

Wyoming Community College Commission
Request for
New, Pilot or Revised Degree or Certificate

A. College: Laramie County Community College

B. Date submitted to WCCC: _____

C. Program

1. Request for:

New Program Pilot Program Revised Program

2. Program Title: Central Sterile Processing

3. Degree or Certificate to be awarded:

Degree: AA AS AAS Other

Certificate

4. Educational Pathway:

Energy Construction Hospitality Technology

Health Care Other

5. Total number of credit hours: 16

6. Suggested CIP (Classification of Instructional Program) code (6-digit):

51.1012 Sterile Processing Technology/Technician

7. Planned semester/year new program will begin: Fall 2016

8. Will any part of this program be provided by non-accredited vendor(s)?

YES (Provide details) NO

9. Will all or part of this program be available to students via online or other distance education technologies?

At the start of the program? Within three years of the start of the program? No

The program will be offered in a hybrid format. The theory will be delivered online and required lab time will be offered on campus, over two weekends. This will enable students from other parts of

the state and currently employed (non-certified technicians) to enroll and come to the LCCC campus for lab elements. As the program grows, and in partnership with hospitals, healthcare facilities, and potentially other community colleges, the labs could be offered at various sites around the state.

D. Program Description as it will be included in the College catalog:

The Central Sterile Processing program provides the content and clinical collaboration for students to be successful and meet the standards of the Sterile Processing Technician profession. This one semester program provides students the basic fundamental skills needed to become employed in the Central Processing/Service Departments in healthcare. Students will have clinical experiences within healthcare settings which will allow for students to achieve the necessary clinical hours for certification. Upon completion of the program, students are able to sit for the certification exam through the International Association of Healthcare Central Service Material Management (IAHCSMM).

1. Expected Student learning outcomes from completion of the program:

Upon completion of this Program, successful students will:

- Describe the role of the Central Processing/Service department in healthcare.
- Describe the roles and responsibilities of the Central Processing Technician.
- Discuss concepts in basic Microbiology, relevant to Central Processing.
- Recognize specific regulations, standards, and agencies relevant to Central Processing operations and practices.
- Identify key Infection Control and Prevention concepts specific to Central processing operations and practices.
- Describe the phases/components of the Sterile Processing Cycle.
- Apply specific best practices, techniques, and technologies utilized in each phase of the Sterile Processing Cycle.
- Recognize specific processes in manufacturing, design, and classification of surgical instrumentation and equipment.
- Identify specific surgical instruments/equipment by type, category and name.
- Apply knowledge, skills, and abilities in the safe operation and management of equipment and technologies used in Central Processing.

- Apply concepts in Central Processing practices/technologies to each phase of the Sterile Processing cycle.
- Describe and apply methods of sterility assurance.
- Review methods for inventory control in healthcare facilities.

2. Program Layout by Semester

Central Sterile Processing		
Course	Title	Credits
SURG 1500	Central Sterile Processing	7
SURG 1501	Central Sterile Processing Clinical	9
Semester Credits		16
Total Credits		16

E. New course prefixes:

1. Recommended Level of Instruction if the community college is using a new course prefix:

No new prefixes 03 Suggested level of instruction

2. New Course prefixes, numbers and titles have been coordinated:

with UW (transfer) ___ Yes ___ No Not Applicable
 or WCCC (career technical) Yes ___ No ___ Not Applicable

F. New course descriptions

The following are course descriptions for each new course in the program (include prefix, course number, title, credit hours and description):

SURG 1500 – Central Sterile Processing

This course is designed to provide the didactic content and lab experience to meet the standards of the Sterile Processing Technician profession. Students learn the fundamentals of central processing including supplies, services, and distribution of hospital instrumentation, supplies, and equipment. Students learn aseptic techniques, patient care concepts, and theories and practices of central services departments. Students demonstrate cleaning, decontamination, and disinfection of instrumentation and equipment, preparation and packaging, sterilization process, sterile storage and inventory management, documentation and record maintenance which are integral skills of the Sterile Processing Technician.

