

CTE Postsecondary Program Changes

Program Proposals required for:

- New programs
- Addition of degrees or certificates to existing programs
- Discontinuance of programs, degrees or certificates

New forms and instructions available at

https://boardofed.idaho.gov/public_col_univ/program_approval.asp.

Nonsubstantive Changes

Email notification letter and upload revised Program Profile (Attachment B) to

<https://sftp.ptc.idaho.gov>

Login: Program Profile

Password: Cte5543B

For changes to a program's status to inactive or name title changes (e.g., programs, degrees, certificates, departments, divisions, colleges, or centers); or changes to CIP codes:

- Notification letter includes
 - Reference to applicable Board Policy (i.e., Board Policy Section III.G.3.c.ii)
 - Description and rationale for the change
 - Reference IDAPA 55.01.02 Condition for Reduction or Termination
 - Indicate whether program, curriculum, and admission requirements remain the same.
 - Implementation date
 - Describe arrangements for enrolled students to complete program, impact to program employees, accreditation, and fiscal impact for program inactivations

For non-substantive changes to courses within a current program (e.g., course number, title, description, addition, deletion, and/or credit hours:

- Email a notification letter that includes
 - Reference applicable Board Policy (i.e., Board Policy Section III.G.3.c.ii)
 - Description and rationale for the change

Forms, instructions, and link to ftp server at <https://cte.idaho.gov/postsecondary-program-changes/>.