

NYSED GUIDANCE FOR FORMS TO REGISTER OR CHANGE A PROGRAM

There are three primary types of applications for new program proposals. Please choose the application type according to the nature of the proposed program:

1. **Academic programs *with the exception of those listed below.* (See <http://www.highered.nysed.gov/ocue/aipr/gaproposal.html>)**

If the programs will be delivered online, also complete the forms at <http://www.highered.nysed.gov/ocue/aipr/HET-DE-June2014.docx>

Note: These forms are NOT intended for proposed teacher, educational leader, or pupil personnel services certification programs, or for programs that prepare individuals for professional licensure. When completing these forms, please refer to the NYSED general academic guidance document for more information.

2. **Program to prepare candidates for a professional license. (See <http://www.highered.nysed.gov/ocue/aipr/profprogram.html>)**

If the programs will be delivered online, also complete the forms at <http://www.highered.nysed.gov/ocue/ded/reviseddepplication.doc>

Programs intended to prepare individuals for licensure in a profession licensed by the State Education Department will be evaluated by the Department's Professional Education Program Review office, in the Office of the Professions. Before preparing an application for a professional licensure program, contact that office for more information about additional materials that may be needed to supplement the core program registration form.

3. **Program to prepare candidates for teacher, educational leader, or pupil personnel services certification. (See <http://www.highered.nysed.gov/ocue/aipr/register-te.html>)**

If the programs will be delivered online, also complete the forms at <http://www.highered.nysed.gov/ocue/aipr/documents/ocue-teacher-leader-dist-ed.doc>

Note: These forms are limited to proposals for programs designed to prepare candidates for State teacher, educational leader, or pupil personnel services certification.

NYSED requires a specific minimal percentage of liberal arts and sciences courses within any degree program, as follows:

Associate of Arts; Bachelor of Arts	75%
Bachelor of Science	50%
Associate of Applied Science	33%
Bachelor of Professional Subjects	25%
Masters and Doctoral Degrees	0%

More details are available at <http://www.highered.nysed.gov/ocue/lrp/liberalarts.htm>