Renewal Applications & Financial Review

Crystal Puderbaugh, Associate Director & Regulator
Renewal Application

• Required annually
• Required documentation includes:
  • Institutional Information
  • Admissions & Recruiting Information
  • Programs & Instruction Information
  • Faculty & Staff Information
Financial Review

• Required Documentation
  • Income Statement – Revenue & Expenses
  • Balance Sheet – Assets & Liabilities

• Non-Degree Institutions – Prepared by a CPA
• Degree Institutions – Audited by a CPA
Financial Requirements

• K.A.R. 88-22-2 (a)(7)
  • 7) The owner of the institution or the owner's designee shall submit to the state board the most recent financial statements for the institution operating in Kansas and for any parent or holding companies related to that institution. The financial statements provided to the state board shall meet at least one of the following requirements for the most recent fiscal or calendar year or for the two most recent fiscal or calendar years combined:
    (A) Demonstrate a minimum ratio of current assets to current liabilities of at least 1:1. This asset ratio shall be calculated by adding the cash and cash equivalents to the current accounts receivable and dividing the sum by the total current liabilities;
    (B) exhibit a positive net worth in which the total assets exceed the total liabilities; or
    (C) demonstrate a profit earned.
Three Calculations

• Quick Ratio = Current Assets/Current Liabilities
  • Must be 1:1 ratio at minimum
• Net Worth = Total Assets-Total Liabilities
  • Must be positive
• Profit Earned = Revenue – Expense
  • Must be Positive

• Institutions are required to meet 1 of the calculations in the most recent fiscal year or for the two most recent fiscal years combined.
Reporting Net Loss

• Financially Responsible and Capable of Fulfilling Commitments for Instruction

• If a Net Loss is reported – quarterly financial review is required
Any questions on financial documentation or requirements??
Classification of Instructional Program (CIP) Codes

• What is it?
  • Method of tracking fields of study and program completion activity
  • Developed by the U.S. Department of Education’s National Center for Education Statistics (NCES) in 1980

• How do I find it?
  • Dropdown box in KPODS renewal application

• What do I do with it?
  • Must be included on the program inventory section of the Renewal Application
  • Need to use at least 2 digit code
Renewal Application

1. Institution Information
2. Admissions & Recruiting
3. Programs & Instruction
4. Faculty & Staff

Please see the [Renewal Instructions] for help completing this application.

1. Which instructional program modes does your institution offer?
   - School Type: Brick and Mortar, On-line

2. Please review the current program inventory on record for your institution. Enter CIP codes in the format ##.#####. You can also search using keywords. See nces.ed.gov for more information.

   If any programs have changed or there are any not listed here, please submit the appropriate New Program and/or Program Change Application.

   Please edit the Tuition, Fees and Other Costs cells for each program if there have been changes in these items since your last renewal.

   To inactivate a program or if any of the pre-populated program information is incorrect, please call our office at 786-296-1529.

<table>
<thead>
<tr>
<th>State</th>
<th>Program Title</th>
<th>Length (weeks)</th>
<th>Credit Hours</th>
<th>Tuition ($)</th>
<th>Fees ($)</th>
<th>Other Costs ($)</th>
<th>Award &amp; Award Level</th>
<th>Instructional mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Activity Director/Social Services Designee</td>
<td>4</td>
<td>75 (Contact)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>Certificate of Completion Postsecondary award, certificate, or diploma of (less than 1 academic year)</td>
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<tr>
<td>CIP Code</td>
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<td>51.1599 - Mental and Social Health Services and Allied...</td>
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<td></td>
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</tr>
</tbody>
</table>

Enter CIP codes in the format ##.#####. You can also search using keywords. See nces.ed.gov for more information.
NCES Website

IES: NCES National Center for Education Statistics

IPEDS

Classification of Instructional Programs (CIP)

CIP 2010

What is the CIP?
The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education’s National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1995, 1990, and 2000. For information...

Start Here
Browse all CIP codes
Search CIP codes
View Crosswalk 2000-2010
View NEW CIP codes
View DELETED CIP codes
View MOVED CIP codes

Note: IPEDS Keyholders and Coordinators will be required to use the CIP 2010 beginning with the 2010-11 data collection year. The surveys affected are the Completions Survey (Fall 2010), the Institutional Characteristics Survey (Fall 2010), and the Fall Enrollment Survey (Spring 2011).
NCES CIP Code Search

IPEDS

Classification of Instructional Programs (CIP)

CIP 2010 (change year)

Search
Enter search terms if desired, filter by any of the available options, and click 'Show Results'. Note: Separate search terms with spaces.
The following results are displaying based on your selection of search criteria. You may sort your results by clicking on the arrow button at the head of each column. You may also refine your search or begin a new one.

