



Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

OFFICE USE ONLY
Date Stamp _____

SAIL application # _____

Application fee _____ Date _____

School Code _____

Revenue Code **1257009W / 1257009V**

**Application for Significant Change in Method of Instructional Delivery or Change in
Distance Education Learning Management System**

(California Education Code §§ 94894, 94896; Title 5, California Code of Regulations § 71600)

- Approved Institution \$500.00 non-refundable fee**
 Institution Approved by means of Accreditation \$250.00 non-refundable fee

1. INSTITUTION

Name: _____

School Code: _____

Address _____

City _____

State _____

Zip _____

Phone Number _____

Fax Number _____

2. INSTITUTION'S CONTACT PERSON (for this application)

Name _____

Email Address _____

Address _____

City _____

State _____

Zip _____

Telephone Number _____

Fax Number _____

If this institution is approved by means of accreditation skip to #129.

Attached is a certified copy of the current verification of accreditation granted by the accrediting agency.

Note: If a question is not applicable to your circumstance, provide a brief description why.

3. PROPOSED NEW METHOD

~~Description of the proposed new method of instructional delivery.~~ Provide a description of the proposed new method of delivery (for example: synchronous or asynchronous; hybrid, online, correspondence, or direct; lecture, lab, internship/externship, or practicum; or change of distance education learning management system). Identify the proposed distance education learning management system (if applicable) and provide log-in information for Bureau access.

Document is attached: ____ Yes ____ No

Detailed explanation of the reasons for the proposed change

Document is attached: Yes No

4. CURRICULUM

~~Describe how the curriculum will be changed or adapted to meet the needs of the proposed new method~~ Explain how any educational program offered through distance education is appropriate for delivery through distance education methods, as described in 5 CCR section 71715(d)(1).

Document is attached: Yes No

Describe how the institution's programs and materials are designed to be in compliance with section 71715(d)(3).

Document is attached: Yes No

Describe methods of evaluation of measurable student learning outcomes, as described in section 71715(d)(6) and sections 71710(e) and (f).

Document is attached: Yes No

Provide syllabi compliant with section 71710(c) for each proposed program.

Document is attached: Yes No

5. FINANCIAL RESOURCES AND REPORTS

~~Describe how the changes affect the institution's financial resources.~~

Document is attached: Yes No

6. FACULTY

~~Describe~~ Provide a description of how the proposed change will result in any significant changes in existing faculty. Provide qualifications of any newly (tentatively) contracted faculty to instruct in their assigned subject areas, as described in section 71720.

Document is attached: Yes No

Describe how the institution will provide students with meaningful faculty interaction, as described in section 71715(d)(4).

Document is attached: Yes No

Describe how the institution ensures that faculty are qualified to teach using distance education methods, as described in section 71715(d)(4).

Document is attached: Yes No

76. FACILITIES & EQUIPMENT

~~Describe how the proposed change will result in any significant changes in existing facilities. Provide a description of changes made to facilities and equipment as a result of the proposed change in Method of Instructional Delivery.~~

Document is attached: Yes No

8. LIBRARIES AND OTHER LEARNING RESOURCES

~~Describe how the proposed change will result in any significant changes in existing library or learning resources provide the applicable information.~~

Document is attached: Yes No

9.. AFFECTS

~~Include a description of how the change affects students and administration.~~

Document is attached: Yes No

107. IMPLEMENTATION

~~Include a description of how the institution will phase in the new method of instructional delivery.~~

Document is attached: Yes No

Provide a description of how the institution assesses students (prior to admission) for skills and competencies to succeed in a distance education environment as described in section 71715(d)(2).

Document is attached: Yes No

Provide the proposed catalog disclosure outlining the timeframe for faculty evaluation of student submissions as required by 71715(d)(7).

Document is attached: Yes No

If the institution is proposing asynchronous (not-in-real time) instruction, provide the enrollment agreement and catalog disclosures describing any proposed changes to the institution's refund policy as described in 71716(d) and 71750(b).

Document is attached: Yes No

Provide a description of how the institution will maintain a record of the dates on which lessons, projects, and dissertations were received and responses were returned to each student as described in 71715(d)(8).

Document is attached: _____ Yes _____ No

118. ADDITIONAL INFORMATION

Include any material facts, which have not otherwise been disclosed in the application that might reasonably affect the Bureau's decisions to grant an approval. Provide any material facts, as defined in section 71340(a), which have not otherwise been disclosed in the application that might reasonably affect the Bureau's decisions to grant an approval.

Document is attached: _____ Yes _____ No

129. DECLARATION UNDER PENALTY OF PERJURY

This application shall be signed with original or digital signature by the following:

- Each owner of the institution, or each partner in a partnership, or
- If the institution is incorporated, by the chief executive officer or president of the corporation and each owner of 25 percent or more of the stock, or interest in the institution, or
- By each member of the governing body of a nonprofit corporation. If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.

Signature _____

Date _____

Name _____

Address _____

City _____

State _____

Zip _____

Owning _____ % of Ownership

Chief Executive Officer _____

Member, Board of Directors _____

General Partner _____

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.

Signature _____

Date _____

Name _____

Address _____

City _____

State _____

Zip _____

Owning _____ % of Ownership

Chief Executive Officer _____

Member, Board of Directors _____

General Partner _____

Attach Additional Sheet(s) if Necessary

Document is attached: _____ Yes _____ No

NOTICE ON COLLECTION OF PERSONAL INFORMATION

The information requested on this application is mandatory pursuant to CEC sections 94894, 94896 and Title 5 CCR section 71600. Failure to provide all of the information requested will result in the application being ineligible for processing, or subject to denial (Title 5 CCR section 71655). The information provided will be used to determine qualification of the applicant for authorization to make a substantive change to its approval to operate by the Bureau for Private Postsecondary Education (Bureau). The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing personal information maintained by the Bureau unless the records are exempted from disclosure by law. For questions about this notice or access to your records, you may contact the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, by phone at (916) 574-8900, or by email at bppe@dca.ca.gov.