SURG 1501 – Central Sterile Processing Clinical

Students develop expertise in ten areas that include general cleaning, wrapping packaging, assemble instrument/procedure trays, sterilization, storage (clean and sterile), patient care equipment, case carts, linen folding, and distribution. Students complete 405 hours of hands-on experience in Central Processing.

- G. Can this program be delivered by current faculty?** If not, what are the plans, budget and timeline for bringing on needed instructors?

This Program can be delivered by current faculty. However if enrollment proves to exceed the resources currently available, the program will need to hire additional adjunct instructors. These instructors can work remotely since this is a hybrid program, and come to the campus for lab weekends.

- H. Summary of input from and coordination with citizens, business and industry or k-12 education:**

The Surgical Technology Advisory Committee strongly supports the addition of this certificate program. There is a need throughout the state for qualified Central Sterile Processing Technicians.

The Surgical Technology Advisory Committee is a diverse group which includes a Surgical Technology student, a Surgical Technology graduate, a representative from Cheyenne Regional Medical Center, a physician, community members, and the Surgical Technology Program Director/faculty member.

As a part of our information gathering process, we have had contact with several hospitals and healthcare institutions across the State of Wyoming, including Sheridan Hospital, and all have been very supportive of this program. They have indicated a desire to have our students at their facilities for the clinical portion of the program.

- I. Resources required to start and sustain the program and the current plan to meet those resource needs through college or other external funds:**

The Surgical Technology Program has the resources needed to start and sustain the Central Sterile Processing Program. Within either the Surgical Technology program or within the School of Health Sciences and Wellness we possess everything that is needed to begin this program. Program fees will be required to cover the costs of consumable laboratory items needed with labs.

- J. Projected demand in Wyoming and Nation for five years from the proposed implementation date (career technical programs)**

1. State and National Trends

United States	Employment (in thousands)		Percent Change	Job Openings
	2012	2022		
Medical Equipment Preparers	51.6	62	20.3	No information available*
Wyoming	Employment		Percent Change	Job Openings (annually)
	2004	2014		
Medical Equipment Preparers	144	204	41.7	9

The U.S. Bureau of Labor Statistics (BLS) does not provide specific data for Sterile Processing Technicians, however it reported information on medical equipment preparers and their job duties, which include sterilizing medical tools. In 2014, the BLS stated that medical equipment preparers earned \$32,260, as a median annual salary.

*Although no data was available through the Bureau of Labor Statistics, in talking with local and state healthcare institutions, there is a definite need.

Source:

- National Data Source: Bureau of Labor Statistics, U.S. Department of Labor, *National Employment Matrix*, on the Internet at <http://data.bls.gov/projections/nationalMatrix?queryParams=31-9093-494&ioType=o>
- State Data Source: Wyoming Department of Employment Research & Planning
http://doe.state.wy.us/lmi/proj2005/long_occ2014.htm

Other trend information that would assist the Commission:

Equipment, instrumentation, and supplies in healthcare institutions have become much more complicated and specialized. It has increased the demand for trained and certified central sterile processing personnel. With the support of not only our Advisory Committee but from healthcare institutions around the state that are asking to have students placed in their facilities for the clinical segment of the program. We believe the need for this specialized program has been demonstrated.

2. State and National Wages

Location	Pay Period	2014				
		10%	25%	Median	75%	90%
United States	Hourly	\$10.72	\$12.76	\$15.51	\$18.63	\$23.07
	Yearly	\$22,290	\$26,540	\$32,260	\$38,750	\$47,980
Wyoming	Hourly	\$10.00	\$12.36	\$15.36	\$17.89	\$21.21
	Yearly	\$20,790	\$25,710	\$31,960	\$37,210	\$44,120

Source:

- Bureau of Labor Statistics, Occupational Employment Statistics Survey
- National Data Source: <http://www.bls.gov/oes/current/oes319093.htm>
- State Data Source: <http://www.bls.gov/oes/current/oes319093.htm>
Information was pulled from the national report using data tools to isolate the Wyoming figures.

