

**State of California
Office of Administrative Law**

In re:
Bureau for Private Postsecondary Education

Regulatory Action:

Title 05, California Code of Regulations

Adopt sections: 71652, 71653
Amend sections: 71650

NOTICE OF APPROVAL OF REGULATORY
ACTION

Government Code Section 11349.3

OAL Matter Number: 2022-1228-03

OAL Matter Type: Regular (S)

SB 802 (Roth, Chapter 552, Statutes of 2021) amended Education Code 94894, which defines substantive changes that require Board approval, to add 4 new types of substantive changes. This action implements 3 of those new types by incorporating by reference 3 forms that institutions must submit for Board approval.

OAL approves this regulatory action pursuant to section 11349.3 of the Government Code. This regulatory action becomes effective on 4/1/2023.

Date: February 10, 2023



Ashita Mohandas
Attorney

For: Kenneth J. Pogue
Director

Original: Deborah Cochrane, Chief
Copy: David Dumble

NOTICE PUBLICATION/REGULATION

REGULAR

For use by Secretary of State only

STD. 400 (REV. 10/2019)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z- 2022-1101-05	REGULATORY ACTION NUMBER 2022-1228-035	EMERGENCY NUMBER
For use by Office of Administrative Law (OAL) only			
NOTICE		REGULATIONS	
OFFICE OF ADMIN. LAW 2022 DEC 28 AM 11:05			

ENDORSED - FILED
In the office of the Secretary of State
of the State of California

FEB 10 2023

1:39 pm

AGENCY WITH RULEMAKING AUTHORITY
Department of Consumer Affairs, Bureau for Private Postsecondary Education

AGENCY FILE NUMBER (If any)

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE	
3. NOTICE TYPE <input type="checkbox"/> Notice re Proposed Regulatory Action <input type="checkbox"/> Other		4. AGENCY CONTACT PERSON		TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved as Modified <input type="checkbox"/> Disapproved/Withdrawn		NOTICE REGISTER NUMBER	PUBLICATION DATE		

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Substantive Change Approval	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)
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2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)	
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	ADOPT 71652, 71653
	AMEND 71650
TITLE(S)	REPEAL
5	

3. TYPE OF FILING

<input checked="" type="checkbox"/> Regular Rulemaking (Gov. Code §11346)	<input type="checkbox"/> Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.	<input type="checkbox"/> Emergency Readopt (Gov. Code, §11346.1(h))	<input type="checkbox"/> Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
<input type="checkbox"/> Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4)	<input type="checkbox"/> Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	<input type="checkbox"/> File & Print	<input type="checkbox"/> Print Only
<input type="checkbox"/> Emergency (Gov. Code, §11346.1(b))		<input type="checkbox"/> Other (Specify)	

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)

5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)

<input checked="" type="checkbox"/> Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a))	<input type="checkbox"/> Effective on filing with Secretary of State	<input type="checkbox"/> §100 Changes Without Regulatory Effect	<input type="checkbox"/> Effective other (Specify)
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6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY

<input checked="" type="checkbox"/> Department of Finance (Form STD. 399) (SAM §6660)	<input type="checkbox"/> Fair Political Practices Commission	<input type="checkbox"/> State Fire Marshal
<input type="checkbox"/> Other (Specify)		

7. CONTACT PERSON David Dumble	TELEPHONE NUMBER (279) 895-6091	FAX NUMBER (Optional) (916) 263-1897	E-MAIL ADDRESS (Optional) David.Dumble@dca.ca.gov
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8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE <i>Kimberly Kirchmeyer</i>	DATE November 23, 2022
TYPED NAME AND TITLE OF SIGNATORY Kimberly Kirchmeyer, Director, Department of Consumer Affairs	

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

FEB 10 2023

Office of Administrative Law

*Ann
2/7/23
per
agency*

California Code of Regulations
Title 5. Education
Division 7.5. Private Postsecondary Education
Chapter 2. Applications
Article 7. Applications for a Substantive Change to an Approval to Operate

**PROPOSED REGULATORY LANGUAGE CONCERNING SUBSTANTIVE CHANGE
APPROVAL**

Legend—added text indicated by underline, deletion by strikethrough

1. Amend Section 71650, Article 7, Chapter 2, Division 7.5 of Title 5 of the California Code of Regulations

71650. Application for a Change in Educational Objectives or Clock or Credit Hours Required to Complete a Program (An Increase or Decrease by 25% or More).

