters from prospective employers can be used

- Occupational Outlook can be helpful but is not sufficient by itself

- Reference [Board Policy Memorandum # 74](#)

- 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.

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# Facility

- Embed a floor plan
  - Can be self-prepared
  - Include dimensions for instructional space
  - Show major equipment
- Provide a usage plan for shared space
- Certificate of occupancy for all locations
- CDL programs, please reference slide #14 for additional information.

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# 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
- Consider admissions requirements based on reading level

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# Externships

Embed each of the following items:

- Site selection criteria
- Sample written agreement
- Site responsibilities
- School responsibilities
- Evaluation instrument
- Embed externship syllabus in the Syllabus worksheet

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# Externships - II

- Enough to ensure appropriate experience to compete for jobs
- Enough to ensure compliance with certification requirements
- Do not turn the program into on-the-job training
- The school must supervise the externship
- The externship site should be visited
- Externship vs Clinical Lab
- Embed completed agreements (or letters of intent) from prospective sites to demonstrate that sites are available for all students in each cohort
- Highly recommend not requiring students to find their own site
- Embed evaluation rubric
- Specific to professional skills

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# Practical Nurse Clinicals

- [Board Policy Memo #105](#)

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# 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

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# CDL Curriculum

- You are required to complete the crosswalk at the end of the application/workbook.

- Your curriculum must adhere to the FMCSA guidelines found [here](.).

- There are no clock hour/time requirements for ELDT training; however, you will need to be able to defend the total hours if questioned by the Board.

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# CDL Curriculum – Evaluation Criteria

- While there are no clock hour/time requirements for ELDT training, there are evaluation requirements
  - 80% or better for all theory assessments.
  - The following range skills must be proficient.
    - Vehicle Inspection Pre-Trip/Enroute/Post-Trip
    - Straight Line Backing
    - Alley Dock Backing (45/90 Degree)
    - Off-Set Backing
    - Parallel Parking Blind Side
    - Parallel Parking Sight Side
    - Coupling and Uncoupling

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# CDL Curriculum - Summary

- The CDL modernization from PennDOT is for <u>testing</u>. While the students may only be tested on certain skills, the training must meet federal FMCSA ELDT minimum curriculum standards [ELDT Curricula Summary - 508 (dot.gov)](). In addition, trainers must ensure that students are proficient in all skills in the FMCSA ELDT standards.

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# 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.

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# Enrollment Agreement

- Embed the agreement
- No form is provided
- Complete the checklist
- All items on the checklist are required
- Must duplicate information provided in the school catalog
- Make sure you have revised the address for PDE within your complaint procedure.
  - 607 South Drive, Floor 3E, Harrisburg, PA 17120

# Catalog

- If the school catalog is available online, provide the web address
- If the school catalog is not available online, embed a copy of the full current catalog and the addendum which would contain the new program information.

# Academic Performance

- Embed the required documents ensuring all key and required information is available.

# 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

# Embed a Document

- The preferred document type is Word.

- Embed a document when entered text extends beyond the provided text box

- 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 when embedded as an icon.
  - Do NOT link to file

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# How to Embed a Document

- Insert
- Text
  - Object
- Create from File
- Click 'display as icon'
- Browse – select file from your computer
- Click ok

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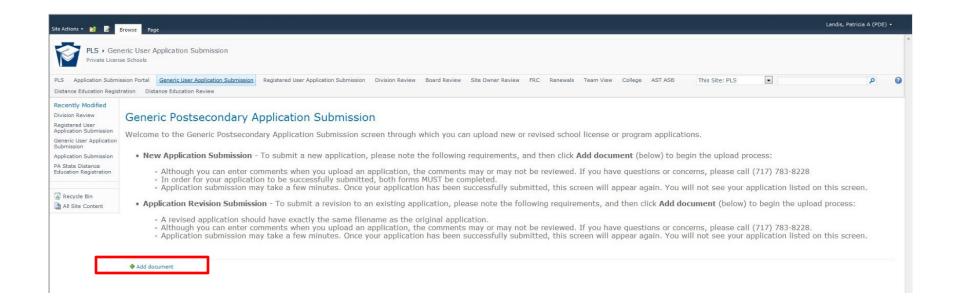
11. Layout
12. Margins
13. Custom Margins (set all margins top, bottom, left, and right to zero 0)
14. Okay (popup about margins being outside printing area Ignore this)
15. Save the document one last time and now follow the directions to embed a Word document into your applications.

