



STATE HIGHER EDUCATION EXECUTIVE OFFICERS ASSOCIATION

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Oklahoma Board of Career and Technology Education

Vertical Tabs

1. Agency and Contact Information

1A1. Agency Name:

Oklahoma Board of Career and Technology Education

1A2. Agency Description - Please review the description below and revise as appropriate (e.g., state executive agency, agency with appointed board, department or division within agency, etc.):

The Oklahoma Board of Career and Technology Education approves the public technology center schools and colleges of Oklahoma, except for those under the jurisdiction of the Oklahoma State Regents for Higher Education.

1A3. Agency Contact - Please review and correct as necessary the contact information below:

Dr. Robert Sommers, State Director (As of April 1, 2013)
Oklahoma Department of Career and Technology Education
1500 West 7th Avenue
Stillwater, Oklahoma 74074
Main Switchboard: 405-377-2000

1A4. Who should institutions contact if they have questions about your agency's authority, policies, or application process:

Dr. Joe Robinson, Associate State Director of Field Services
Oklahoma Department of Career and Technology Education
1500 West 7th Avenue
Stillwater, Oklahoma 74074
Direct Line: 405-743-5198
Email: jrobi@okcareertech.org [1]

1B. Links - Please provide web links to your agency home page, the regulations pertaining to authorization, and any other links important for understanding your agency's responsibility for authorization:

[Home Page](#) [2]

1C1. Other Agencies - According to our records, the following agencies also have responsibility for authorization in the state. Please correct, add to, or clarify this list of authorizing authorities as necessary. These agencies will also be requested to complete this survey:

Oklahoma State Regents for Higher Education The Oklahoma Board of Private Schools

1C2. If the division of responsibility among these agencies is not clear, please explain:

The Oklahoma State Regents for Higher Education serves as the approval and licensing agency for public and private (not-for-profit/proprietary) degree-granting institutions.

The Oklahoma Board of Private Schools licenses the operation of private (non-degree) vocational schools.

2. Types of Educational Providers Authorized

2A1. Institution Types Authorized - Indicate the types of institutions that your agency authorizes. Feel free to provide a short explanation of any ambiguity:

Public, in-state, non-degree granting institutions

2B1. Multiple Agencies - Is an institution required to obtain approval from more than one agency to be authorized in your state (excluding purely programmatic approvals):

No

2C1. Accreditation - Is accreditation required for an institution to be authorized in your state:

Yes

2C2. If yes, please explain:

All Oklahoma public technology centers must be accredited by the Oklahoma Board of Career and Technology Education. These institutions can attain dual accreditation through regional or national accrediting agencies but it is not required.

2C4. Clarifying comments:

The Oklahoma Board of Career and Technology Education is recognized by the US Department of Education as a reliable authority concerning the quality of public postsecondary vocational education in Oklahoma. This recognition, as well as Oklahoma Statutes, establishes the State Board as the accrediting/approval body for Oklahoma public postsecondary vocational institutions and programs that are not offered for college credit or under the jurisdiction of the Oklahoma State Regents for Higher Education.

2D1. Does your agency authorize specific academic programs offered by institutions, only institutions themselves, or both:

Both Institutions and Programs

2E2a. Nursing:

Yes

2E2b. Name and Contact Information:

Nursing

Oklahoma Board of Nursing
2915 N. Classen, Suite 524
Oklahoma City, Oklahoma 73106
Phone: 405-962-1800
Fax: 405-962-1821

Certified Nurse Assistant
Oklahoma Department of Health
Long Term Care
1000 NE 10th Street
Oklahoma City, OK 73117-1299
Office (405) 271-6868 Fax (405) 271-3442
E-mail: LTC@health.ok.gov [3]

2E6a. Others (please list):

Yes

2E6b. Name and Contact Information:

Cosmetology
Oklahoma Board of Cosmetology
2401 NW 23rd, Suite 84
Oklahoma City, OK 73107
Phone: 405.521-2441
FAX: 405-521-2440

Barber
Barber Licensing Program
Oklahoma State Department of Health
1000 N.E. 10TH
Oklahoma City, OK 73117
Phone: (405) 271-5779
Fax: (405) 271-5286

3. Exemptions

3A1. General Exemptions - Are certain institutions or programs exempt by law or policy from your state authorization requirements:

No

3C1. Religious Institutions - Does your state constitution or do your state laws provide any exemptions for religious institutions:

No

4. Authorization of Distance Education

4A1. Does your agency require purely (100%) distance education programs, including online or correspondence study programs that enroll residents of your state, to be authorized without regard to physical presence:

No

4B1. If not, does your agency determine whether an institution must be authorized based

on a physical presence (“operating”) standard:

No

5. Physical Presence Policy – Common “Triggers”

INSTRUCTIONAL ACTIVITIES

5B1a. Hosting short term, face-to-face, seminars or conferences in the state where students meet in person:

No

5B2a. Permitting a student to complete an internship, externship, field experience, or clinical practicum organized by the institution:

Yes

5B2b. Clarifying Comments:

Availability of clinical sites could pose a problem.

5B2c. Does this apply only to distance education students or more generally:

More Generally

5B3a. Permitting a student to complete an internship, externship, field experience, or clinical practicum found by the student acting independently:

Yes

5B3b. Clarifying Comments:

Availability of clinical sites could pose a problem.