(a) An institution seeking to change its educational objectives, or increase or decrease by 25 percent or more the number of clock hours or credit hours required for successful completion of a program under section 94894(i) of the Code, shall complete the “Application for Change in Educational Objectives or Clock or Credit Hours Required to Complete a Program (An Increase or Decrease by 25% or More)” form (OBJ rev. 2/108/22), which is hereby incorporated by reference, to obtain prior authorization from the Bureau in accordance with 94894 of the Code. The form shall be submitted to the Bureau along with the appropriate fee as provided in Section 94930.5(c) of the Code. ~~For an institution approved under section 94885 of the Code it shall be signed and dated by the signatory(ies) required by section 71380, and for an institution approved under section 94890 of the Code it shall be signed and dated by the signatory(ies) required by section 71390, and each fact stated therein and each attachment thereto shall be declared to be true under penalty of perjury, in the following form:~~

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

(Date)

(Signature)”

(b) For an application to add a degree program:

(1) “Unrelated to the approved educational programs” as used in section 94894(a) of the Code includes the addition of a degree program where no degree at that level was previously approved, whether or not the proposed program would offer a degree in the same subject area as a previously approved non-degree program or lower level degree; and a program leading to licensure

whether or not the proposed program is in the same subject area as a previously approved program that did not lead to licensure.

(2) The owner of an institution approved pursuant to section 94886 of the Code seeking to add a degree-granting program must complete an accreditation plan under section 71105, or provide proof of accreditation with the scope of that accreditation covering the institution and at least one degree program.

(3) If an application is granted pursuant to this subdivision, the Bureau shall issue a provisional approval of no more than two degree programs for which approval is sought. Such approval of the program shall run in conjunction with any existing approval to operate the institution.

(c) The application shall establish that the institution, including any branch, can meet the minimum operating standards contained in Chapter 3, and shall include:

(1) The name, school code, address, website address, and telephone and fax numbers of the institution;

(2) The reasons for changing the educational objectives or for an increase or decrease of 25 percent or more in the number of clock hours or credit hours required for successful completion of an educational program as defined in Education Code section 94837, and how the proposed change helps to further the institution's mission and objectives;

(3) When the institution proposes to change the educational objectives, or the amount of Clock or Credit Hours required for successful completion of the program;

(4) The impact of the change on the financial resources of the institution, including the institution's ability to comply with section 71745;

(5) A description of the facility and equipment, as required by section 71260, required for the change;

(6) For addition of a new program, all information required by sections ~~71210 and 71220~~ and section 71210 except for 71210(c)(2);

(7) If the application is for a change to an existing program, a description of the differences between any programs approved and the proposed programs, including differences in admissions standards, degree requirements, curricula, and standards for student achievement;

(8) A statement that the institution has contracted with duly qualified faculty that meet the requirements of section 71720;

(9) A description of library and other learning resources, as required by Section 71270, required for the proposed change;

(10) The name, address, email address, and telephone and fax numbers of the institution's contact person for the purpose of this application; and

(11) Any additional information required by the Bureau pursuant to section 71340.

(d) An institution that has been granted an approval to operate by means of accreditation shall notify the Bureau of the substantive change within 30 days of that change on the Application for Change in Educational Objectives or Clock or Credit Hours Required to Complete a Program (An Increase or Decrease by 25% or More) form, by providing the information required by (c)(1) and (c)(10) and the fee required by Section 94930.5(c) of the Code, and shall attach certification from the institution's accreditation agency demonstrating that the substantive change was made in accordance with the institution's accreditation standards, and complies with the Act and this Division.

(e) If no grounds for denial exist as provided in section 71655, the Bureau shall provide written notice of approval of the substantive changes requested on any application submitted in compliance with this section, or for institutions approved by means of accreditation, the Bureau shall send a written acknowledgement of receipt of the application specified in subsection (d). The Bureau's authorization to make the changes requested by an institution on any application required by this section shall be deemed effective as of the date of the written notice of approval provided by the Bureau.

Note: Authority cited: Sections 94803, 94877, 94885, 94885.5 and 94895, Education Code. Reference: Sections 94823.5, 94885, 94885.5, 94893, 94894, 94895, 94896 and 94930.5, Education Code.

