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**Instructions for Renewal of Programs and Completion of Form PSR 0015
Renewal of Certificate of Registration**

1. Review your current Program Authorization and decide which programs you will discontinue and which programs you will submit for renewal/re-authorization.
2. For programs which will be discontinued, you must submit, in writing, a list of those programs, with the number of students and the completion date of each student.
3. Programs which will be renewed/re-authorized, must be listed on PSR 0015 with the exact same title as the current Program Authorization. If you choose to change the title of the program, you must submit a "Program Name Change Form" (PSR 0032).
4. You must submit an Exhibit "A" (PSR 0020) for each program listed on PSR 0015. For programs that contain a short number of clock hours, do not submit a single line entry on the Exhibit "A". Provide more specificity by listing several topics of major subject matter content and indicate the amount of clock hours devoted to teaching those subject matters. The sum of all clock hours on the Exhibit "A" must equal the total clock hours for the program.
5. For clock hour programs exceeding 300 hours, you must submit a "300 Hour Rule – Academic Term Notification Form (PSR 0014).
6. For programs you wish to offer that are not on your current Program Authorization, you must submit "Application for Diploma or Certificate Level Program" (PSR 0008) or "Authorization to Confer an Associate Degree" (PSR 0036).

(Revised 10/11)