

**ATTACHMENT B**

## Initial Approval of New School Program Required Document Checklist

**Proposed Program Name:**

**Program Director:**

**Date:**

Use this checklist and ensure you submit the required documentation. This checklist must be included/uploaded in the completed application package. Please use the document naming convention described in the instructions when saving this document.

ATTACHMENT A.

ATTACHMENT B.

Program philosophy.

Conceptual framework.

Terminal objectives.

Curriculum objectives.

Course outlines

Course objectives.

Instructional plan.

Evaluation methodology for curriculum.

Completed/signed Program Director application.

Completed/signed Faculty qualifications.

Completed/signed Clinical facility application(s) – one per site.

Evaluation methodology for clinical facilities.

Admission criteria.

Screening and selection criteria.

Proposed Number of students.

Evaluation methodology for student progress.

Copy of a notice informing students about the availability of counseling and tutoring services.

Student policies:

Credit granting.

Attendance.

Grievance.

A copy of the notice advising students of the following:

Right to contact the Board with program concerns.

Credit for previous education and experience.

School's grievance policy.

List of Board-approved clinical facilities.

Organizational Chart.

Evidence of program resources.

Remediation policy.

Alternate Student Policy (if applicable).

Policy regarding holiday and vacation days.

Approval/Accreditation by Other Agencies

Agency/Organization.

Initial Approval Date.

Expiration Date for Current Approval.

For Private Postsecondary Schools ONLY

A copy of the official document indicating current approval of your school by the California Bureau for Private Postsecondary Education.