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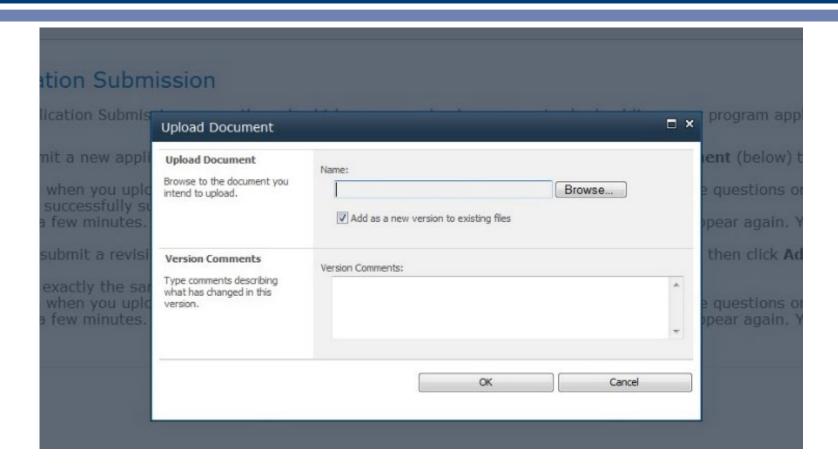
# Program Application Submission

- Submit the completed application forms via [SharePoint](SharePoint)
- Enter User ID:  This will be your registered username
  - User\
- Enter Password: This will be your password
- Click to add document
- Browse to select the file
- Enter ALL information as requested
  - Content type is commonly not selected, or the incorrect one is selected.
- Newer versions of Excel will prevent your successful upload. The website only accepts the .xls extension. To upload excel spreadsheets, you will need to be resave them using the "Excel 1997-2003" format option before uploading.

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# Submission - SharePoint

# Submission – Browse for File

# Submission – Complete Form

**Note:** Be sure to carefully enter all of the information below. Once you click Save on this screen, your application has been saved and submitted. Your application will not be listed on the Application Submission screen. Staff will contact you by e-mail within the next month to inform you of any revisions that are needed prior to consideration by the Board. You will receive notice by e-mail to inform you whether the application has been accepted for review by the Board at the next meeting. Please note that each applicant for a new school license must also submit at least one application for program approval. Please note that the Board has established a limit of three new program applications per school for each Board meeting. If you have any questions regarding your application submission, please call (717) 783-8228.

## WARNING: YOU MUST COMPLETE THIS FORM

ℹ️ The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

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| | PLS New School |
| Name * | PLS New Program    Content Type |
| | License Renewal |
| Program Name * | PLS Financial Report |
| | Specialized Associate Degree    for which the application is being |
| | College |
| School Name * | |
| | What is the name of the school submitting the application? |
| CEO * | |
| | Who is the CEO responsible for the application? |
| Email * | |
| | What is the valid email address to which correspondence related to the application should be sent? |
| Staff Reviewer | ▾ |

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# File Names

- Name file with indication of school name and program name
- Do not use punctuation
- ALWAYS use the EXACT same file name for each resubmission of revised applications

# Corrective Action Period

- Review letter from staff
- One 10 business day corrective action period
- Deadlines
  - Deadlines are rigid
  - If deadline is missed, can submit for next meeting

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# Board Meetings and Deadlines

## Meeting Dates

- February 13, 2025
- May 15, 2025
- August 14, 2025
- November 13, 2025

## Submission Deadlines

- November 29, 2024
- February 28, 2025
- May 30, 2025
- August 29, 2025

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# Submitting Payment

**Online Payment Center**

- Review and follow the instructions for making an online payment:
- [Payment for Private Licensed School Fees (PDF)](#)

- Important Notes:

- Payment Reference – please be sure to provide your school's name and city as the 'Payment Reference'. Failure to provide this information may delay the processing of the school's request as we will need to verify the source of any anonymous payments.

- Email – to receive an emailed receipt of your payment, you must provide your email address when processing the payment.  Receiving an emailed receipt is recommended for all transactions, especially in the event the school fails to provide the school's name and city as the 'Payment Reference'.

- Please be sure to carefully select the correct Program ID (which is the service/item you are paying the fee for). Selecting an incorrect Program ID may delay the processing of the school's request, as the payment will be applied to the selected Program ID (service/item).

- There is a 2% transaction fee charged for credit cards.  There is no fee charged for ACH transactions.

# Fees

- $1,400 per program

    (3 programs maximum per meeting agenda)
- $750 per site visit, if remote or branch locations are required

# Final Thoughts

- Complete all necessary information for each section

- Ensure that any changes needed are incorporated consistently throughout the application and made by the deadline within the review letter.

- Be consistent and check spelling if typing directly into the textbox.

- Do not wait until the deadline to submit the application to SharePoint.

- Make online payment by the submission deadline.

- If experienced in another state, do not follow their procedures – take the time to learn the PA requirements.
  - Do not expect the Board to change requirements.

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