

Please complete all requested information for each Certificate program for which you intend to seek financial aid eligibility

BACKGROUND

On June 1, 2011, the Department of Education released details for a new process for demonstrating the extent to which certificate programs prepare students for gainful employment in a recognized occupation. While the process is no longer required, IU must be able to defend its assertion that this is true when requesting that a non-degree program be eligible for federal aid. IU follows this methodology to insure each program is rigorously evaluated prior to any request for financial aid eligibility.

This form is to accompany all other required documentation for a proposed certificate program if:

- a. A new program proposal is intended for financial aid eligibility, or
- b. An existing certificate program is intended to be made available for financial aid eligibility.

CONTACT INFORMATION

Name	
Title	
E-mail Address	
Phone Number	

PROGRAM IDENTIFYING INFORMATION

(All information is required)

Campus Name	
OPEID Federal campus designation (Search HERE if you need help)	
Program Name	
Proposed Program CIP Code From the Classification of Instructional Programs, (Search HERE if you need help)	
Recognized Occupation Code Enter the Standard Occupation Code that corresponds to the recognized occupation for which the proposed program prepares completers. (Search HERE if you need help.)	

PROPOSED SCHEDULE

(Please enter "N/A" for requests pertaining to existing programs.)

The first day the program was or will be offered by the institution	
The day you would like to begin disbursing Title IV funds to students enrolled in the program.	

NARRATIVE RESPONSES

Narrative description of how the institution determined the need for the program.

For example, describe what need this program will address and how the institution became aware of that need. If the program is replacing a current program(s), identify the current program(s) that is being replaced by the new program(s) and provide details describing the benefits of the new program(s). If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative. The institution must retain documents that support this description for review or submission to the US Department of Education upon request.

Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs.

For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used, and/or if State, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers. The institution must retain documents that support this description for review or submission to the US Department of Education upon request.

Narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program.

The institution must retain documents that support this description for review or submission to the US Department of Education upon request.

Narrative description of how the program was reviewed or approved by, or developed in conjunction with, one or more of the following:

- Business advisory committees
- Program integrity boards
- Public or private oversight or regulatory agencies (not including the state licensing /authorization agency and accrediting agency)
- Businesses that would likely employ graduates of the program.

For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. The institution must retain, for review and submission to the US Department of Education upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program.