**New Program Request Form**

**CA5 – Short Term Programs (SAPP)**

**General Information**

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| --- | --- |
| Institution submitting proposal |  |
| Name, title, phone, and email of person submitting the application (*contact person for the approval process)* |  |
| Identify the person responsible for oversight of the proposed program |  |
| Title of proposed program |  |
| Number of credits for the degree and all certificates requested |  |
| Proposed Date of Program Initiation |  |
| Method of program delivery (face to face, online, hybrid) |  |
| Proposed suggested Classification of Instructional Program (CIP) Code |  |
| CIP code description (from [nces.ed.gov/ipeds](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55)) |  |
| Standard Occupation Code (SOC) associated to the proposed CIP code |  |
| SOC description (from [onetonline.org](https://www.onetonline.org/)) |  |
| Specialty program accrediting agency |  |
| Industry-recognized certification(s) to be earned by students |  |

Signature of College Official\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

Signature of KBOR Official\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

**Narrative**

Completely address each one of the following items for new short-term program requests.

**Program Rationale**

* Provide an overall explanation and background surrounding the development of the proposed program. Include why the program is needed, where the idea to offer the program came from (including the requesting entity), number of projected enrollments, and who was involved in the development of the program.

**Program Description and Requirements**

* Provide a complete catalog description (including program objectives/outcomes) for the proposed program.

**Demand for the Program**

* Using the most recent Kansas Department of Labor’s Long Term (10-year) Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections for the SOC code identified in the General Information section: annual occupational growth, estimated annual median wages, and typical education level needed for entry.

**Program Information**

* List by prefix, number, title, and catalog description all courses in the proposed program.

**Program Approval at the Institution Level**

* Provide copies of the minutes of the Governing Board at which the new program was approved.

**Program Proposal Submission**

* Please enter proposed program into the Kansas Higher Education Data System (KHEDS)
* Please create a PDF of all documents, and submit the completed application to the following:

Charmine Chambers

Director for Workforce Development

[cchambers@ksbor.org](mailto:cchambers@ksbor.org)

Crystal Roberts

Associate Director for Workforce Development

[croberts@ksbor.org](mailto:croberts@ksbor.org)