

Quick Reference of Key Steps to Program Approval and Related Timelines ([Link](#))

<p style="text-align: center;">KEY STEPS</p> <p><i>These steps are the responsibility of college staff unless noted it is a HECC - CCWD staff function.</i></p>	<p style="text-align: center;">TIMELINE NOTES & SUGGESTIONS</p>
1. Contact your College Point of Contact (POC) for guidance on campus and state program approval information.	1. As soon as the idea arises and discussion begins.
2. Complete a thorough need analysis concerning the proposed program. See HECC Standard A: Need for more information	2. When there is a clear indication that the program idea is viable and early in the discussions and planning, stage, before designing the program.
3. Contact the CCWD Education Specialist to advise them of an upcoming application.	3. Early in the program planning and before designing the program.
4. Complete campus procedures and secure necessary local approvals to apply for the program; notify the College POC.	4. As soon as all necessary information is ready.
5. Research the CIP Code and title for appropriateness.	5. Before submission of the Notice of Application.
6. Submission of the proposed program as a Notice of Application (NOA) through Webforms . CIP 7 Code and Requirements per award .	6. Submission by the first Friday of the month for distribution on the second Friday of the month; must be clear, succinct and complete to move forward.
7. Submission of the Application including the proposed curriculum form to CCWD through the Oregon Community College Program Submission System (also known as WebForms) at https://webforms.hecc.oregon.gov/	7. Submission must be no later than the first Friday of the month for consideration by the Higher Education Coordinating Commission (HECC) the next month. Check the HECC Meeting Calendar for meeting dates .
8. Reviews of the application in consultation with college staff by CCWD.	8. & 9. Review and denial or approval of the Program by CCWD staff may take from three to 6 weeks depending on the availability of the Education Specialist and the extent of review necessary.
9. If a related certificate the Education Specialist will approve or deny. If the program or certificate is standalone, then the Education Specialist will approve and send the program to the HECC meeting for final approval.	
10. Addition of Program to the HECC docket.	10. If the program is standalone then the Education Specialist will take the program to the HECC meeting asking for approval.
11. Action taken by the HECC; college staff are not required to attend.	11. Approval/Denial letter usually sent within 10 business days.
12. Issuance of approval letter by CCWD to the community college president providing official approval to offer the proposed program.	