**Office for Career and Technical Schools**

**Program Changes/Additions/Deletions**

Institutions granted temporary accreditation status will NOT be approved to add or modify programs unless or until full accreditation can be established. If the institution wishes to drop a program, the institution MUST notify OCTS by submitting this form to [OCTS@dwd.in.gov](mailto:OCTS@dwd.in.gov).

Submitted by:

(PRINTED NAME)

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Name of Institution Location (if multiple locations)

Institution Street Address

Institution City, State and Zip Code

Institution Telephone Number, E-mail, and website address

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_/ \_\_\_\_\_\_\_/ 20 \_\_\_\_\_**

**(Signature) (Date)**

**Please provide the following information for each addition/change/deletion to a program**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Program** | **Length in Weeks** | **Clock Hours** | **Credential** | **Tuition** | **Instructor’s Name** | **Instructor to student ratio** |
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Submit the following documents to OCTS:

Email to OCTS:

* A copy of the curriculum for any new program(s) being added or any modification that has been made to an already existing program(s).
* Any transcripts, letters and supporting documents for any new faculty.