



## OFFICE OF DEGREE AUTHORIZATION OREGON HIGHER EDUCATION COORDINATING COMMISSION

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# Application for Out-of-State Institutions Applying for Practicum Placements

### INTRODUCTION:

**AUTHORIZATION REQUIREMENTS:** Degree Granting schools offering online degree programs are subject to the standards set forth by the Oregon Higher Education Coordinating Commission (Oregon Statute 348.606) and a school may not confer or offer to confer any academic degree upon a person or provide services purporting to lead to a degree in whole or in part, without first obtaining approval from the Higher Education Coordinating Commission. Pursuant to OAR 583-030-0005(2) this applies to any school offering degrees and credits from within Oregon to recipients anywhere, and it applies to any person assisting such a school.

The rule further applies to any school offering degrees and credits from outside of Oregon, in connection with learning or evaluation meant to occur within this state.

**Per Senate Bill 218 (Oregon Legislative Assembly 2015) (7)(a)**, the commission may impose on each school that is not based in this state a fee of \$1,000 per program that, as part of the program, places students in a practicum based in this state. (b) This subsection does not apply to a placement that is part of an online program offered by a school. (c) The commission may waive the fee imposed under this subsection for limited placements or special circumstances that involve Oregon residents who return to this state for a practicum.

### **If the institution meets the following factors, then it should complete the application:**

1. The institution is located outside of Oregon.
2. The institution does not enroll Oregon residents in online programs
3. The institution does not enroll Oregon residents in online programs with placement
4. The institution does not intend to offer their online programs to Oregon residents in the future.
5. The institution has one or more of its campus-based programs regularly places its students in Oregon to complete their fieldwork. Or, the institution intends to have one or more of its campus-based programs place its students in Oregon to complete their fieldwork.
6. The institution is not a SARA approved provider

**If the institution meets the above requirements, then the correct application is being completed.**

**DIRECTIONS:** Per OAR 583-030-0005(2) any school offering degrees and credits from within Oregon to recipients anywhere, and including any person assisting such a school requires approval from our office. If the institution intends to offer a combination of degree programs and certificate programs, both the degree programs and certificate programs in the state of Oregon require authorization.

Prior to beginning the application:

- **Read the ODA out-of-state webpage** [Hyperlink: <http://oregonstudentaid.gov/oda-degree-authorization-academic-programs-apply-outofstate.aspx>]
1. **STEP 1 (if applicable):** For this particular application, a waiver is allowed but the institution must request it. Please contact the Office of Degree Authorization to confirm whether a waiver is possible.
  2. **STEP 2:** Complete the application for all programs
    - a. All elements of the application must contain a response whether applicable to the institution's proposed activities or not. If a particular area of the application is not applicable, please note it as such on the application.
  3. **STEP 3:** Complete the **List of Degree Programs** offered on the excel sheet provided and use this form to calculate cost of authorization.
  4. **STEP 4:** Submit an application fee in the form of a check depending on the List of Degree Programs (cost indicated on form) required to pay the fee to: **Oregon Higher Education Coordinating Commission**. The check should arrive in the same package as the application materials submitted on USB drive or CD. Please refer to Submission Guidelines on the last page of the application.

**CERTIFICATION OF OFFICER**

**CERTIFICATION STATEMENT FOR ONSITE PLACEMENT PROGRAMS WITH PRESENCE IN THE STATE OF OREGON:**

By signing below, I certify that all the below information is correct to the best of my knowledge, and the below institution will not enroll any Oregon residents in placement programs until receiving an authorization letter from the Oregon Higher Education Coordinating Commission.

<b>Name of Signatory Officer</b>	<b>First Name</b>	<b>Last Name</b>
<b>Title</b>		
<b>Signature</b>		

**CERTIFICATION STATEMENT FOR RECRUITING AND MARKETING ONLINE AND ONSITE PLACEMENT PROGRAMS IN THE STATE OF OREGON:**

By signing below, I certify that all the below information is correct to the best of my knowledge, and the below institution will not market, recruit and advertise these programs to Oregon residents, until receiving an authorization letter from the Oregon Higher Education Coordinating Commission.

