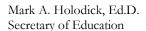
Delaware Department of Education 401 Federal Street, Suite #2 Dover, Delaware 19901-3639

E-mail Address





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**.

| Name of School | | |
|--|----------|--|
| Address of Location of Instruction: | | |
| Telephone No.: | | |
| | | |
| Field, course, or program for which approval i | s sought | |
| Field, course, or program for which approval i | | |
| Field, course, or program for which approval i Name of administrator making the request | | |
| | | |
| Name of administrator making the request | | |

II. REQUIRED ATTACHMENTS

| 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, of 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 to enrollment in the new field, course, or program | | | | |
| | o solemnly swear or affirm that the information its thereto is true and complete. | on set forth in the foregoing application and in the | | | |
| Date: | Signature(s): | | | | |
| SWORN T My commission | O AND SUBSCRIBED before me this on expires: | day of | | | |
| Date | Name of Notary Public | (print or type) | | | |
| | Signature of Notary Pu | blic | | | |

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

ATTACHMENT A

PROGRAM OR COURSE DESCRIPTION (Provide a separate Attachment A for each program to be approved)

Registration fees

program (tuition)

| Provide all | miomiauon ior u | ie proposed new (| course or program | 1. | | | |
|-------------------------|--|--|-------------------------------|-------------------------------|-----------------------|----------------------------|--------|
| Name of So | chool: | | | | | | |
| Name of C | ourse or Program | : | | | | | |
| Entrance re | equirements: | | | | | | |
| Specific Vo | cational Objective | e(s): | | | | | |
| | Unit | s and Hours of I | nstruction | | | sments Giv all that app | |
| 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 Cour | rse/Program Cost | es ———— | | |
| D . ' '. | c Cost of c | course/ E | Books M | aterials and | Other | Total c | ost of |

supplies

course/program

ATTACHMENT B LIST OF MAJOR EQUIPMENT

(Provide a list of major equipment for each program to be approved)

Provide the requested information for all major equipment for the proposed new course or program.

| Name of School: | .: | |
|-----------------|----|--|

| Quantity | Equipment Description | Year/ Model | Location in the School | Program(s) or course(s) for which equipment is used |
|----------|-----------------------|----------------|------------------------|---|
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