2. Add Section 71652, Article 7, Chapter 2, Division 7.5 of Title 5 of the California Code of Regulations

71652. Application for a Change to Begin Participation in Federal Student Financial Aid Programs Authorized by Title IV of the Federal Higher Education Act of 1965, as Amended (20 U.S.C. Sec. 1070 et seq.)

(a) An institution seeking to begin participation in federal Student Financial Aid Programs authorized by Title IV of the federal Higher Education Act of 1965, as amended (20 U.S.C. Sec. 1070 et seq.) shall complete the "Application for Authorization for Institution to Begin Participation in Student Financial Aid Programs (Title IV of the Higher Education Act of 1965)" form (AID New. 8/22) which is hereby incorporated by

reference, to obtain prior authorization from the Bureau in accordance with 94894 of the Code. The form shall be submitted to the Bureau along with the appropriate fee for authorization of a substantive change as provided in Section 94930.5(c) of the Code.

(b) An institution that has been granted an approval to operate by means of accreditation shall notify the Bureau of their participation in federal student financial aid programs authorized by the federal Higher Education Act of 1965 within 30 days of that substantive change by completing the Application for Authorization for Institution to Begin Participation in Student Financial Aid Programs (Title IV of the Higher Education Act of 1965) form referenced in subdivision (a) and submitting the fee required by Section 94930.5(c) of the Code.

(c) If no grounds for denial exist as provided in section 71655, the Bureau shall provide written notice of approval of the substantive changes requested on any application submitted in compliance with this section, or for institutions approved by means of accreditation, the Bureau shall send a written acknowledgement of receipt of the application specified in subsection (b). The Bureau's authorization to make the changes requested by an institution on any application required by this section shall be deemed effective as of the date of the written notice of approval provided by the Bureau.

Note: Authority cited: Sections 94877 and 94895, Education Code. Reference: Sections 94893, 94894(j), 94895, 94896, and 94930.5, Education Code.

3. Add Section 71653, Article 7, Chapter 2, Division 7.5 of Title 5 of the California Code of Regulations

71653. Application for Authorization for a Change in Academic Measurement of an Educational Program from Clock Hours to Credit Hours

(a) An institution seeking to change the academic measurement of an educational program from clock hours to credit hours shall complete the "Application for Authorization to Change from Clock Hours to Credit Hours" form (CREDIT New. 8/22) which is hereby incorporated by reference, to obtain prior authorization from the Bureau in accordance with 94894 of the Code. The form shall be submitted to the Bureau along with the appropriate fee for authorization of a substantive change as provided in Section 94930.5(c) of the Code.

(b) An institution that has been granted an approval to operate by means of accreditation shall notify the Bureau of the change in their academic measurement of an educational program from use of clock hours or credit hours within 30 days of that change by submitting the Application for Authorization to Change from Clock Hours to Credit Hours form and submitting the fee required by Section 94930.5(c) of the Code.

and shall attach written certification from the institution's accreditation agency approving of or acknowledging the change.

(c) If no grounds for denial exist as provided in section 71655, the Bureau shall provide written notice of approval of the substantive changes requested on any application submitted in compliance with this section, or for institutions approved by means of accreditation, the Bureau shall send a written acknowledgement of receipt of the application specified in subsection (b). The Bureau's authorization to make the changes requested by an institution on any application required by this section shall be deemed effective as of the date of the written notice of approval provided by the Bureau.

Note: Authority cited: Sections 94877 and 94895, Education Code. Reference: Sections 94893, 94894(k), 94895, 94896, and 94930.5, Education Code



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

OFFICE USE ONLY	
Date Stamp _____	
Application # _____	
Application fee _____	Date _____
School Code _____	
Revenue Code 1257005Y / 12570061	

Application for Authorization for Institution to Begin Participation in Student Financial Aid Programs (Title IV of the Higher Education Act of 1965)

(California Education Code (CEC) § 94894, 94896; Title 5, California Code of Regulations (CCR) § 71652)

- Approved Institution \$500.00 non-refundable fee**
- Institution Approved By Means of Accreditation \$250.00 non-refundable fee**

1. INSTITUTION

Name of Institution: _____ School Code _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Fax Number: _____

Website Address: _____

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

Name _____ Email Address _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Fax Number _____

3. DATE

What is the proposed effective date of participation in Student Financial Aid Programs under Title IV of the Higher Education Act?

