

**INSTRUCTIONS FOR THE OPTIONAL EXPEDITED AUTHORIZATION (OEA)  
NEW PROGRAM NOTIFICATION FORM**

**THE NEW PROGRAM NOTIFICATION FORM EXCEL FILE MUST BE EMAILED TO [thec.dpsa-application@tn.gov](mailto:thec.dpsa-application@tn.gov) OR RETURNED ON A THUMB DRIVE. PUT THE NAME OF YOUR INSTITUTION AND YOUR INSTITUTION CODE IN THE SUBJECT LINE OF THE EMAIL OR LABEL THE THUMB DRIVE WITH YOUR INSTITUTION CODE. ALL INFORMATION FOR ANY NEW PROGRAM MUST BE ENTERED ON THE FORM. THIS FORM IS ONLY FOR INSTITUTIONS THAT CURRENTLY HAVE OEA.**

**INSTITUTION CODE**

- ▶ You must enter your institution's code. All institutional codes can be located on the THEC website at: <https://www.tn.gov/thec/article/postsecondary-links>

**INSTITUTION NAME**

- ▶ You must enter your institution's name.

**ADDRESS**

- ▶ You must enter your institution's address.

**PROGRAM NAME**

- ▶ You must enter the name of the program.

**CLASSIFICATION OF INSTITUTIONAL PROGRAMS (CIP) CODE**

- ▶ The CIP provides a taxonomic scheme that supports the accurate tracking, assessment and reporting of fields of study and program completions activity.
- ▶ The CIP 2010 codes must be entered exactly as they appear on the Institute of Education Science, National Center for Education Statistics' website at: <https://nces.ed.gov/ipeds/cipcode/>

**CREDENTIAL OFFERED**

- ▶ Enter the name of the credential being offered.

**PROGRAM LENGTH**

- ▶ For programs of less than 7 days in length, please indicate in days (e.g. 5 days); for programs of less than 4 weeks, please indicate in weeks (e.g. 3 weeks); for the remaining programs, indicate in months (e.g. 36 months).
- ▶ Indicate the length of the program as it is offered on a full-time and or part-time basis.

**DELIVERY MODE**

- ▶ Indicate whether the program delivery mode is:
  - Blended = May be offered in both a distance learning and residential format.
  - Distance Learning = Is only offered in a distance learning format.
  - Residential = Is only offered in a residential format.

**TYPE OF TERM USED**

- ▶ Indicate the type of term that is utilized by your institution:
  - Quarter
  - Semester
  - Contact Hours
  - Trimester
  - Correspondence

**CREDIT HOURS**

- ▶ Indicate how many credit hours must be obtained to complete each program.
- ▶ **If your institution does not offer credit hours this field should be blank.**

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**CONTACT HOURS**

- ▶ Indicate how many contact hours must be obtained to complete each program.
- ▶ **If your institution does not offer contact hours this field should be blank.**

**TUITION**

- ▶ Indicate the cost of tuition for each program.
- ▶ Tuition is any fee involving the student, actually charged or tracked as a bookkeeping item for instruction provided.

**OTHER FEES**

- ▶ Indicate the other program cost for each program.
- ▶ Other Fees means fees, other than tuition, paid to the institution or third parties for products or services, including, but not limited to, fees paid for tangible goods, laboratory fees, technology fees, student activity fees, graduation fees, or fees paid for housing, meals or transportation.

**PROGRAMMATIC ACCREDITATION REQUIRED**

- ▶ Indicate whether or not (yes or no) programmatic accreditation is required.
- ▶ Indicate yes if Tennessee law requires a program to have programmatic accreditation in order for completers of the program to be employed in the field or to be licensed, certified, registered or receive similar recognition in order to be employed in the field.
- ▶ **If you indicate yes, you must attach an approval letter for each program from the appropriate agency.**

**LICENSURE OR TN SUBJECT MATTER EXPERT (SME) AGENCY APPROVAL REQUIRED**

- ▶ Indicate whether or not (yes or no) licensure or Tennessee SME approval is required.
- ▶ Indicate yes if Tennessee law requires a SME agency approval or if the program is designed to train a student for employment in a field where a license, certification, registration or similar recognition is required in order to be employed in that field. For example, nursing programs must be approved by the Tennessee Board of Nursing, certain education programs must be approved by the Tennessee Department of Education, and Massage Therapy programs must be approved by the Board of Massage Licensure.
- ▶ **If you indicate yes, you must attach an approval letter for each program from the appropriate agency.**