Other wage information or comments that would assist the Commission:

None at this time

3. Primary student audience identified for this program:

The primary audience for this certificate program is comprised of the following groups:

- Recent high school graduates that want a career in the medical field but may not want, at this time, to pursue advanced degrees. They are looking to earn a certificate and enter the workforce in a short amount of time.
- Adults that may be changing careers or are entering the workforce for the first time. These individuals may have multiple demands regarding work, family, and school responsibilities. These individuals need flexibility in delivery methods. These individuals are able to earn the certificate and begin working to better not only their lives, but the lives of their families.
- Those already working in some element of healthcare and are encouraged by their facilities to earn the Central Sterile Processing certificate to help meet the needs of their respective facilities. These students will earn national certification and can begin working within the field or while working continue to achieve their Associate of Applied Science degree in Surgical Technology.

4. Anticipated enrollment in the three academic years after WCCC approval (unduplicated headcount) with the basis for the estimate:

10 Year One 20 Year Two 20 Year Three

This estimate is based on the response we have received from our Advisory Committee and specifically the employers/physicians on the committee. Additionally the interest that has been shown by hospitals and other healthcare facilities regarding the establishment of this certificate program.

K. Student recruitment and program marketing strategies to attract the broadest range of individuals for this particular program:

- Enlist the assistance of the Laramie County Community College Public Relations Department to reach out to the community through radio and television show appearances.
- Publish a press release in the Wyoming Hospital Association Newsletter.
- Current students within the Surgical Technology program who are able to share information with friends and colleagues.
- Collaboration with hospitals throughout the state and region.

L. Identification of similar programs at Wyoming Community Colleges and an overview of results of discussions with faculty and administrators at the relevant colleges regarding curriculum and possible joint projects:

Wyoming Community College Programs (Identify title, degree/certificate and number of credit hours)						
Casper College	Central Wyoming College	Eastern Wyoming College	Laramie County Community College	Northwest College	Northern Wyoming Community College District	Western Wyoming Community College
None	None	None	Application in progress	None	None	None

Laramie County Community College is the only community college in the state that has a Surgical Technology program. Additionally this certificate would be the first and only one of its kind in the state of Wyoming.

- M. Note available program and course articulations with other likely transfer institutions in the region, particularly for transfer AA and AS programs.** (Note regional Bachelor of Applied Science transfer options in addition to UW.)

This program is intended to provide a gateway to employment and therefore it is not currently articulated with any institution.

- N. When appropriate, note partnerships with business, industry, associations or agencies that have contributed to the design of the proposed program and/or who will contribute to the delivery of the program.**

The Surgical Technology program has contracts throughout the state that will allow students to gain their clinical experience, through hands-on training. We are following guidelines established by the International Association of Healthcare Central Service Material Management (IAHCSMM) which helps insure that our program has the appropriate rigor for this specialized field. Additionally the Surgical Technology Advisory Committee has been supportive of bringing this program to fruition.

- O. Assessment of student learning and completer follow-up performance indicators. How will the assessment outcomes be used to assure student learning and improve the program?**

The following measure will be used to assess student learning and performance indicators:

1. Number of students successfully completing the program.
2. Number of students obtaining Certification in Central Sterile Processing.
3. Student surveys/feedback of the program.
4. Clinical site surveys as they progress through the program. These surveys would be conducted at the midway (200 hour) and conclusion (400 hour) of clinical.
5. Employer surveys of graduates.

- P. Other program information or comments that would assist the commission in making a decision using the Guidelines for Use of this Evaluation Tool found in Appendix A of the 2010 WCCC Statewide Strategic Plan.**

This program addresses Wyoming and regional interests in the following ways:

EDUCATED CITIZENTRY –

This program is not currently available in the State of Wyoming. Healthcare institutions have expressed an interest in sending their current “on the job” trained employees through the program for certification. There have been numerous inquiries through the College advising office, from perspective students. As this is a one semester program that leads to national certification. It allows students to earn a certificate and then enter the workforce. Additionally students would be able, if they desired, to enter the workforce and continue coursework to earn an Associate of Applied Science in Surgical Technology.

