

Delaware Department of Education
401 Federal Street, Suite #2
Dover, Delaware 19901-3639



Valerie A. Woodruff
Secretary of Education

**APPLICATION FOR APPROVAL
TO ADD A NEW FIELD, PROGRAM, OR COURSE
IN A PRIVATE BUSINESS AND TRADE SCHOOL
UNDER 14 *DEL.C.* CH. 85**

Pursuant to Title 14 *Delaware Code*, the following information is submitted in application of approval for permission to add a field, program, or course to the list of approved programs and courses offered by the following private business and trade school. **A letter of approval will be sent by the Department of Education to the school upon approval.**

I SCHOOL AND ADMINISTRATOR INFORMATION

a. **Name of School** _____

Address of Location of Instruction: _____

Telephone No.: _____ Fax No.: _____

b. **Field, course, or program for which approval is sought**

c. **Name of administrator making the request**

Name

Title

Telephone Number

Fax Number

E-mail Address

II. REQUIRED ATTACHMENTS

Supply each of the following. Use the spaces at the left to check off your attachments to ensure a complete application.

- _____ **A. Describe the proposed new field, course, or program.** Use the Attachment A form.
- _____ **B. A list of major equipment** made available for instruction for the proposed new field, program, or course. Use the Attachment B form.
- _____ **C. The names of all instructional staff who will teach the proposed new field, course, or program and their qualifications.** If licensure or other qualifications are necessary to teach the course, indicate the required licensure or qualifications. If licensure or certification is required, attach a copy of the current certificate/license. Mark clearly as Attachment C.
- _____ **D. A labeled drawing of your school's physical and sanitary facilities** (such as the buildings, classrooms, labs, clinics, offices, and rest rooms) that shows where the proposed new field, course, or program will be taught. Mark clearly as Attachment D.
- _____ **E. The description of the new field, course, or program** that will appear in an addendum to your current catalogue and in your next year's catalogue. Mark clearly as Attachment E.
- _____ **F. Proof of an increased surety bond** to cover the increase in tuition revenue that results from enrollment in the new field, course, or program. Mark clearly as Attachment F.

(I) (We) do solemnly swear or affirm that the information set forth in the foregoing application and in the attachments thereto is true and complete.

Date: _____

Signature(s): _____

SWORN TO AND SUBSCRIBED before me this _____ day of _____, _____.

My commission expires:

Date

Name of Notary Public (print or type)

Signature of Notary Public

ATTACHMENT A

PROGRAM OR COURSE DESCRIPTION

(Provide a separate Attachment A for each program to be approved)

Provide all information for the proposed new course or program.

Name of School: _____

Name of Course or Program: _____

Entrance requirements: _____

Specific Vocational Objective(s): _____

Units and Hours of Instruction					Assessments Given (check all that apply)		
Units of Instruction	Theory/ classroom hours per week	Lab/shop/ practicum hours per week	Total weeks of course/program	Total hours of course/program	During instruction	Midterm	Final

Tuition, Fees, and Other Course/Program Costs					
Registration fees	Cost of course/ program (tuition)	Books	Materials and supplies	Other	Total cost of course/program

