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Career and Technical Education
Distance Education New Course Application

Section 1: Certification

I hereby certify, to the best of my knowledge that information contained in this Distance Education New Course Application is correct.

1.1 Date of approval by board of directors or governing body, if applicable.

Date:

1.2 Regional or national accreditation status, if applicable.

Accreditation:

Please provide the name and signature of the designee given permission to file this application. The signature of the following designee represents an agreement that the entity will comply with the regulations for distance education courses in Nevada.

1.3 Designee Information

1.3.1 Name and Title (authorized contact and person responsible for courses):

1.3.2 Signature:

1.4 Contact Information

1.4.1 Phone:

1.4.2 Email:

Section 3: Course Information

Provide the following information for **each CTE course** being requested for certification with this application. Use a separate form for each course. Use additional pages, as necessary.

3.1 Course Title:

3.2 Course Level:

3.3 CIP Code:

3.4 Prerequisite Course? Yes No If yes, list course title

3.5 Number of Credits:

3.6 Hours of Instructional Time Required:

3.7 Is this a hybrid course (online and lab/classroom)? Yes No

3.8 Detailed Course Description – Must include type of instructional methodology used for delivery of course (two-way video, internet-based, computer program, etc.)

3.9 Student Assessment – Describe how student achievement will be assessed. (e.g., Health Information Management state assessment).

3.10 State Standards Alignment – Identify and list the Nevada CTE Standards aligned to course.

3.11 List of Attachments

Include:

1. Copy of Nevada Teaching License
2. List of textbooks or supplemental materials

* Note: The Distance Education Program is subject to NRS 389.800, which includes Quality Program Review, for all approved CTE courses.

NDE Use Only	Approved: Yes No
Approved By:	Date: