**Section 1095.80 Procedures for Obtaining Approval to Offer One or More New Certificates**

The Board shall approve all new programs of study in institutions described in Section 1095.20(a) that are not otherwise exempted in Section 1095.20(d). Following is a description of the steps in the approval process:

a) New Program Request

1) The school requesting permission to offer a new program or re-establish a program not offered in the last approval year will complete an application provided by the Board.

2) Information to be provided by the school shall include:

A) Program titles and descriptions;

B) Program objectives;

C) Curriculum;

D) Relationship of new programs to existing programs;

E) Faculty;

F) Recommendation of internal governance bodies;

G) Facilities;

H) Finances; and

I) Program publicity information.

b) Staff Analysis

Following receipt of the application, staff will review and analyze the application and documentation submitted.

c) Additional Documentation and Site Visit

In the case of a proposed new program for which staff determines it is necessary to verify or supplement the information supplied in the application, the staff may request additional written documentation and/or arrange for a site visit.

d) Outside Consultants

The Executive Director of the Board, at his or her discretion, may utilize the services of outside consultants to assist the staff in a site visit and in the evaluation of the documentation submitted.

e) Staff Report

Following the analysis, staff will summarize its findings and develop a recommendation regarding the new program request. This recommendation will be shared with the applicant. This recommendation will be one of the following:

1) That the program be approved to admit students, with the appropriate certificates being awarded upon program completion; or

2) That the approval requested not be granted.

f) New Application

Any school denied approval to award a new certificate must file a new application in order to be given subsequent consideration for approval.

g) Advertising of Programs

1) *Advertisements or solicitations must reference the Board's approval by stating that the school is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"* (Section 65 of the Act).

2) A school may state that it is approved to award a certificate in the State of Illinois only after that approval has been officially granted and received in writing from the Board.

3) A school shall not advertise or state in any manner that it is "accredited" by the Board to award certificates.

4) No school shall publish or otherwise communicate to prospective students, faculty, staff or the public misleading or erroneous information about the certificate-granting status of a given school.

(Source: Amended at 42 Ill. Reg. 151, effective December 19, 2017)