DIVERSIFIED ECONOMY –

There is evidence of workforce needs across the state. It is anticipated that there are approximately 30 positions open within our region for Sterile Processing Technicians. As healthcare becomes more specialized the need for certified technicians will continue to grow. This program will help meet those needs and provide an additional avenue for growing the Wyoming economy.

WORKFORCE DEVELOPMENT –

Healthcare institutions that would benefit from having graduates from this program include, but are not limited to:

- Hospitals
- Surgery Centers
- Specialty clinics, such as dialysis centers

These institutions could be potential business partners that can provide resources and training facilities. This program would not directly articulate with a 4-year educational institution, however would have articulation with the future development of a Perioperative Surgical Services Program at Laramie County Community College.

EFFICIENT SYSTEMS –

No other colleges in the state offer a similar program. The proposed program takes advantage of using the facilities and equipment already available at Laramie County Community College. The program will be offered as a hybrid to allow for attendance and growth of skills throughout the state.

ACCOUNTABILITY and IMPROVEMENT –

The Surgical Technology Program Director will be responsible for collecting and analyzing data, reviewing, and reporting student outcomes for the Central Sterile Processing Technician program. The college’s quality improvement process will allow the course and program outcomes to be

reviewed regularly to ensure ongoing improvement and success of the program.

OTHER CRITERIA-

- **Labor Needs –**
The curriculum of the proposed program will address the skill sets needed for healthcare institutions across the state. This is a high demand field. Most sterile processing employees have been “on the job” trained and not certified. This program will enable employers to have trained and certified staff, which will help keep down costs of training and ensure the safety of their patients.
- **Curriculum Development –**
The program curriculum will have content that would be considered a precursor for the Surgical Technology program. The members of the Surgical Technology program advisory committee supported the development of this program. This will be a one semester program that will enable students to be employed while considering a career in the perioperative arena.
- **Pathways –**
LCCC has the ability to move forward to develop a Perioperative Surgical Services Program.
- **Faculty Support –**
For this certificate program, faculty will have sterile technique training and background. Based on discussions with potential employers and meeting the needs within the state of Wyoming, current faculty are able to provide this certificate program and are in support of offering this option to a diverse student population.
- **Recruitment Strategies –**
Healthcare institutions across the state have reached out to the Surgical Technology Program Director, looking for trained personnel for their Central Processing departments. There are no other programs, within the state, that offer this program.
- **Resource Needs –**
The LCCC Surgical Technology lab has the equipment and instrumentation to offer this program. It is anticipated that this program will draw 10-15 students in its first year

SIGNATURE PAGE

Submitted by V. P. for
Academic Affairs*

Signature

Date

Printed Name

Title

Approved by the WCC Academic
Affairs Council

Signature

Date

Printed Name

Title

Approved by Program
Review Committee

Signature

Date

Printed Name

Title

*Signature by the Community College Vice President for Academic Affairs verifies that institutional curriculum approval processes have been completed and that the Community College Board of Trustees has approved this program request as per institutional policy.

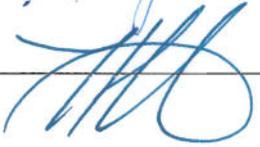
NEW PROGRAM OF STUDY SIGNATURE APPROVAL FORM

Name of Program: Central Sterile Processing **Type of Program:** Credit Diploma

Program Contact(s): Connie Czarnecki

Recommended action:	✓ Recommend approval to Academic Standards
Final Approval by Academic Standards:	12/4/2015

Program of Study Review and Approval

Approval	Signature	Date
School Dean		1/11/16
Academic Standards Chair		1-11-2016
Vice President of Academic Affairs		1/11/16
President		1/12/16
Board of Trustees		

