

STATE OF OHIO
BOARD OF CAREER COLLEGES AND SCHOOLS
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**INSTRUCTIONS/APPLICATION
 FOR DISTANCE EDUCATION PROGRAM OR COURSES**

1. Please complete the form below and provide all information requested on Page 2 of this form.
2. Please note that if a school offers the same program curriculum via both residential training and distance education, the school will receive only one program approval. However, if the curriculum (Exhibit "A" form) for the program is different for residential program vs. distance education program, the program will require two separate approvals.

NAME OF SCHOOL	
ADDRESS (NUMBER, STREET, CITY, ZIP)	
NAME OF PROGRAM	
HOW MUCH OF THE PROGRAM WILL BE OFFERED VIA DISTANCE EDUCATION? _____ ENTIRE PROGRAM _____ SELECTED COURSES IN PROGRAM	
PROGRAM CONTACT PERSON (If different from school director)	PHONE #

BOARD USE ONLY	APPROVED FOR DISTANCE EDUCATION _____ DISAPPROVED _____
STATE BOARD OF CAREER COLLEGES AND SCHOOLS	DATE _____

REQUIRED DOCUMENTATION FOR DISTANCE EDUCATION PROGRAMS AND COURSES

If a school seeks to any part of a program via distance education, the following information must be submitted:

1. If the distance education program is a new program, please provide the information requested in the normal program application (PSR0008 for certificate and diploma programs or PSR0036 for associate degrees or PSR0035 for advanced degrees), including the requested attachments. If the entire program is offered via distance education, you do not need to respond to items that would refer to only resident training programs (such as information about facilities and equipment).
2. If the program will contain both onsite residential courses and distance education courses, please identify the specific courses are going to be offered via distance education. Please also identify courses where the student may elect either distance education or onsite training. If the entire program is offered via distance education, please designate "all courses" as distance education.
3. What method of communications will the school use to deliver instructions (e.g. Internet, correspondence, paper, other)? If special software is used as the primary median for instruction, please identify it, and the extent of faculty training needed with the software to become proficient. Please note that if the school changes software vendors or makes other substantive changes to how the course is delivered to students, the new information must be submitted to the Board via a program revision request (Form PSR0031)
4. In many programs, completion of coursework requires specific computer hardware and/or software proficiency. Who will supply the computer hardware/software? How will the school determine if the prospective student is computer literate sufficiently to understand the instructions?
5. In case of programs that require skills development in addition to knowledge development, explain how the skills development will be delivered and how student learning will be evaluated.
6. Explain procedures that have been established in the school to insure timely interaction between faculty and students.
7. Identify the amount of time (weeks or months) it should take the average diligent student to complete the course or program and what the maximum allowable time limit will be. How will the school handle those students who are not keeping pace with delivery of instructions?

COMPLETION OF THIS FORM IS REQUIRED BY SECTION 3332 OF THE OHIO REVISED CODE. ALL ITEMS MUST BE COMPLETED! ALL QUESTIONS MUST BE ANSWERED AND ALL MATERIALS REQUESTED MUST ACCOMPANY THE APPLICATION (FAILURE TO DO SO WILL RESULT IN THE RETURN OF THE APPLICATION, WITHOUT ACTION, TO THE SCHOOL AND ANY FEES PAID ARE SUBJECT TO FORFEITURE). YOU ARE REQUIRED TO FILL IN ALL BLANKS. IF NOT APPLICABLE, PLEASE PUT N/A.