4. FINANCIAL AID POLICIES, PRACTICES, AND DISCLOSURES

Please attach the statement of the institution's financial aid policies, practices, and disclosures required by section 94909(a)(10), as well as copies of the institution's catalog and enrollment agreements containing the disclosures required by 5 CCR section 71810 and CEC section 94911.

Document is attached: Yes No

If this institution is approved by means of accreditation skip to #7.
Attach a certified copy of the current verification of accreditation granted by the accrediting agency.

5. ORGANIZATION AND MANAGEMENT

Will the institution's participation in Student Financial Aid Programs under Title IV of the Higher Education Act cause any changes to the institution's organization and management including changes to the job duties and responsibilities of each administrative and faculty position, and/or the addition of a financial aid officer position?

Yes No If yes, please attach a document stating the planned changes.

6. EDUCATIONAL PROGRAM

Will the institution's participation in Student Financial Aid Programs under Title IV of the Higher Education Act cause any changes in the institution's educational programs including any of the changes required to be reported under CEC sections 94894(a), 94894(g), 94894(i), or 94894(k)?

Yes No If yes, please attach a document stating the planned changes.

7. DECLARATION UNDER PENALTY OF PERJURY

This application shall be signed by the following:

- Each owner of the institution, or
 - If the institution is incorporated, by the chief executive officer 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.
-

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 _____

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

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 71652. 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 as specified in Civil Code section 1798.40. 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.



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

OFFICE USE ONLY	
Date Stamp	
Application #	_____
Application fee	_____ Date _____
School Code	_____
Revenue Code	12570062 / 12570063

Application for Authorization to Change from Clock Hours to Credit Hours
(California Education Code (CEC) §§ 94894, 94896; Title 5, California Code of Regulations (CCR) § 71653)

- Approved Institution \$500.00 non-refundable fee**
 Institution Approved By Means of Accreditation \$250.00 non-refundable fee

1. INSTITUTION

Name of Institution: _____

School Code _____

Address: _____

City _____

State _____

Zip _____

Phone Number: _____

Fax Number: _____

Website Address: _____

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

Name _____

Email Address _____

Address _____

City _____

State _____

Zip _____

Telephone Number _____

Fax Number _____

Is this institution approved by means of accreditation? __ Yes __ No If this institution is approved by means of accreditation attach the certification required by Title 5 CCR section 71653 and then skip to #9.

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

3. REASON FOR CHANGE

Describe the reasons for the proposed change to confer credit hours (units) instead of clock hours for each educational program proposed to change. If the information cannot be written in the space provided, attach additional pages to this form.

Additional information attached: _____ Yes _____ No

4. DATE

Date of the proposed change? _____

5. TYPE OF CONVERSION

Indicate below whether the institution is seeking to confer quarter or semester (or other) credit hours.

6. CURRICULUM

Describe how the curriculum will be changed or adapted to meet the minimum requirements for the conferral of credit hours. If the information cannot be written in the space provided, attach additional pages to this form.

Additional information attached: Yes No

7. CALCULATION

Describe proposed credit hour calculations by listing all applicable instructional hours of lecture, lab, practicum, and other planned learning experiences as determined by duly qualified faculty ("duly qualified faculty" as defined in Title 5 CCR section 70000(j)). If the information cannot be written in the space provided, attach additional pages to this form.

Identify and quantify time in hours outside of instruction which an institution requires a student to devote to preparation (this means time for preparation for instruction, study of course material, or completion of educational projects) for planned learning experiences. If the information cannot be written in the space provided, attach additional pages to this form.

Additional information attached: Yes No

8. ADDITIONAL INFORMATION

Include any material facts, as defined in Title 5 CCR section 71340(a), which have not otherwise been disclosed in the application that without inclusion would cause the information provided on this application to be false, misleading or incomplete. If the information cannot be written in the space provided, attach additional pages to this form.

The institution may also include any other facts that the institution would like the Bureau to consider in approving this application. If the information cannot be written in the space provided, attach additional pages to this form.

Additional information attached: Yes No

9. DECLARATION UNDER PENALTY OF PERJURY

This application shall be signed by the following:

- Each owner of the institution, or
- If the institution is incorporated, by the chief executive officer 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.

