

**CHECKLIST NEW PROGRAM
(Certificate or Diploma Programs Only)**

Name of School _____ **Date:** _____

Program Title _____

References: Rule 41, Sections 004 & Appendix A

- Application for Addition of New Program
- Fee – refer to website at <http://www.education.ne.gov/PPCS/>
- Instructor Qualification Forms (004.05)
- Course Schedules (004.09E)
- Course Descriptions (004.01 & 004.09H) Page # _____
- Course Outlines (004.01 & 004.09H) Page # _____
- Credentials offered (004.01A & 004.10):
 - Certificate Diploma (450 cl hrs; 30 sem hrs; 45 qtr hrs minimum)
- Course Credit Given (check one): Clock Hours Quarter Hours Semester Hours
 - Lecture Hours _____
 - Lab Hours _____
 - Externship Hours _____
- Evidence of Educational Quality:
 - Specific statement of program objectives (004.09G)
 - Description of facilities and equipment used (004.02 & 004.09F)
- Evidence that curriculum is based on the knowledge and skill required to enable a graduate to secure an entry level position in this occupation (004.01C). *i.e., statements from program Advisory Council members or from local employers approving this curriculum, comparable programs that have been approved and are successful at other schools.*
- Catalog or catalog addendum containing references to this program (004.09)
- Proposed advertising to be used for this program (004.13)
- Teacher/Student ratio (004.09G) _____
- Veterans Education Approval Requested: If requesting approval for Veterans Education, provide 4 copies of all documentation.