



WHAT?  
WHERE?  
WHEN?  
WHY?

I've heard a few folks are confused about the program approval process in the Los Angeles/Orange County Region; AKA the LAOCRC. Let's try and clear things up about the program approval process so you're at ease before you get started.

That would be great! I must have mentioned career and program in the same breath because some person calling themselves the Regional Voting Member heard about it through the grapevine and sent me this list of regional resources, websites, documents, and contacts to review. Do I really need to do this?

Possibly, but let's work through the flow chart below to be absolutely sure.



## Regional CTE

### Program

### Approval

### Basics



## Is your program credit, noncredit, or community services?

### Noncredit

Your program does not have to go through the LAOCRC for regional approval, even if it is Career Development and College Preparation (CDCP). After local approval you will send it to the CCCC. However, you may want to check with folks in your AB86/AB104 regional Adult Education consortium to see if they have any specific requirements.

Destination



curriculum.cccco.edu

### Credit Program

#### What type of award?

Associate Degree for transfer (AD-T)

These do not require LAOCRC regional approval. After local approval they go directly to the CCCC for approval.

CTE Degree or Certificate (TOP Codes with \*)

It is likely that your program will need to go through the LAOCRC regional approval process. However, there is still a chance you can skip us. A little more info is needed.

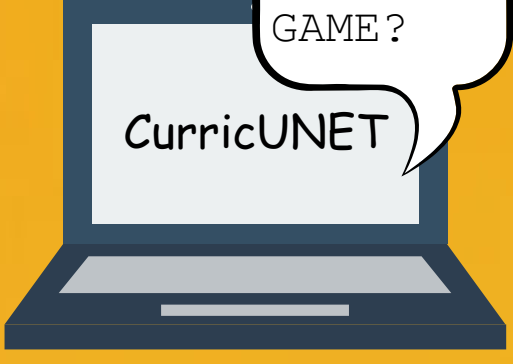
Local (transfer) degree or certificate

These do not require LAOCRC regional approval. After local approval they go directly to the CCCC for approval.

### Community Services

Your program does not have to go through the LAOCRC for regional approval, even if it is CTE or workforce preparation. Your program does not even go to the CCCC for approval. Be sure to check your college's administrative procedures.

SHALL WE PLAY A GAME?



Is this a brand new CTE degree and/or certificate?

Your program needs to come through the LAOCRC for regional approval. You will be asked to demonstrate that there is no unnecessary duplication of effort and that there are jobs available for program completers ★

Are you making changes to an existing degree or certificate that was already approved by the CCCC?

Will the changes you make to the program degree and/or certificate result in a new control number being issued by the CCCC? Have the goals and objectives of the program substantially changed? Are you changing the TOP Code at the discipline level? Do the job categories for which program completers qualify substantially differ from the previous degree/certificate?

Yes

Your program needs to come through the LAOCRC for regional approval. You will be asked to demonstrate that there is no unnecessary duplication of effort and that there are jobs available for program completers ★



No

Looks like you are making nonsubstantial changes to your program degree/certificate. Nonsubstantial changes include: Title changes, changing the TOP code within the discipline level, changing the degree or certificate units, and/or adding/removing courses from the existing approved program. Do not send these through the LAOCRC for regional approval. See your curriculum chair, CIO, or curriculum assistant if you have questions about nonsubstantial changes.

Are you wanting to convert a locally approved certificate (non transcribed/skill award) to a CCCC approved certificate?

Your program needs to come through the LAOCRC for regional approval. You will be asked to demonstrate that there is no unnecessary duplication of effort and that there are jobs available for program completers ★

## Regional/Program Approval Timeline



Each college has a LAOCRC voting member assigned by the college's Chief Instructional Officer who reviews, submits, and represents the college's programs through the regional approval process. These individuals understand the regional approval process, LMI, and know what is needed for programs to be approved. To avoid delay, you are strongly encouraged to involve your college's LAOCRC voting member early in your program's development.

File a Notice of Intent with the LAOCRC as soon as possible. Notices of Intent are good for 12 months.

Notify and work out duplication issues with colleges that have a concern. Work out curricular and program alignment with other colleges.

Prepare and submit LAOCRC program approval application.

Regional Approval

CCCCO Approval!

## Local College Curriculum Approval Process

Source: PCAH, 5th Ed., 2013