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**CHANGING COURSE NAMES AND THEIR IMPACT ON
INSTRUCTOR APPROVALS**

When schools change programs and/or course names, schools must update corresponding Instructor approvals. Please review the following for more information.

Q. Our school has restructured our program and renamed many of the courses within the program. What will this mean for our Division-approved instructors?

A. Has the revised program been approved by the Division? If not, please do so immediately. Please download a [Program or Course Approval Form](#) complete it and provide all requested attachments. Program/course approvals typically take two to four weeks to review and process. Once approved by the Division, if course names, numbers, and content have changed, the school must submit a request to the Division to amend their instructors' course approvals to reflect the changes.

Q. What should our school submit to the Division in order to amend each instructor's approvals?

A. After the Division has approved the revisions to the programs/courses, we recommend the school use the following list as a checklist to ensure the Division receives the necessary documentation:

1. Side-by-side comparison of the program and its courses showing the old names v. the new names. This comparison may be the same version as used with the program/course approval request. Please see the example below.

Previous Courses	New Course Name
KY101 Keyboarding	KY101 Keyboarding for the Office Professional
AP101 Anatomy and Physiology (now split into two courses)	AP100 Anatomy & Physiology I
	AP101 Anatomy & Physiology II
MT101 Medical Terminology I	MT101 Medical Terminology for the Body (two classes merged into one)
MT103 Medical Terminology II	

2. Course descriptions for revised courses. The descriptions may be the same as used with the program/course approval request.
3. Fully executed 4-page [Instructor Approval Form](#) for **each** instructor whose course approvals are impacted by the changes.
After submission of the instructor approval requests, the Division will inform you if it needs additional documentation.
4. Attached to **each** Instructor Approval Form
 - a. Copy of Division's previous approval for each instructor (most recent approval only).
 - b. A chart or list of the changes to be made to the instructor's approval (see example).



Instructor's Name	Previously Approved Courses	New Course Name
Jane DOE	KY101 Keyboarding	KY101 Keyboarding for the Office Professional
	AP101 Anatomy and Physiology	AP100 Anatomy & Physiology I
		AP101 Anatomy & Physiology II

5. Please alphabetize the Instructor Approval Form packets.

Q. Our school has moved some content from one course to another; how does this impact instructor approvals?

A. If new content has been added to a course for which an instructor has been approved, the instructor's approval needs to be reevaluated. For example, a school reorganized its medical assisting program and its medical terminology course, which used to be a stand-alone course, now includes CPR. As a result, each instructor approved to teach medical terminology at the school must be reevaluated. If the instructors hold current instructor-level certifications for CPR, they can be approved for the new version of the medical terminology course. However, if the instructors do not hold current instructor-level certifications for CPR, the school may request to have them approved for "medical terminology without CPR."

Q. May we also obtain approvals for instructors to teach additional courses at this time?

A. Yes. If the additional approvals are in the **same** topic area, after submission of the above documentation, the Division will inform you whether additional documentation is needed. However, if the request for additional approval is clearly in a **different** topic area for this instructor, documentation of proof of training and proof of trade may be required. Schools should review each instructor's previous submittal to the Division to determine whether additional proof of training and/or trade is needed to complete its request.¹ Please refer to the [Guidelines for Instructor Qualifications](#).

Q. The instructor has changed her name since the Division's last approval. Do we need to submit anything?

A. Yes. If the name on the new application differs from the Division's approval, the school must provide proof of name change (e.g. marriage certificate, court order).

Q. When we submit requests for course name changes and/or requests for additional approvals, if the instructor holds a professional license, must we also provide an updated status on that license?

A. Yes. Please refer to the [Professional Licenses Policy for Instructor Approvals](#).

Note: When seeking approval for instructors for new courses, it is important to note that if the instructor was approved under different requirements, some instructors may not meet current criteria.

¹ Proof of training and proof of trade for currently approved courses should be on file with the Division. However, if seeking approval for new subject areas, new proof of training and proof of trade may be needed.

Sample Charts for You to Copy and Paste

Sample chart for side-by-side comparison of the program and its courses showing the old names v. the new names.

Previous Courses	New Course Name

Sample chart of the changes to be made to the instructor's approval:

Instructor's Name	Previously Approved Courses	New Course Name