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Adult Health Nurse/Nursing. A program that prepares registered nurses to provide general care for adult patients. Includes instruction in adult primary care, adult pathophysiology, clinical management of medication and treatments, patient assessment and education, patient referral, and planning adult health maintenance programs. Examples: [Adult Nurse Practitioner]</td>
<td>51.3803</td>
<td>51.3803</td>
<td>51.1603</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Health Nurse/Nursing. A program that prepares registered nurses (RNs) to provide general care for adult patients. Includes instruction in adult primary care, adult pathophysiology, clinical management of medication and treatments, patient assessment and education, patient referral, and planning adult health maintenance programs.</td>
<td>(51.1603)</td>
<td>51.3803</td>
<td>51.1603</td>
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</tr>
<tr>
<td>Clinical Nurse Leader. A program that prepares registered nurses for careers as clinical nurse leaders in which they work as part of an interdisciplinary team that provides direct medical care for patients based on evidence-based practice and research. Includes instruction in pharmacology, pathophysiology, epidemiology, research in nursing methods, advanced health assessment, statistics, and clinical practice management.</td>
<td>★ 51.3820</td>
<td></td>
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<tr>
<td>Clinical Nurse Specialist. A program that prepares registered nurses to deliver direct patient and client care in clinical settings. Includes instruction in clinical pharmacotherapeutics, advanced clinical practice, holistic nursing, nursing practice and health care policy, administration and consultation services, health assessment, patient stabilization and care, and patient education.</td>
<td>★ 51.3813</td>
<td>51.3813</td>
<td>51.1616</td>
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Any questions regarding CIP Codes??
Changes

• Renewal Application Due Date
• Approval Letter & Notification
Renewal Due Date Changes

• New Legislation
  • An application for renewal shall be deemed late if the applicant fails to submit a completed application for renewal, or documentation requested by the state board to complete the renewal process, at least 60 days prior to the expiration of the institution’s certificate of approval.
  • Late fee will be assessed if application and fees (renewal & representative) are not received 60 days prior to expiration.

• You will receive email reminder 120 days prior to expiration.
Approval Letter Changes

• Will get KPODS notification upon approval
• Approval Letter is in the Documents Tab
• Renewal approval letter will be mailed with certificate
• New program and program change approval notification sent through KPODS only
Where to find Approval Letter in KPODS

<table>
<thead>
<tr>
<th>Name</th>
<th>For</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Letter</td>
<td>State Approval: Network Systems Administration - Cisco Networking</td>
<td>Issued</td>
</tr>
<tr>
<td></td>
<td>Fundamentals - Associate of Applied Science - Associate's degree</td>
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<tr>
<td></td>
<td>(2016-09-14)</td>
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<tr>
<td>Approval Letter</td>
<td>State Approval: Education - Curriculum Leadership - Master of</td>
<td>Issued</td>
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<td>Science - Master's degree (2016-09-14)</td>
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<td>Approval Letter</td>
<td>State Approval: CPA Preparation - Professional Leadership -</td>
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<td>Graduate Certificate - Post-Baccalaureate Certificate</td>
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<tr>
<td>Approval Letter</td>
<td>State Approval: Education - Educational Technology Leadership -</td>
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<tr>
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<td>Master of Science - Master's degree (2016-09-14)</td>
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<td>Approval Letter</td>
<td>State Approval: Network and Communications Management - Networking</td>
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<tr>
<td></td>
<td>Fundamentals - Bachelor of Science - Bachelor's degree or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>equivalent (2016-09-14)</td>
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<tr>
<td>Approval Letter</td>
<td>State Approval: Education - Educational Leadership - Master of</td>
<td>Issued</td>
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<tr>
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<td>Science - Master's degree (2016-09-14)</td>
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<td>Approval Letter</td>
<td>State Approval: Business Administration - Entrepreneurship - Master</td>
<td>Issued</td>
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<tr>
<td></td>
<td>of Business Administration - Master's degree (2016-09-14)</td>
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<tr>
<td>Approval Letter</td>
<td>State Approval: Healthcare Administration - Healthcare Management</td>
<td>Issued</td>
</tr>
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<td></td>
<td>- Bachelor of Science - Bachelor's degree or equivalent (2016-09-14)</td>
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<tr>
<td>Approval Letter</td>
<td>State Approval: DeVry University - Holmes Rd (2016-09-15)</td>
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<td>New Program</td>
<td>Master of Business Administration - Accounting - Master of Business</td>
<td>Pending Pps Regulator Approval</td>
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<td>Application</td>
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<tr>
<td>New Program</td>
<td>Master of Business Administration - Finance - Master of Business</td>
<td>Pending Pps Regulator Approval</td>
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<tr>
<td>Application</td>
<td>Administration - Master's degree (2016-07-19)</td>
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<tr>
<td>New Program</td>
<td>Master of Business Administration - Health Services - Master's</td>
<td>Pending Pps Regulator Approval</td>
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<tr>
<td>Application</td>
<td>degree (2016-07-19)</td>
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Questions?