



EVALUATOR REPORTS/ADVISORY COMMITTEE MINUTES REQUIREMENTS

Schools are required to submit a minimum of three (3) evaluator reports with each **NEW** and/or **MAJOR REVISION** of programs and/or stand-alone courses in accordance with §23-64-112(1)(c), C.R.S., and(d) 8 CCR 1504-1 Rule III(B). Minor revisions do not require evaluations. Please see current **Rules** for definition of major revisions and minor revisions.

Evaluator reports must be obtained PRIOR TO SUBMITTING TO DPOS by using the following evaluators:

- Individual closely associated with work related to the program/stand-alone course
- Prospective Employer
- Former students of the school may be evaluators if they meet the following criteria, in addition to the requirements below:
 - Must have graduated from the school at least one year prior to the evaluation.
 - Must have been in the profession for at least one year.
 - Must have no other affiliation with the school.
- *In those occupational areas for which industry standards or a governmental agency require a license, certification (advanced training), registration, journeyman's card or similar regulatory credential ("Regulatory Credential") to engage in the occupation for the program/course being evaluated, a minimum of two of the three evaluators/advisory committee members must have and submit the corresponding license/credential. A license/credential that is not active and/or in good standing will be considered on a case-by-case basis. The third evaluator must meet the qualifications below.
- Each evaluator shall be familiar with the work related to the occupational training to be reviewed. This is important to ensure proper evaluation of whether the program or stand-alone course meets its proposed occupational objective.
- Evaluators shall not be associated with the school in any way and shall attest to such by signing evaluator report.
- To ensure proper evaluation, the Program or Stand-Alone Course Syllabus, Course Schedule, and Equipment List (if applicable) must be provided for review.
- The school should use the evaluators' suggestions/comments to make any necessary or desired changes to a program or stand-alone course prior to submittal. Should the school choose not to incorporate the suggestions, a detailed explanation must be attached.
- The Division will review the new/revised program(s), stand-alone course(s) and comments of the evaluators (or advisory committee), and will either accept, reject, or recommend further changes.

In lieu of the three evaluator reports, official advisory committee minutes may be submitted (*please note the licensure requirements above also apply to advisory committee members). At least 3 of the advisory committee members must include members who are not employees of the school, but who are qualified to evaluate curriculum due to their experience in the field of study being evaluated. The advisory minutes should include, at minimum:

- Title of the new/revised program/course
- Discussion regarding the proposed curriculum and its ability to meet the objective of the training
- A vote indicating approval of the new or revised curriculum. The vote must summarize if any changes will be made prior to submittal to DPOS for approval.
- Resumes or bios for each committee member must be uploaded separately