LA Proprietary Schools New Program or Program Change Info Guide

Under La. R.S. 17:3140.4. B "a license shall be valid only for the school and programs for which it is issued." Therefore, program changes and new programs must be approved by Proprietary Schools Staff. Advertising, recruiting or enrolling students in an unapproved program is a violation of proprietary school law and could lead to charges and sanctions against the school.

Required Information for All Programs

The following information must be submitted for staff review:

- The Program Name
- Length of program in clock hours and weeks/months
- Student / Instructor Ratio
- Tuition – the cost of the program itself
- Fees – Costs outside of tuition may include registration fees, book fees, supply fees, etc.
- Award Level
- CIP Code
- Program Modality
- Program Outline with course descriptions
- Equipment List or statement
- Any agreements such as enrollment contracts, clinical site agreements, etc., if applicable.

Note: A new Associate of Occupational Studies (AOS) program will have additional requirements and schools should reference the AOS Info Guide for more details.

Steps for Adding a New Program

All Programs must be added via an application document in the online application management system. The school representative should start the "New Program Applications" document in the system. Once all required information has been entered into the application document the school representative will submit the document and it will enter review by the Primary Reviewer/Program Specialist.

If the Primary Reviewer has questions, they will add a comment to the application and will revert the application back to the school. The School will be given a deadline to resubmit the application. If the application is not resubmitted by the given deadline, the program application will be withdrawn.

A new program application can be reverted to a school a maximum of two times before the application is denied. After an application is denied, a school can resubmit a new program application again.

Steps for Amending an Existing Program

To amend an existing program, the program must already be approved in the online application management system. The school representative should complete a "Program Change Application" document in the system. Once all required information has been entered into the application document the school representative will submit the document, and it will enter review by the Primary Reviewer/Program Specialist.

The processes of reviewing and reverting and withdrawing program change applications will be the same as a new program application.

Non-substantive Changes

When considering a change to a program that does not affect the information directly collected within the application, please reach out to your primary reviewer prior to submitting a new application. Non-substantive changes might be better tracked as a comment on the existing approved program than through a change application. An example would be if an institution originally planned to offer a program Monday through Friday, but would now like to offer the same program Friday through Sunday. A separate program change application would NOT be required in this situation. Following this procedure will create efficiencies and lessen the workload for both the schools and staff.

Other Process Considerations

- Programs, excluding AOS programs, are approved at the staff level. Any new or amended programs in the prior two months will be presented to the Advisory Commission on Proprietary Schools as an informational item.

- Any Program documents, new applications or change applications, that remain un-submitted for more than three (3) months will be marked as withdrawn by Staff. The school may begin a new application document at any time.

- Staff may seek guidance from industry experts, best practices from other regulators or other outside expert advice when deciding on if a program adequately trains students in the manner the school intends. As always, Staff's decisions are to support ***the legislative and regulatory intent to promote high-quality instruction, consumer protection, and student success.***