<b>Name of Signatory Officer</b>	<b>First Name</b>	<b>Last Name</b>
<b>Title</b>		
<b>Signature</b>		

**Please note the definition of Onsite Placement pertaining to online degree programs in Oregon:**

**Onsite Placement** refers to experiential learning and is defined as practicum, clinical, internship, externship, mentoring or any other placement field work in the State of Oregon that is offered for-credit to Oregon residents, either optional or required, in order to complete an online program.

**OUT-OF-STATE INSTITUTION  
APPLYING FOR STATE AUTHORIZATION IN OREGON**

<b>SECTION 1 – INSTITUTION INFORMATION</b>
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**Section 1.1 Name(s) of school, programs, contacts and accreditation status**

<b>Name of school as it appears on diploma:</b>	
Address Line 1:	
Address Line 2:	City, State, Zip Code
Mailing Address Line 1 (if different):	
Mailing Address Line 2 (if different):	City, State, Zip Code

<b>Regional institutional accreditation, if any (provide name of accreditor):</b>
<b>National institutional accreditation (if regional accreditation not available):</b>

## Application and Institutional Contacts:

<b>Person Responsible for the Application</b>	
Name	
Position Title	
Telephone	
E-Mail	
<b>Person responsible for any Oregon clinical placement programs requiring coordination with the Oregon State Board of Nursing (OSBN):</b>	
Name	
Position Title	
Telephone	
E-Mail	
<b>Person responsible for any Oregon practicum requiring coordination with the Teacher Standards Practices Commission (TSPC):</b>	
Name	
Position Title	
Telephone	
E-Mail	
<b>Person responsible for any Oregon placement program requiring coordination with the Oregon Board of Psychology:</b>	
Name	
Position Title	
Telephone	
E-Mail	

**SECTION 2 – DEGREE AND CERTIFICATE PROGRAMS OFFERED TO  
OREGON RESIDENTS**

**Section 2.1 – List of Degree/Certificate Programs Offered to Oregon Residents**

This application is to request authorization for the following degree(s) and certificate(s) in Oregon:

*List of all programs for students in Oregon by title of degree or certificate (e.g., Bachelor of Science in English)*

Please **Download the Excel Program List Spreadsheet** online and input data on sheet and submit with application materials. Do not embed the spreadsheet in a PDF of the application file.

List the programs by: **Degree/Certificate and Program with or without Onsite Placement. Indicate in beginning column whether program may have placement attached to it.**

**Section 2.2 – Summaries of Degree/Certificate Programs Offered to Oregon Residents taken from Academic Catalog**

	Summary	(1) New Program Approval (not previously authorized) OR (2) Renewal
	<p><b>Example:</b></p> <p>The undergraduate curriculum in business administration reflects the increasingly complex economic, social, and technological aspects of modern business decision-making. Course work emphasizes the development of effective decision-making, an understanding of personal values and motivation, and the awareness of the interrelationships between business and society.</p> <p>Business Administration major requirements are divided into two parts. The first part (the pre-business major), usually taken in the first two years, must be completed before formal admission into the major. The second part (Professional School) is usually taken in the last two years after formal admission into the Business Administration major.</p>	<p><b>Example:</b></p> <p>New Program Approval</p>
	<p>The speech communication undergraduate program is focused on developing and enhancing students' communication skills through speeches and presentations, while studying communication concepts.</p> <p><b>Outcomes:</b></p> <p>Demonstrate understanding and the value of communication competence in public speaking, argumentation and critical discourse, and interpersonal communication as they pertain to personal and professional activities and contexts.</p> <p>Articulate relevant theory and research in the contexts of their practical applications.</p> <p>Recognize the social, cultural and historical significance of rhetoric and other communication phenomena.</p> <p>Be prepared to pursue further professional or academic endeavors in one's selected communication discipline.</p>	<p>Renewal</p>
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**SECTION 4- RECRUITMENT OF OREGON STUDENTS**

The school is responsible for ensuring that its recruitment agents are providing accurate realistic information about the school, its policies and achievements, and its ability to assist students.