5B3c. Does this apply only to distance education students or more generally:

More Generally

PROPERTY IN THE STATE

5B4a. Maintaining a location (physical building) in the state that is used for instructional activity:

No

5B5a. Maintaining a location (physical building) in the state that is used ONLY for non-instructional activity (administration, recruitment, etc.):

No

5B6a. Housing ONLY computer servers or other equipment at a physical location in the state:

No

5B7a. Maintaining an in-state address or phone number, regardless of use:

No

RECRUITING ACTIVITIES

5B8a. Organized, consistent, on - the - ground recruiting of students in the state by employees or agents of the institution:

No

5B8c. What if the agent is only recruiting students in the state on an occasional basis (i.e. at job fairs):

No

THIRD PARTY AGREEMENTS/CONTRACTS

5B9a. Having a contract/agreement between the institution and in-state institutions or in-state entities to provide services for students (i.e. library, gym, computer centers, etc.):

Yes

5B9b. Clarifying Comments:

Yes, depending upon the services provided and the effect it would have on Oklahoma technology center's accreditation.

5B10a. Requiring a student to take a proctored exam at a location or with an entity in the state prescribed by the institution:

No

5B11a. Requiring a student to take a proctored exam with an entity in the state chosen by the student but approved by the institution:

No

ADVERTISING

5B12a. Advertising in local media sources that are largely viewed by residents of the state :

No

5B13a. Advertising in national media sources that can be accessed by residents of the state:

No

EMPLOYMENT IN THE STATE

5B14a. Employing full-time faculty in the state to provide instruction via distance education programs to students in the state:

No

5B14c. What about adjunct faculty:

No

5B15a. Employing full-time faculty in the state to provide instruction via distance education programs solely to students outside of the state:

No

5B15c. What about adjunct faculty:

No

5B16a. Employing mentors, tutors, or preceptors in the state to aid students, who are residents of the state, on an individual basis:

No

OTHER

6. Application Process

6A. Description - Please provide a short description of the application process to obtain state authorization. If available, please provide web links to the specific references to all applicable state laws, regulations, manuals, forms, or other pertinent documents:

NOTE: State authorization only pertains to public technology centers. There is no application process for other institutions except through the Oklahoma Regents for Higher Education and the Oklahoma Board of Private Schools.

Title 780 of the Oklahoma Administrative Code, Chapter 15. Technology Centers. Technology Center districts may be established through criteria and procedures established by the State Board and shall be operated in accordance with the rules and regulations of the State Board (70 O.S. 1988 § 14-104 and Section 9B, Article X, Oklahoma Constitution.)

6B. Processing Time - Generally, how long does it take to approve applications (assuming that the agency has received all required information from the institution)? Please provide a typical range if appropriate:

Six months to a year.

6C. Duration - What is the authorization duration:

Authorization continues as long as full postsecondary accreditation is maintained

6D. Maintenance - What does an institution need to do to maintain authorization:

Meet all accreditation standards required by the State Board.

6E. Reporting - What kinds of information or data must an institution report to your agency as a condition for continued authorization? How frequently is this reported or updated? Is this information published or shared publicly:

Aggregate data is provided annually.

6F. Loss of Status - Can an institution lose its authorized status? If so, how?:

Very rarely

6Ga. Multi-Institutional Systems - Can a multi-institutional system or college corporation apply to your agency for authorization on behalf of all of its component institutions? If so, please describe the process:

NO

6I1. Amendments - Is your agency currently planning to amend its application process by the end of 2013:

No

7. Fees Associated with Authorization

7A. Application Fee - Is there an application fee to initiate the authorization process? If so, what is the fee or fee schedule? Please provide a web link if available:

No

7B. Other Costs - Are there any other costs associated with the state authorization process (e.g. site visits, hiring a reviewer, surety bond, tuition recovery fund, agent licensing, etc.):

No

7C. Renewal Costs - What are the costs, if any, to renew authorization:

None

7D. Exemption Costs - What costs are associated with receiving a waiver or exemption to authorization:

N/A

8. Interstate Reciprocity

8A. Do your state regulations explicitly allow or prohibit interstate reciprocal agreements about authorization? If so, please describe:

No

9. Consumer Protection and Student Complaints

9A1. Does your agency have a process for handling complaints about postsecondary institutions or programs::

Yes

9A2. If yes, please describe the process or provide a web link to the material that describes the complaint process:

<http://www.okcareertech.org/about/state-agency/policies/policies-and-dis...> [4]

Complaints can also be received by phone and notes are taken of the complaint. The individual is encouraged to follow the local educational institution's complaint procedure prior to submitting a formal complaint unless it is a civil rights issue. The institution is also contacted to ascertain any information they have about the compliant, if any.

9A3a. If yes, does this complaint process extend to institutions not authorized by the agency that may enroll residents of the state (such as explicitly distance education programs with no physical presence or exempt institutions):

No

9A4. If available, please provide a web link to the complaint form:

[Complaint Form](#) [4]

9B. Who is the contact person for receiving complaints? Please include name, title, address, phone, and email if available:

Paula Bowles
Chief Communications and Marketing Officer
Oklahoma Department of Career and Technology Education
1500 W. 7th Street
Stillwater, Oklahoma 74074
405-743-5108
paula.bowles@okcareertech.org [5]

11. Legislative or Regulatory Changes

11A1. Amendments - Is your agency or state legislature currently planning to amend its regulations or alter its physical presence policy:

No

11B1. Federal Regulations - Is your agency or state legislature making changes in your state regulations or statutes so that institutions with locations in your state would be

considered legally authorized in accordance with the federal institutional eligibility regulations:

No

11C1. Other Changes - Is your agency or state legislature making any other changes in your state regulations or statutes with regard to state authorization:

No

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Links

[1] <mailto:jrobi@okcareertech.org>

[2] <http://www.okcareertech.org/>

[3] <mailto:LTC@health.ok.gov>

[4] <http://www.okcareertech.org/about/state-agency/policies/policies-and-disclaimers/comments-or-complaints-policy>

[5] <mailto:paula.bowles@okcareertech.org>