Budget Number

10-410-120313-9110 Supplies - Educational
10-410-120313-9118 Supplies - Consumables Course Fee
10-410-120313-9119 Supplies - Consumables Program Fee
10-410-120313-9160 Furniture
10-410-120313-9310 Dues/Memberships
10-410-120313-9311 Registrations
10-410-120313-9320 Employee Travel In-State
10-410-120313-9330 Employee Travel Out-of-State
10-410-120313-9762 Host Expense
10-410-120313-9765 Carryover
10-410-120313-9820 Lab/Classroom Equipment (item > \$5000)
60-410-000000-3547 A/P Surgical Tech Club
60-410-000000-3667 A/P Surgical Tech Exam
10-410-120313-8110 Faculty - Full Time
10-410-120313-8120 Faculty - Part Time
10-410-120313-8610 Retirement
10-410-120313-8620 Social Security
10-410-120313-8630 Health Insurance
10-410-120313-8633 Retiree Health
10-410-120313-8650 Long Term Disability Insurance
10-410-120313-8655 Short Term Disability Insurance
OTHER

Budget Summary			
Department	Account Number	Category	Budget Amount
Central Sterile Processing Program			
For adjunct instructors to be able to offer the Program during the Fall and Spring semesters.	10-410-120313-8120	Faculty - Part Time	\$ 14,000.00
NEW line item Surg Tech Supplies - Consumables CF is 10-410-120313-9118	10-410-120313-XXXX	Supplies - Consumables CF (Course Fee Specific) CSP	\$ 2,400.00
Increase of \$1600 from FY2016 to cover consumable supplies that can be used by both the ST and CSP lab courses.	10-410-120313-9119	Supplies - Consumables PF (Program Fee Specific)	\$ 2,000.00
TOTALS			\$ 18,400.00

LCCC New Program of Study/Concentration Form

In accordance with Program Development and Approval Procedure, 2.3.1P, this form must be completed to establish the submission of a new credit-bearing program of study or concentration.

Dean's Signature: Cynthia J. Henning (via email)		Date: 11/12/2015
1.	Program Contact:	Connie Czarnecki
2.	Effective Catalog Year:	2016-2017
Stage One: Identification of Program, Need, Goals and Competencies		
3.	Program Title:	Central Sterile Processing
4.	O*NET-SOC Code:	Locate the code at: http://www.onetonline.org/help/online/search 31-9093.00 Medical Equipment Preparers
5.	CIP Code:	Locate the code at: http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55 51.1012 Sterile Processing Technology/Technician
6.	Request for:	<input checked="" type="checkbox"/> New Program <input type="checkbox"/> New Program Concentration
7.	Type of Program: (choose one)	<input type="checkbox"/> Associate of Arts degree (60-64 credits in length)
		<input type="checkbox"/> Associate of Science degree (60-64 credits in length)
		<input type="checkbox"/> Associate of Applied Science degree (60-72 credits in length)
		<input type="checkbox"/> Credit Certificate (30-45 credits)
		<input checked="" type="checkbox"/> Credit Diploma (12-29 credits) } <i>For financial aid eligibility Credit Certificates and Credit Diplomas must be a minimum of 16 weeks and 16 credits and all credits in the program must be accepted toward an AA, AS or AAS degree at LCCC.</i>
8.	Rationale for New Program:	<p>Explain the goals of the new program and how this new program will include robust curriculum leading to a degree or certificate.</p> <p>Currently the state of Wyoming has a need for certified central processing personnel. In the discussion that has occurred within our Surgical Technology Advisory Committee, the committee brought forward need and that no training, other than on the job training, exists for their personnel. The committee made the recommendation at their early fall meeting that a Central Sterile Processing curriculum and certificate be developed. Using the guidelines of the International Association of Healthcare Central Service Material Management (IAHCSMM) will allow us to insure that we have a robust curriculum. Additionally, we will assure measurable program outcomes integrate student, clinical, and employer surveys to identify potential areas of additional attention within the curriculum.</p>
9.	Program Description (as it will appear in the catalog)	The Central Processing Program provides the content and clinical collaboration for students to be successful and meet the standards of the Sterile Processing Technician profession. This one semester program provides students the basic fundamental skills needed to become employed in the Central Processing/Service Departments in healthcare. Students will have clinical experiences within healthcare settings which will allow for students to achieve the necessary clinical hours for certification. Upon completion of the program, students are able to sit for the certification exam through International Association of Healthcare Central Service Material Management (IAHCSMM).
10.	Program Competencies:	<ul style="list-style-type: none"> • Describe the role of the Central Processing/Service department in healthcare. • Describe the roles and responsibilities of the Central Processing Technician. • Discuss concepts in basic Microbiology, relevant to Central Processing. • Recognize specific regulations, standards, and agencies relevant to Central Processing operations and practices. • Identify key Infection Control and Prevention concepts, specific to Central processing operations and practices. • Describe the phases/components of the Sterile Processing Cycle. • Apply specific best practices, techniques, and technologies utilized in each phase of the Sterile Processing Cycle.

