



Renewal Applications & Financial Review

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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?
 - <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
 - 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

◀ Back to Documents Print

Submission Review Comments **0** Status: **Unsubmitted** History

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 785-296-1529.

| State | Program Title | Length (weeks) | Credit Hours | Tuition (\$) | Fees (\$) | Other Costs (\$) | Award & Award Level | Instructional mode |
|--------|--|----------------|--------------|--------------|-----------|------------------|---|--------------------|
| Active | Activity Director/Social Services Designee | 4 | 75 (Contact) | | \$ | \$ | Certificate of Completion Postsecondary award, certificate, or diploma of (less than 1 academic year) | |

CIP Code

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



NCES Website



Classification of Instructional Programs (CIP)

[Home](#)

[CIP Selector](#)

[Help](#)

[Contact NCES](#)

CIP 2010 [\(change year\)](#)

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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, 1999, 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



Classification of Instructional Programs (CIP)

Home

CIP Selector

Help

Contact NCES

CIP 2010 [\(change year\)](#)

Browse

Search

Crosswalk

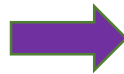
Resources

Quick CIP ?

Go

Search

Enter search terms if desired, filter by any of the available options, and click 'Show Results'. Note: Separate search terms with spaces.



| | | | | | |
|-----------------|--|--|--|--|--|
| Search terms: | <input type="text"/> | Advanced Search | | | |
| Search within: | <input checked="" type="checkbox"/> Title | <input checked="" type="checkbox"/> Definition | <input checked="" type="checkbox"/> Examples | | |
| 2-digit series: | <input type="text" value="All"/> | | | | |
| CIP types: | <input checked="" type="checkbox"/> 2 digit CIP code | <input checked="" type="checkbox"/> 4 digit CIP code | <input checked="" type="checkbox"/> 6 digit CIP code | | |
| Actions: | <input checked="" type="checkbox"/> No substantive changes | <input checked="" type="checkbox"/> ★ New | <input checked="" type="checkbox"/> × Deleted | <input checked="" type="checkbox"/> ◀ Moved from | <input checked="" type="checkbox"/> ▶ Moved to |
| | | <input type="button" value="Clear"/> | <input type="button" value="Show Results"/> | | |

Search Results

Summary of Search Criteria



Search terms: nursing
 Search within: title, definition, examples
 2-Digit CIP Series: All
 CIP code types: 2 digit CIP code, 4 digit CIP code, 6 digit CIP code
 Actions: No substantive changes, New, Moved from, Moved to, Deleted


Actions Legend

- ★ New
- ✕ Deleted
- ▶ Moved To
- ◀ Moved From
- ▬ No Substantive Changes

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](#).

53 records found. Viewing page 1 of 3

 Print  Export

| Text Changed | Title & Definition | Action | CIP Code | Moved To / Report Under (2010) | Moved From (2000) |
|--------------|---|--------|--|--------------------------------|-------------------|
| | 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. <i>Examples: [Adult Nurse Practitioner]</i> | ▶ | 51.3803  | 51.3803 | 51.1603 |
| | 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. | ◀ | (51.1603) | 51.3803 | 51.1603 |
| | 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. | ★ | 51.3820 | | |
| | 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. | ▶ | 51.3813 | 51.3813 | 51.1616 |

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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

KBOR KPODS Dashboard Documents ? Switch Institutions

Documents

In Progress Document Archive

Search by: Name or For



Reset

Refine Search

No available actions

+ New Document

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

Questions?



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