

Arkansas Division of Higher Education

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FORM 2000 PROGRAM OF STUDY

Complete one form for each new program to be offered. The program cannot be advertised or offered until approved by the Arkansas Division of Higher Education.

Fees are based on the tuition charged for the program.

Highest Tuition	Fee per program
\$0 - \$500	\$60
\$500 - \$1,000	\$90
\$1,000 - \$2,000	\$115
\$2,000 - \$4,000	\$145
\$4,000 - \$6,000	\$175
\$6,000 - \$8,000	\$205
\$8,000 - \$10,000	\$230
\$10,000 - \$15,000	\$260
\$15,000 - \$20,000	\$290
\$20,000 +	\$290

A. SCHOOL INFORMATION

NAME OF SCHOOL	
ADDRESS (LOCATION)	
CONTACT PERSON REGARDING THIS PROGRAM	
NAME OF NEW PROGRAM	
DESIRED START DATE	

B. FACILITIES

Are all courses for this new program of study going to be offered in your regular school facility or campus? If not, please submit a completed FORM 1080 EXTENSION COURSE SITE APPLICATION or an application for a satellite school license.

C. INSTRUCTORS

Will currently registered instructors be teaching in this program? Please list.

If new instructors will be added to teach in this program, please submit the appropriate INSTRUCTOR RECORD OF QUALIFICATIONS FORM. Instructor forms must be submitted 30 calendar days after the first day the instructor is in class.

NAME OF INSTRUCTOR	COURSES TAUGHT

D. FIRE INSPECTION REPORT

Submit a copy of a Fire Inspection Report that has been completed in the past 12 months for the facility where this program will be taught (not necessary for existing schools).

E. OCCUPATIONAL DEMAND

Projected number of annual job openings in the field for which the training is being offered:	
Source for information:	
Anticipated number of program graduates for each of the next three years:	

F. PROGRAM COST

1. TUITION

\$	Tuition Cost
\$	Registration Fee
\$	Total Cost of Proposed Program (Tuition + Registration)

2. STUDENT PURCHASED TEXTBOOKS AND EQUIPMENT NOT INCLUDED IN TUITION

\$	Approximate Cost of Textbooks
\$	Approximate Cost of Fees
\$	Total Cost of Textbooks and Equipment Purchased by the Student

3. STUDENT PAID FEES – List the current cost of fees if not included in tuition

\$	
\$	
\$	
\$	

G. SURETY BOND

Is the cost of the program \$3,000 or more?

A surety bond is required if program is \$3,000 or more; please submit FORM 4600 SURETY BOND.

If the school was licensed on or before April 1995, no surety bond is needed regardless of the cost of the program.

H. PROGRAM INFORMATION

1. List admissions requirements, including entrance test, if required?
2. If entrance test is used, what is the name of the test and the minimum score required for admission?
3. How is the program offered?
 - Clock Hours
 - Semester Credit Hours
 - Quarter Credit Hours
4. What is the method of delivery?
 - Classroom
 - Distance Technology
 - Combination
5. Does the program require a clinical, externship, or internship experience at a facility other than the school? If so, attach a copy of a contract/agreement with a facility where students are placed.
6. List licensure and certification:

Upon completion of this program, is licensure required to obtain employment?	
Is state, regional, or national certification or testing required to be employed in this field?	
If certification/testing is not required, is state, regional, or national certification available to students who complete the program?	
If state, regional, or national certification is available, are your students informed of this certification/licensing?	

7. Provide the curriculum for the program of study. Clearly identify clinical, externship, and internship courses.

Course Number	Course Title and Description	Classroom Hours	Lab Hours	Other
Total:				

I. ATTACHMENTS

Attach the following information:

1. A list of instructional materials, such as books (include title, publisher and year), tools and equipment to be purchased by the student.
2. A list of instructional aides such as books, videos, or software to be used in the program (do not include items purchased by the student).
3. List of equipment owned by the school that will be used in the program by name, description, quantity, and age.
4. Explain and describe the procedures used to keep equipment and materials current.

J. STATEMENT OF COMPLIANCE

Under penalty of perjury, I declare and affirm that the statements made on this form, including any attached sheets, are true, complete, and accurate.

Printed Name of Official		Title	
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Signature of Official		Date	
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