

## **539-2-.02 Procedures for Approval of Schools and Courses. Amended.**

(1) The Board shall approve, disapprove, or request additional data on any application for a school approval within sixty (60) days of the submission of a completed application containing the data required by this Rule. The application, in addition to the name and address of the school or person offering appraisal course(s) as well as any other identifying criteria which the Board may require, must set forth in terms acceptable to the Board the following:

- (a) a detailed proposal of records management for retaining for at least five years records which will reflect the scores earned by a student on all graded exercises and examinations;
- (b) if subject to the Nonpublic Postsecondary Educational Institutions Act of 1990, O.C.G.A. Section 20-3-250.1 et seq., a current certificate issued by the Nonpublic Postsecondary Education Commission;
- (c) all directors and owners of the school including their names and addresses. If the owner or owners are a partnership or corporation then a list of all directors and owners of the parent entity;
- (d) if the school wishes to adopt a makeup policy regarding attendance, a detailed statement of that policy;
- (e) a statement of entrance qualifications for students;
- (f) a statement that it can make available to its students materials which the Board may require for use in a particular course or courses and that it has video or audio equipment available to present Board required material;
- (g) a statement that it will conduct approved courses in classroom style facilities.
- (h) a statement that the school will comply with all related provisions of the Americans with Disabilities Act (ADA) and that the school will not discriminate in its fees, enrollment, or completion policies on the basis of race, color, sex, religion, national origin, familial status, or handicap;
- (i) a detailed outline(s) of course(s) to be offered in the first year of the school's approval with hours to be spent on each subject area to be covered in the course(s) and all planned classroom and homework exercises;
- (j) a bibliography of all texts and reference materials for use in the course(s);
- (k) a comprehensive description of the measures and standards it will employ to evaluate student performance in order to determine whether a student successfully completes a course;
- (l) a description of the learning objectives for each instructional hour of the course(s) (what the student should know or be able to do upon mastery of the content of each hour of study);
- (m) copies of all final examinations together with proposed answers for any course(s) requiring an examination;
- (n) a list of all instructors and applications for approval of classification course instructors not yet approved by the Board under the standards of Chapter 539-5;
- (o) a schedule of planned offerings of the course(s) for the first calendar year for which the school seeks approval including the date, time, and place of any offering;
- (p) the fee schedule planned for the course offering(s) during the first year;
- (q) a copy of the Notice to Students required by Rule 539-2-.09; and

- (r) the name of a school director and/or coordinator who shall be responsible for certifying student completion of all courses covered under this Rule.
- (2) An approved course is one for which an approved school maintains and will make readily available to an authorized representative of the Board the following data:
- (a) a detailed course outline with hours to be spent on each subject area to be covered in the course and classroom and homework exercises;
  - (b) detailed learning objectives for each instructional hour of the course (i.e. what the student should know or be able to do upon mastery of the content of each hour of study);
  - (c) text materials utilized in the course;
  - (d) daily tests, final examinations, or other materials used to evaluate student performance;
  - (e) records that identify each student and the student's attendance record and final grade for any course;
  - (f) a list of the instructors for the course; and
  - (g) summaries of student evaluations of the courses.
- (3) An applicant for school approval may not hold any course out as approved by the Board until the Board posts the school approval in its offices or the offeror receives a certificate of school approval from the Board.
- (4) Any continuing education course addressing a topic or topics other than those listed in Rule 539-2-.05(1)(b) must have the prior written authorization of the Board.
- (5) An approved school shall provide the Board in writing no later than 14 days prior to offering a new course the following information:
- (a) the title of the course;
  - (b) the number of credit hours for the course; and
  - (c) whether the school intends the course for registration, licensure, certified residential, certified general, and/or continuing education credit.

The Board shall provide the school with a course code to be included by the school on the educational certificate issued to students and on the course roster filed with the Board as required by 539-2-.08(3).

Authority O.C.G.A. Secs. 43-39A-3, 43-39A-8, 43-39A-9, 43-39A-11, 43-39A-13, 43-39A-18, 43-39A-22.  
**History.** Original Rule entitled "Procedures for Approval of Schools" adopted. F. Sept. 25, 1990; eff. Oct. 15, 1990. **Amended:** Rule retitled "Procedures for Approval of Schools and Courses." F. July 22, 1996; eff. Aug. 11, 1996. **Amended:** F. Oct. 6, 1998; eff. Oct. 26, 1998. **Amended:** F. July 21, 2000; eff. Aug. 10, 2000. **Amended:** F. Sept. 20, 2001; eff. Oct. 10, 2001.