

Form 20PBVS

Illinois Community College Board

Request for Approval of Private Business and Vocational School (PBVS) Program  
for Transfer and Acceptance by an Illinois Community College

Due July 1

<b>PBVS NAME:</b>			
<b>CONTACT PERSON:</b>		<b>PHONE:</b>	
<b>EMAIL:</b>		<b>FAX:</b>	
<b>TITLE:</b>			

<b>CERTIFICATE TITLE:</b>		<b>CREDIT HOURS:</b>		<b>CIP CODE:</b>	
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VERIFICATION	
<b>SIGNED</b>	
	<i>Required- Chief Administrative Officer Signature</i>
	<i>Date</i>

<b>ICCB USE ONLY:</b>	
<b>REVIEWED BY:</b>	Date:
<b>APPROVED BY:</b>	Date:

***Please note: Signature Box must remain on front page of Application Form.***

## **Application for Approval of Private Business and Vocational School (PBVS) Programs for Transfer and Acceptance by Illinois Community Colleges**

With the implementation of the Career & Workforce Transitions Act in 2018, the Illinois Community College Board (ICCB) is mandated to review and approve Private Business and Vocational Schools (PBVS) as institutions from which credits in specified program areas may be accepted for transfer by Illinois Community Colleges, in accordance with the law.

As such, a Private Business & Vocational School within a given community college district may seek ICCB approval for specific curriculum of their offering to transfer towards completion of specified curriculum at the community college. Any PBVS seeking ICCB approval must submit a completed Form 20PBVS in its entirety by July 1<sup>st</sup> of each year for possible consideration for students to transfer credits in the Fall term. Instructions for completing the application and a timeline for review/approval is describe below.

**Application.** Complete the Form 20PBVS as indicated. PBVS are required to submit requests for approval of each proposed program eligible for transfer and acceptance.

**Application Timeline.** Applications must be submitted by July 1<sup>st</sup> each year for possible consideration for students to transfer credits in the Fall term. Requests are reviewed on an ongoing basis. Clarification and/or additional information may be requested by ICCB staff if the application is unclear or incomplete. All requests must be reviewed, recommended and approved by ICCB.

Questions regarding the completion of the application can be directed to ICCB Academic Affairs staff. Contact Tricia Broughton at [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov) with questions.

**The curriculum approval application should be completed in its entirety, with one hard copy mailed to ICCB staff and one electronic copy (MS Word format only NOT PDF) to ICCB staff.**

**Please send both copies to:**

Tricia Broughton, Associate Director for Academic Affairs  
Illinois Community College Board  
401 East Capitol Avenue  
Springfield, IL 62701  
[tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov)

**Approval Notification.** Once approval has been granted, ICCB Academic Affairs staff will notify the appropriate PBVS and College institutional staff by email. Approval documentation will include a copy of the dated Form 20PBVS cover page and a letter from the Executive Director of ICCB indicating the Board Approval date. Questions regarding the status of this documentation should be directed to Tricia Broughton at [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov) .

## FORM 20PBVS INSTRUCTIONS

### Attach the following items to the Form 20PBVS:

1. **Program Goals and Objectives:**
  - a. Briefly describe the career and technical education or workforce preparation goals for completers of the program.
  - b. Identify the program objectives and provide evidence that the objectives are being met. Include quantitative and qualitative information to support the program's performance as appropriate.
2. **Academic Control:** Describe how the institution will maintain academic control over the program, including student admissions, faculty, and program content and quality.
  - a. **Internal Oversight:** Indicate what department and staff are responsible for maintaining the academic integrity of the program.
  - b. **Contractual/Cooperative Agreements:** Append a copy of the contractual or cooperative agreement if another entity is involved in the delivery of the program, if appropriate. This includes any partnership agreement with another college, university, the regional consortia, an apprenticeship or labor organization, a private institution, business, or other outside entity.
3. **Curriculum:**
  - a. **Catalog Description:** Provide a catalog description for the program as it appears in the PBVS's catalog.
  - b. **Curriculum Chart:** Complete a Curriculum Chart for the program.
  - c. **Syllabi:** Attach an instructor syllabus for each course that is part of the PBVS program of study.
  - d. **Curriculum Sequence:** Provide a copy of the term-by-term sequence of courses required to complete the program as it will appear in the catalog.
  - e. **Standards/Credentials:** Include what skill standards have been set in this occupation or what professional credentialing (licensure, certification, registration, etc...) is available to students and through what agency/entity and how the program prepares students to meet entry-level job requirements.
  - f. **Diversity:** Describe how you plan to recruit and retain minorities, individuals with disabilities, non-traditional students or other students defined as "special populations" in this program.
  - g. **Student Transition:** Describe how the program curricula are aligned with community college coursework/curricula to ensure a smooth transition for students.
4. **Faculty Qualifications:** Complete the Faculty Qualifications Chart
5. **Program Needs:**
  - a. **Employment Requirements:** Describe how a student's completion of the program will satisfy employment requirements in the occupational field.
  - b. **Labor Market Data:** Append any occupational or industry projections data that supports the need for the proposed program.
  - c. **Occupational Chart:** Complete the Occupational Chart.
  - d. **Job Placement:** Provide current job placement numbers for the completers of the program.
6. **Assessment and Evaluation:** Describe how the PBVS plans to ensure students will meet the objectives for this program through evaluation of knowledge and skills at both the course and program-level.
  - a. **Student Learning Objectives:** Describe or list the broad program-level learning objectives/outcomes that each student is expected to have mastered upon completion of each program.
  - b. **Assessment of Student Learning Objectives:** Describe the overall course-level assessment method(s) to be used, and the end-of-program assessment method(s) the institution will use to

ensure that students demonstrate these learning objectives just prior to program completion. (i.e., assessment through portfolio review, cumulative course completion, team project, comprehensive written/performance test, or industry/state pre-certification/licensure examination).

7. **Accreditation:** Provide evidence verifying that the institution is in good standing during the period of its national accreditation from an accreditor approved by the U.S. Department of Education. Describe what external approval or accreditation is required and/or optional for this program, when and through what agency/entity it is available. (i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the institution completed to obtain that approval/accreditation?)
8. **Approval Certificate:** Attach a copy of the institution's Permit of Approval Certificate from the Illinois Board of Higher Education.

**3. Curriculum Chart.** List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk "\*" courses with pre-requisites; *Italicize* transferrable courses. **BOLD** new courses.

<b>Program Title:</b>					
	<b>Course Prefix/#</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>
General Education Courses <i>(required coursework).</i> Specify Courses.					
<b>Total</b>					
Career and Technical Education (CTE) Courses <i>(required coursework)</i>					
<b>Total</b>					
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)					
<b>Total</b>					
CTE Electives					
<b>Total</b>					
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>					

**4. Faculty Qualifications.** Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study (i.e. Welding Instructor Certification to teach Welding).

Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience

**5. Occupational Chart.** List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.

Soc Job Codes & Titles Other Job titles if alternate date also submitted	Annual Openings	Employment Projections: Annual Program Completers ** (indicate from which surrounding districts)