



**Commonwealth of Massachusetts  
Division of Professional Licensure  
Office of Private Occupational School Education  
1000 Washington Street • Boston • Massachusetts • 02118**

**PROGRAM / COURSE APPROVAL FORM**

Schools must obtain the Division's approval **prior** to offering new programs or courses and **prior** to making changes to existing programs or courses. A Program / Course Approval Form is required for **each** full program or discrete course offering. See attached instructions for submitting requests online.

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Program/Course Number: \_\_\_\_\_ Program/Course Title: \_\_\_\_\_

Entrance Requirements: \_\_\_\_\_  
(e.g. high school diploma or equivalent, TB test, minimum level of English competence, CPR certificate, US citizenship/US residency status)

\_\_\_\_ New Program & Proposed Start Date: \_\_\_\_\_ (Schools may not advertise, recruit or enroll for new program until approved)

Location(s) Offered: \_\_\_\_\_

\_\_\_\_ Amendment(s) to Existing Program    \_\_\_\_ Renewal of Existing Program    \_\_\_\_ Amendment(s) & Renewal

Number of Students Enrolled: \_\_\_\_\_ as of (date): \_\_\_\_\_

\_\_\_\_ Cancellation of Program as of: \_\_\_\_\_ (date) Reason: \_\_\_\_\_

\_\_\_\_ Clock Hours/\_\_\_\_ Credit Hours -- Tuition \$ \_\_\_\_\_ Fees \$ \_\_\_\_\_ Books \$ \_\_\_\_\_ Supplies \$ \_\_\_\_\_

**Delivery Method:** (select one)    \_\_\_\_ In-person only    \_\_\_\_ Online only    \_\_\_\_ Online and in-person (hybrid)

Forms submitted without the following attachments will not be reviewed or processed by DPL and the school will not be able to offer courses as requested.

- 1) Detailed program description (or syllabus);
- 2) The title, description, and number of hours for:
  - a. Each course within the program of study;
  - b. Off-campus clinical training experience(s), if any;
  - c. Off-campus practicum experience(s), if any;
- 3) Approval from each of the following, if any:
  - a. U.S.D.O.E-approved accrediting agency or agencies;
  - b. Any required Massachusetts Professional Board or Agency;
  - c. Any required third-party, content-specific certifying body; and,
  - d. Veteran's Affairs.
- 4) Online-only and hybrid programs must also provide answers to the attached 6 (SIX) questions.

- If approved, DPL will send to the school a signed and dated copy of this form for the school's records.
- ALL DPL-approved programs and courses expire with a school's license and MUST be submitted for re-approval during the school's application for license renewal.
- If denied, the school may seek reconsideration of DPL's decision by following the Course Denial Reconsideration Process.

For Division Use /Only:	
Approved By: _____	Date: _____
Denied/Revoked by: _____	Date: _____
<b>Copy sent to:</b> Office of the State Auditor	

## **Additional Information Required for Hybrid and Online-only Programs/Courses**

The following information must be provided with this form for all requests for ‘online-only’ or ‘hybrid’ program/course initial, renewal, and amendment applications.

- 1) Indicate whether the school is seeking approval to offer the entire program online or only portions of the program. If only portions, clearly indicate what portions will be offered online or in-person by indicating same for each individual course(s) or module(s). This may be done by providing a chart of which courses/modules will be offered in what manner, or by indicating such in the descriptions for each course/module.
  - 2) Indicate by what delivery method the school will provide online instruction.
  - 3) Indicate how the school will ensure students have sufficient and appropriate technology in order to participate in online instruction. For example, will the school provide students with laptops or will it require sufficient technology as an entrance requirement, which will need to be included on the enrollment agreement?
  - 4) Indicate how the school will ensure that students will meet the school’s published attendance requirements, particularly for third-party organizations that may require a minimum number of contact hours.
  - 5) If the school is proposing to provide a hands-on component online, the school must clearly explain how the online component will sufficiently teach hands-on techniques.
  - 6) If the program must approved by a third party (e.g., accreditor, Board of Registration, national certifying body), the school must first obtain approval from that third-party and provide a copy of same with this application.
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## **Instructions for Applying, Amending, Renewing, and Canceling Programs**

Schools must log into its ePortal account and select “Manage Licenses, Certificates and Permits.” **IF** the school’s license and approved programs do not appear in the chart, the school must link its license now (go to <https://www.mass.gov/how-to/register-for-an-eplace-account> and follow the directions). Once the school’s license is linked to its ePortal account, the school’s license and all currently approved programs will be listed in the chart. Note: Those submitting program/course approval requests as part of an initial application for school licensure do not yet have a license to “link” to the account.