**Describe the vendor contracts with marketing agents and recruiters:**

*[Insert explanation here]*

**What, if any, recruitment or marketing or advertising takes place in the State of Oregon?**

*[Insert explanation here]*

**What of this advertising or recruiting is directly geared toward Oregon students?**

If your institution has on the ground recruiters, please describe:

- (1) the training provided to the agents to make sure that they know enough about the school that they have accurate information to impart and

*[Insert explanation here]*

- (2) the monitoring of agents to make sure the information they provide is accurate and realistic.

*[Insert explanation here]*

<b>SECTION 5- ENROLLMENT AGREEMENTS / FORMS</b>
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Please submit copies of enrollment agreements provided by the institution for Oregon residents to sign and submit when enrolling in the degree/certificate programs.

Enrollment agreements can be provided for varying graduate levels and/or programs. Submit enrollment forms and agreements required at the time of application. This does not include financial aid enrollment agreements.

**CHECK THIS BOX- ENROLLMENT DOCUMENTS SUBMITTED AT THE TIME OF APPLICATION, AT THE END OF APPLICATION FOR AUTHORIZATION.**

**SECTION 6 - DESCRIPTION OF PLACEMENT PROGRAM(S)**

**PLEASE NOTE: Requiring a practicum, clinical, internship, externship, mentoring, field placement or other instructional experience in Oregon, offered for academic credit toward the degree/certificate program, constitutes a physical presence in the State of Oregon requiring authorization to operate. The placement does not need to be required for graduation/completion of the degree/certificate program.**

For each onsite placement program, the institution needs to submit the supervision, coordination and assessment plan. The Supervisor of the placement program

For institutions offering *programs requiring Onsite Placement*, please submit these additional documents for EACH onsite placement requirement:

<b>Name of Placement Program:</b>			
<b>Supervisor of Placement Program:</b>			
<b>Contact E-mail address:</b>		<b>Phone Number:</b>	
<b>Description of Placement Program</b>			
<i>[Insert Description of Placement Program Here]</i>			
<b>Describe the Coordination of placement program:</b>			
<i>Note: The student can find the placement location, but if the student is unable to find a placement location, the institution needs to provide assistance.</i>			
<i>[Insert Coordination of Placement Program Here]</i>			

**Describe the Supervision of placement program:**

*Note: The institution is responsible for supervising the student during the placement. An on the ground supervisor is not required for authorization.*

*[Insert Supervision of Placement Program Here]*

**Describe the Assessment of placement program:**

*Note: The Institution is responsible for assessing the student and creating learning objectives relative to the placement. The supervisor needs to make clear expectations of the onsite placement and how the student's work will be assessed.*

*[Insert Assessment of Placement Program Here]*

If your institution is offering more degree/certificate programs with onsite placement then the institution is required to submit additional forms for each onsite placement program.

**See Part 2: Additional Onsite Programs**

## SUBMISSION GUIDELINES

Our office maintains a paperless status. If your institution submits hard copies to our agency, we then utilize staff time to scan in the documents. We understand this may be an inconvenience; however, we request you submit your application materials in the following way:

1. **USB drive**- Send the documents via postal mail on USB drive
2. **CD**- Send the documents via postal mail on CD
3. Contact our office to request a link when you are ready to upload files over a secured server.

**E-mailing the application is no longer permitted due to e-mail security preventing the retrieval of attachments.**

**Submit the application, complete with all attachments, in one of the above options to the following address if mailed through United States Postal Service or if sent via express mail services:**

Oregon Higher Education Coordinating Commission  
Attn: Office of Degree Authorization  
3225 25<sup>th</sup> St SE  
Salem OR, 97302

503-947-5716  
[Info.PPS@state.or.us](mailto:Info.PPS@state.or.us)