

# Registered Proprietary School Course or Program Addition Form

The State of Idaho requires any proprietary school registered with the Idaho State Board of Education to submit documentation regarding additional courses or programs added during a registration year. IDAPA 08.01.11.102.04.c

## Instructions

1. Complete the form below.
2. Gather the required attachments.
3. Combine your completed form and attachments into a single PDF document.
4. Submit your completed form and attachments by email to [tamara.baysinger@osbe.idaho.gov](mailto:tamara.baysinger@osbe.idaho.gov). Online file-sharing services may be used if necessary to accommodate large file sizes. Hard copies should not be submitted.

Please direct any questions to Tamara Baysinger, State Authorization Program Manager, at (208) 332-1587 or [tamara.baysinger@osbe.idaho.gov](mailto:tamara.baysinger@osbe.idaho.gov).

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## School Name

## Required Attachments, if Applicable

Attached N/A

Cover letter describing the proposed change, including:

Title of new course or program

New course or program outcome (certificate of completion, occupational licensure, etc.)

Length of new course or program (hours, weeks, months, etc.)

Source of curriculum standards for new program (trade board, state or national standards, etc.)

Anticipated enrollment in the new course or program

Anticipated impact on tuition liability. Tuition liability is the amount of tuition and fees collected from students who have not yet completed the courses or programs for which they have paid. IDAPA 08.01.11.302.02

Written and signed statement attesting that all new courses or courses of study applicable to occupations, which are otherwise regulated, licensed, or registered with another state agency, meet the regulating state agency or state board standards for licensure or certification IDAPA 08.01.11.301.02

Documentation of course or program approval by applicable accrediting body, professional or trade board, council, or commission IDAPA 08.01.11.102.04.c

Attached N/A

Documentation of increased surety bond coverage, if necessary to cover the school's anticipated, maximum tuition liability upon addition of the new course or program.

If N/A, specify reason:

Exempt due to full accreditation status

Continuous bond documentation is already on file with the SBOE office and amount is adequate to cover anticipated tuition liability

School uses alternative financial instrument pursuant to I.C. Section 33-2406 and amount is adequate to cover anticipated tuition liability

Current bond (or alternative financial instrument) coverage amount:

Any new or updated advertising and promotional materials used to solicit students, including URLs to online advertising and social media accounts IDAPA 08.01.11.301.01.f

URLs:

New course and program information to be provided to all students and prospective students in writing, including:

Requirements for each new course and/or program, including purpose, length, and objectives IDAPA 08.01.11.301.02-03

Syllabus for each new course IDAPA 08.01.11.301.02.b

New course completion requirements, including any practicums and clinicals IDAPA 08.01.11.301.03.d.ii

For new courses or programs which require clinical, practicum or internship components, copies of information provided to students regarding the number and locations of clinical, practicum or internship positions available IDAPA 08.01.11.301.01.f

Amount of tuition, fees, and all other charges and all expenses necessary for completion of the new course or program IDAPA 08.01.11.301.02.d & 08.01.11.301.03.d.iii

Payment schedule for each new course or program IDAPA 08.01.11.301.02.d & 08.01.11.301.03.d.iii

Calendar of study including registration dates, beginning and ending dates for all new courses, and holidays IDAPA 08.01.11.301.03.d.vi