### **Applying for New Program and Course Approvals**

Schools must submit requests for new programs or discrete course offerings online through the school’s ePortal account. Please follow these directions and if you have any questions, please contact the school’s licensure specialist at DPL.

- 1) Download and complete the Program/Course Approval form.
- 2) Attach the following documents to the completed form and save as a single PDF in the following order.
  - a. Detailed program description (or syllabus);
  - b. The title, description, and number of hours for:
    - i. Each course within the program of study;
    - ii. Off-campus clinical training experience(s), if any;
    - iii. Off-campus practicum experience(s), if any;
  - c. Approval from each of the following, if any:
    - i. U.S.D.O.E-approved accrediting agency or agencies;
    - ii. Any required Massachusetts Professional Board or Agency;
    - iii. Any required third-party, content-specific certifying body (e.g. DPH, RMV); and,

- iv. Veteran's Affairs.
- d. Online-only and hybrid programs must also provide answers to the 6 (SIX) attached questions.
- 3) To submit the program approval request online:
  - a. Select "Manage Licenses and Permits" tab;
  - b. Select "File an Online Application";
  - c. Review and accept the terms and conditions;
  - d. Scroll down and select "Office of Private Occupational School Education," which will give you a drop-down menu from which you will select "Occupational School Program-Course Application";
  - e. Complete the information asked on each screen;
  - f. Upload the Program Approval Request with all required attachments (the saved PDF document referenced above);
  - g. When completed you will receive a message "Successfully Completed" that will include a RECORD ID#
- 4) Please email the RECORD ID# (e.g., 2020-?????-OS-P-APP) to your licensure specialist at DPL, copying [occupational.schools@mass.gov](mailto:occupational.schools@mass.gov), so DPL will know that you have submitted a request.

**Amending and Renewing Existing DPL-Approved Programs and Courses**

Once approved by DPL, it is the school's responsibility to update these programs and courses whenever a change occurs; schools MUST NOT wait until their renewal to make changes. Any amendments to delivery method, content, tuition, fees, etc. must be completed and submitted through the ePortal and approved by DPL, prior to being implemented. All programs/courses must also be renewed at the time of the school's license renewal.

- 1) Download and complete the Program/Course Approval form.
- 2) Attach the following documents to the completed form and save as a single PDF.
  - a. Detailed program description (or syllabus);
  - b. The title, description, and number of hours for:
    - i. Each course within the program of study;
    - ii. Off-campus clinical training experience(s), if any;
    - iii. Off-campus practicum experience(s), if any;
  - c. Approval from each of the following, if any:
    - i. U.S.D.O.E-approved accrediting agency or agencies;
    - ii. Any required Massachusetts Professional Board or Agency;
    - iii. Any required third-party, content-specific certifying body (e.g. DPH, RMV); and,
    - iv. Veteran's Affairs.
  - d. Online-only and hybrid programs must also provide answers to the attached 6 (SIX) questions.
- 3) To submit the program approval request online:
  - a. Log into the school's ePortal account, select "Manage Licenses and Permits."
  - b. In the chart find each program you are seeking to amend. Programs look like this example:

<input type="checkbox"/>	12/17/2018	<a href="#">13100217-OS-TESTPROG</a>	Occupational School Program-Course Approval	Current	<a href="#">Amendment</a>
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- 4) To the right of the program is the word, "Amendment," select it and follow the prompts. The first screen will have greyed-out fields of information; this is the current information. When you scroll down, you will find editable fields that will allow you to update or provide missing information. Please be sure to enter all course information within the program.
- 5) When completed you will receive a message "Successfully Completed" that will include a RECORD ID#
- 6) Please email the RECORD ID# (e.g., 2020-?????-OS-PAMEND) to your licensure specialist at DPL, copying [occupational.schools@mass.gov](mailto:occupational.schools@mass.gov) so DPL will know that you have submitted a request.

## **Cancelling Program and Course Approvals**

To cancel a currently approved program or course, please use the following steps:

- 1) Download and complete the Program/Course Approval form for each Program to be cancelled by selecting “Cancellation of Program” and adding a date and “Reason” in the top portion of the form.
- 2) In the school’s ePortal account, select “Manage Licenses and Permits.”
- 3) In the chart, identify which of the DPL-approved programs you are seeking to cancel.
- 4) For each, click on “Amendment” to the right of the program/course record, complete the information and upload the completed Program Approval form with the completed cancellation section.
- 5) Once successfully submitted, please email the RECORD ID# to the school’s licensure specialist, copying [occupational.schools@mass.gov](mailto:occupational.schools@mass.gov). DPL will cancel the programs in the system and notify you when completed.