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 _____

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

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 71653. 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 as specified in Civil Code section 1798.40. 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.



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 1257009R / 1257009V

Application for Change in Educational Objectives or Clock or Credit Hours Required to Complete a Program (An Increase or Decrease by 25% or More)
(California Education Code §§ 94894, 94896; Title 5, California Code of Regulations (CCR) §§ 71650, 71380, 71390)

- Approved Institution \$500.00 non-refundable fee**
 Institution Approved By Means of Accreditation \$250.00 non-refundable fee

1. INSTITUTION

Name of Institution: _____ School Code _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Fax Number: _____

Website Address: _____

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 #11.

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

3. REASON FOR CHANGE

What are the reasons for changing the educational objective, or for an increase or decrease of 25 percent or more in the number of clock hours or credit hours required for successful completion of an educational program as defined in Education Code section 94837? How will the changes further the institution's mission and objectives?

Document is attached: _____ Yes _____ No

4. DATE

Date of the proposed change(s)? _____

5. FINANCIAL IMPACT

Describe how the proposed change(s) will impact the financial resources of the institution, including the ability to comply with 5 C.C.R. 71745

Document is attached: Yes No

6. EDUCATIONAL PROGRAMS

Addition

Identify and describe the educational program(s) the institution offers or proposes to offer.

If the educational program is a degree program, identify the full title including the name of a specific major field of learning involved, which the institution will place on each degree awarded.

List the following for each educational program offered:

1. The admissions requirements, including minimum levels of prior education, preparation, or training;
2. The number of clock hours or credit hours required for successful completion of the program.
3. The types and amount of general education required.
4. The title of the educational programs and other components of instruction offered.
5. The method of instruction.
6. The graduation requirements.
7. If the educational program is designed to fit or prepare students for employment in any occupation, identify each occupation and job title to which each educational program is represented to lead.

Each educational program meets the requirements of 5 C.C.R. section 71710? Yes No

Describe for each educational program:

1. The equipment to be used during the educational program
2. The number and qualifications of the faculty needed to teach the educational program.
3. A projection and the bases for the projection of the number of students that the institution plans to enroll in the educational program during each of the three years following the date the application is submitted.
4. The learning, skills, and other competencies to be acquired by students who complete the education program.
5. If licensure is a goal of an education program, a copy of the approval from the appropriate licensing agency. A copy of the intent to approve conditional solely upon institutional approval from the Bureau will also meet this requirement.

Please Note: Upon request, the institution shall provide to the Bureau copies of the required curriculum or syllabi (5 C.C.R. section 71220.)

Document is attached: Yes No

Change

If the application is for a change to an existing program describe the differences between the program(s) currently approved and the proposed program(s).

Document is attached: Yes No

7. FACULTY

The institution has contracted with sufficient duly qualified faculty members who meet the qualification of 5 C.C.R. Form OBJ rev. 8/22

section 71720.

Please check one: Yes No

8. FACILITIES AND EQUIPMENT

For each change or new program offered, describe the facilities and the equipment available for use by students at the main, branch, and satellite locations of the institution.

Document is attached: Yes No

Include specifications of significant equipment that demonstrate that the equipment meets the standards prescribed by the Code and is sufficient to enable students to achieve the educational objectives of each educational program.

For each item of significant equipment, indicate whether the equipment is owned, leased, rented, or licensed for short or long term, or owned by another and loaned to be used without charge.

Document is attached: Yes No

9. LIBRARIES AND OTHER LEARNING RESOURCES

Describe new or different library holdings, services, and other learning resources necessary for the requested change or addition.

Document is attached: Yes No

10. ADDITIONAL INFORMATION

Include any material facts, which have not otherwise been disclosed in the application that might reasonably affect the Bureau's decision to approve this application.

Document is attached: Yes No

The institution may also include any other facts that the institution would like the Bureau to consider in approving this application.

Document is attached: Yes No

11. DECLARATION UNDER PENALTY OF PERJURY

- Each owner of the institution, or
 - If the institution is incorporated, by the chief executive officer 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.
-

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 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 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 Member, Board of Directors _____ General Partner _____

Attach Additional Sheet(s) if Necessary

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 71650. 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 under Civil Code section 1798.40. 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.