


# Full Proposal Workflow



## Develop full proposal

### Requirements


- Consult Board [Policy III.G Postsecondary Program](#). Approval and Discontinuance 3.a. (academic) and 4.a. Idaho Division of Career Technical Education (IDCTE).
- Contact [Patty Sanchez](#) if you have questions about which workflow to use or about full proposal requirements for academic programs. Contact [Adrian San Miguel](#) if you have questions about which workflow to use or about full proposal requirements for career technical programs.



## Submit to Office of the State Board of Education (OSBE)

### Online proposal system

- Full proposals must be signed and submitted through OSBE's online proposal system.



## Executive director or designee review

- Executive director or designee shall act on any request within 30 days.
- Executive director or designee may refer any full proposal to the full board for review and action.
- If executive director or designee approves full proposal consistent with Board Policy III.G., notification will be sent.
- If executive director or designee denies request, rationale will be provided in writing. Institution has 30 days to respond. Director or designee has 10 days after response is received to reconsider. If denied a second time, institution may send request to the full board for final consideration.



## 30-day review

### Reviewer responsibilities

- Each full proposal receives a 30-day review.
  - » OSBE reviews academic full proposals. IDCTE reviews career technical full proposals.
  - » Council of Academic Affairs Programs (CAAP) reviews all full proposals.
  - » Professional Standards Commission reviews Educator Preparation Programs and makes recommendations to the board as appropriate.
  - » Processes for approval of certification and academic program approval should be conducted concurrently.
- Recommendations are forwarded to executive director/designee or full board, as appropriate.

Revised 05/15/25