



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 #9.

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

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

4. CURRICULUM

Explain how any educational program offered through distance education is appropriate for delivery through distance education methods, pursuant to 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(a)(5) and (6).

Document is attached: ☐ Yes ☐ No

Provide syllabi compliant with section 71710(a)(3) for each proposed program.

Document is attached: ☐ Yes ☐ No

5. FACULTY

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

6. FACILITIES & EQUIPMENT

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

7. IMPLEMENTATION

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

8. ADDITIONAL INFORMATION

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

9. 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
 - 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.



NOTICE ON COLLECTION OF PERSONAL INFORMATION

Collection and Use of Personal Information

The Bureau for Private Postsecondary Education (Bureau) of the Department of Consumer Affairs (DCA) collects the personal information requested on this form in accordance with the following: Business and Professions Code (BPC) sections 30, 114.5, 115.4, 115.5, 480, Education Code sections 94885 and 94887, Title 5 California Code of Regulations section 71110 through 71340, 71390, 71395, 71396, 71480, 71500, 71550, 71630, 71640, 71650, 71652, 71653, and the Information Practices Act (Civil Code section 1798 and following). The Bureau uses this information, in accordance with DCA's **Privacy Policy**, principally to identify and evaluate applicants for approval to operate a postsecondary educational institution, renew approvals, make substantive changes, verify exemptions, and enforce standards set by law and regulation.

Mandatory Submission

Submission of the requested information is mandatory. The Bureau cannot consider your application unless you provide all the requested information.

Access to Personal Information

You may review the records maintained by the Bureau contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information

The Bureau makes every effort to protect the personal information you provide. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code section 7920.000 and following), as allowed by the Information Practices Act.
- Disclosure to another government agency as required by state or federal law.
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information

For questions about this notice or for access to your records, contact Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, by (888) 370-7589, or by email at bppe@dca.ca.gov. For questions about DCA's Privacy Policy, contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by email at dca@dca.ca.gov.