		<ul style="list-style-type: none"> Recognize specific processes in manufacturing, design, and classification of surgical instrumentation and equipment. Identify specific surgical instruments/equipment by type, category and name. Apply knowledge, skills, and abilities in the safe operation and management of equipment and technologies used in Central Processing. Apply concepts in Central Processing practices/technologies to each phase of the Sterile Processing cycle. Describe and apply methods of sterility assurance. Review methods for inventory control in healthcare facilities.
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11.	Program Advisory Committee Summary Report:	At the June 23, 2015 Advisory Board meeting, areas of growth for the program were discussed. One of the items brought forward was the need for a Central Sterile Processing Certificate. The committee identified that there is a definite need for this program as currently the state of Wyoming does not have any such program or offering for their employees. Additionally the committee discussed that the program needed to be a one semester program which allowed for a clinical experience to provide hands on learning within healthcare institutions.
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Stage Two: Program Research and Curriculum Development

12.	Articulation:	This program is intended to allow students to complete their certificate and enter the workforce therefore it is not articulated but the credits from this program would articulate for those who wished to continue and receive an A.A.S. degree in Surgical Technology.
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13.	Identification of similar Programs in WY and Region:	There are currently no other programs like this in the state or region.
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14.	Implementation Plan/Timeline:	Once approved the program would begin in the fall of 2016. The Surgical Technology program has all necessary equipment and supplies needed for this program to begin in the fall of 2016.
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15.	Program Sequence:	Course	Title	Credits	
		SURG 1500	Central Sterile Processing	7	
		SURG 1501	Central Sterile Processing Clinical	9	
		Total Credits			16
		Total Program Credits			16

16.	Program Duration:	<p><i>Credit Certificate and Credit Diploma programs must be a minimum of 16 weeks and 16 credits. Other program types do not need to provide this information.</i></p> <p>Number of weeks to complete this program: 16 weeks</p>
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17.	New Courses:	<p>SURG 1500 and SURG 1501</p> <p>Have all new courses been confirmed by the Course Coordinator? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Is an MCOR attached for each new course? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
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Stage Three: Identification of Needed Resources

18.	Faculty/Staff:	<p>Can this program be delivered by current faculty? If not, what are the plans, budget and timeline for bringing on needed instructors?</p> <p>This Program can be delivered by current faculty. However, if enrollment proves to exceed the resources currently available, the Program will need to bring on additional adjunct instructors. These instructors can work remotely, since this is a hybrid program, and come to the campus for lab weekends. At this time, we do not foresee the needs exceeding either the budget for the Surgical Technology program or the overall budget for the School of Health Sciences and Wellness. Certified</p>
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19.	Equipment:	<p>What resources are required to start and sustain the program? What is the current plan to meet those resource needs through the college or other external funds?</p> <p>The Surgical Technology program currently has all needed supplies and equipment needed to begin this program. Additionally our community partners have indicated a willingness to help, as they have done with some equipment/supplies for the Surgical Technology program. Our</p>
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		program director has been very proactive in building relationships with hospitals and health care facilities around the state.															
20.	Cost of Program:	<p>The total cost to the student for this program is \$2546.00 which includes tuition, college fees and program fees. <input type="checkbox"/> Not applicable</p> <table border="1"> <thead> <tr> <th>Budget Summary</th> <th>Account Number</th> <th>Budget Amount</th> </tr> </thead> <tbody> <tr> <td>Adjunct instructors</td> <td>10-410-120xxx-8120</td> <td>\$14,000.00</td> </tr> <tr> <td>CSPT Supplies - Consumables</td> <td>10-410-120xxx-9118</td> <td>\$2,400.00</td> </tr> <tr> <td>CSPT Program Consumables</td> <td>10-410-120xxx-9119</td> <td>\$2000.00</td> </tr> <tr> <td>TOTAL</td> <td></td> <td>\$18,400.00</td> </tr> </tbody> </table>	Budget Summary	Account Number	Budget Amount	Adjunct instructors	10-410-120xxx-8120	\$14,000.00	CSPT Supplies - Consumables	10-410-120xxx-9118	\$2,400.00	CSPT Program Consumables	10-410-120xxx-9119	\$2000.00	TOTAL		\$18,400.00
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CSPT Program Consumables	10-410-120xxx-9119	\$2000.00															
TOTAL		\$18,400.00															
21.	Program/Course Fees (refer to LCCC 4.10.1P):	<p>Are fees being requested for this program? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Certification exam is \$125 dollars we would like this fee to be attached to the Clinical course. There would be \$450.00 in total fees charged for the program that would cover the exam and supplies.</p> <p>Are new or revised fees being requested for courses with this program? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Certification exam is \$125 dollars we would like this fee to be attached to the Clinical course.</p>															
Stage Four: Process Checklist																	
22.	Submit for Financial Aid Review:	<p>Financial Aid has reviewed the new program submission to ensure it includes appropriate information for seeking U.S. Department of Education approval for Title IV eligibility. Financial Aid confirmation: see email below</p>															
23.	Submit for Registrar Review:	<p>Registrar has reviewed the new program submission to confirm accuracy and feasibility. Registrar confirmation: See email below</p>															
24.	Submit for Institutional Effectiveness Review:	<p>Program has been reviewed by the office of Institutional Effectiveness for HLC and Institutional Research reporting. Institutional Effectiveness confirmation: See email approval below</p>															
25.	Documentation Checklist:	<p>In addition to this completed form, the following documentation must be included (as applicable):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Wyoming Community College Commission form <input checked="" type="checkbox"/> MCOR for each new course <input type="checkbox"/> Student Fee Request form 															
Stage Five: Administrative Review																	
26.	Administrative Procedure 2.1P:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Program meets credits required under Administrative Procedure 2.1P Degrees and Certificates <input type="checkbox"/> Program does NOT meet credits required under 2.1P Degrees and Certificates/Exception Requested <p>A compelling case for the variation must be made. Supporting documentation for the request citing accreditation or other professional certifying agents needs to be attached if applicable.</p> <p>Please click here to provide explanation for variance request. Attach supporting documentation as requested above.</p>															

27.	VPAA Signed Approval for Exception to Administrative Procedure 2.1P:	SIGNED: Please click here to add signature.	DATE: _____
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Other relevant information from the program contact:

Kim Bender: Hi Cindy:I read through the materials of the 3 new programs. I don't see any problems, but would like to have a brief visit with you to go over a few questions I have. I will be here to 6:30. My number is 4337.Thank you, Kim

Hi Cindy,I'm fine with this going forward, but I do have one question. In your chart, was is AAD?Stacy everything looks good for my area and when all the necessary approvals are done, I can send this program up for approval and there shouldn't be any problems.Julie D. Wilson, DirectorOffice of Scholarships and Financial Aid