

Moving to a paperless solution: Examples from 3 states

Presenters

Sean Seepersad, Connecticut Office of Higher Education

Alicia Erickson, Missouri Department of Higher Education and Workforce Development

John Ware, Ohio State Board of Career Colleges and Schools

It's Time To Give Up On Paper

- What is the best way forward to a paperless solution?
- Different solutions, with various advantages and disadvantages.



3 Examples from 3 States

CT: Custom solution
developed by third party

MO: Custom solution
developed in-house

OH: Commercial Off-The-
Shelf solution

Finding the
right solution

	Off-The-Shelf	3rd Party Custom	Internal Custom
Developer	External	External	Internal
Time to Implement	↓	↑	↑
Cost	↓	↔	↑
Flexibility	↓	↑	↑
Technical Expertise	↓	↔	↑



CT OHE Paperless Solution: Custom Solution by Veoci

Sean Seepersad,

Division Director, Academic Affairs

Institutions of Higher Learning Authorizations
(IHLA)

Academic Affairs Division

Private Career School Authorizations
(POSA)

State Approving Agency
(SAA)

The Problem – Access Database and Lots of Paper

1. Access database

1. Primarily used to store information, generate reports, and create letters
2. Staff driven and maintained
3. Did not capture workflows
4. Lack of reminders

2. Lots of Paper

1. Paper applications
2. Duplicate entry work
3. Storage of paper
4. Retrieval of applications/records

Steps to a paperless solution

1. System Review: Workflow Mapping of Current Process
2. Conduct the Request for Proposals process
3. Vendor Options were Off-The-Shelf or Low Code/No Code Solutions (such as Salesforce)
4. Veoci Solution: Balance between flexibility and cost
5. Building of Veoci solution
6. Implementation of Veoci solution
7. Refinement over time
8. Role of a “translator”

Functionality Highlights

1. Highly customized workflows
2. Types of workflows captured
3. No code: Don't need high technical expertise or special access to make simple changes
4. Interactive dashboard to keep track of tasks
5. Internal communications
6. Automatically issuing various reminders
7. Electronic payments
8. Exporting/Importing data through CSV/Excel, SFTP, or API
9. Electronic signatures

Benefits

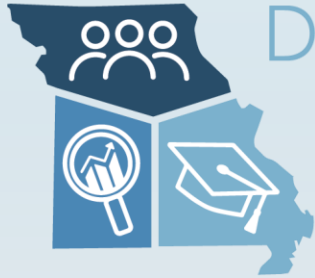
1. Workflows are mapped out and uniform
2. Reduced reliance on paper applications/records/etc.
3. Shift some data entry burden to schools
4. Increased reminders and tracking
5. Increased transparency

Challenges

1. Data loss with transition
2. Time requirements for implementation, training, and refinement
3. Complexity of workflows
4. Difficulty in producing user manuals.
5. Technical competence of schools
6. Overcoming the “difficulty stereotype”



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Moving to a Paperless Solution: Missouri's Academic Program Actions Portal

Alicia Erickson

Director of Academic Affairs

**Missouri Department of Higher Education
& Workforce Development**

MDHEWD's Previous Academic Program Review Process

- Manual & Staff Intensive
- Missed Deadlines
- Lack of Transparency
- Frustrating for Institutions





Academic Program Actions Portal: Planning a Solution


Academic Program Actions – Program Inventory	Version: 1.0
Add Certificate Single Semester (C0)	01/05/2018

Field Name	Table	Column	Description	Length/Value	Protection Field Type
<The name of the field as it should appear on the Page.>	<The name of the table being used.>	<The name of the column being used.>			<Protection: Protected, Hidden, Enterable, or Selectable Field Type: Radio Button, Text Field, Date Field, Dropdown List, Checkbox, etc.>
Certificate Title Screen (C0)					
Select CIP code	CIP_LOWLVL_DMN Entity: CipLowLvlDmn Entity	CIP_LOWLVL_ID	Displays list of CIP codes hyphen CIP title. Clicking on a CIP code or title selects option Only one can be selected Selection is required Default “ ”	Integer NOT NULL	Data Entry field with Dropdown list – Searchable/Selectable
CIP program title	CIP_LOWLVL_DMN Entity: CipLowLvlDmn Entity	CIP_LOWLVL_DESC	Displays based on CIP selected from “Select CIP code” Displays CIP hyphen program title in proper title case. Clear when “Nothing selected” is clicked. Update based on “Select CIP code”	Varchar 200 NOT NULL	Protected – Display only

Applying the Regulation:

<https://www.sos.mo.gov/cmsimages/adrules/csr/current/6csr/6c10-6.pdf>

Academic Program Actions:

 **Academic Program Actions Menu**

What kind of proposal are you submitting?

- New Program
- Comprehensive Review
- Existing Program
- Add Certificate
- Change Request
- Change Mode Of Delivery
- Address Change/Close Location



Adding a New Certificate Using a Web-Based Workflow

Academic Program Actions:



Add Certificate Menu

What kind of Certificate would you like to add?

Single Semester (CO)

One-Year (C1)

Two-Year (C2)

Graduate Certificates (GRCT & PMCT)



Academic Program Actions:



Add Certificate Single Semester (CO)

Select CIP Code:

CIP Program Title:

CIP Program Description:

Number of Credit Hours:

Institution Program Title:

or

Use CIP Program Title

Degree level:

Cancel

Next



Academic Program Actions:



Add Certificate Single Semester (C0)

Is there a parent program?

Yes No

Enter Options:

+Add Option

Options Entered:

Select Mode of Delivery

- Classroom
- Online
- Hybrid
- Competency-based

Cancel

Previous

Next



Academic Program Actions:




Add Certificate Single Semester (CO)

Select Site(s):

+Add Site

Selected Site(s):

 Missouri University of Science & Technology, 206 Parker Hall, Rolla, MO 65409-0470


Select Implementation Date:



***Required: Attach a copy of the certificate curriculum.**

No file chosen

Uploaded files are:

 AY 24-25 Approved Dual Credit Provider List.pdf

Cancel

Previous

Next



Add Certificate Single Semester (C0)

Missouri University of Science & Technology

520301

Accounting

A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, auditing, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

Accounting

15

Classroom

Missouri University of Science & Technology, 206 Parker Hall, Rolla, MO 65409-0470

07/2024

Cancel

Previous

Submit



-	06/27/2024	New Program CBHE Approved Site	hngoodin30	Webster University	hngoodin30	Pending	06/27/2024	Pending	Save
---	------------	--------------------------------------	------------	-----------------------	------------	---------	------------	---------	------

Attachments:

[Print Summary](#) [Collaborative Form](#) [Financial Form](#) [Curriculum Attachment](#) [Additional Attachment](#) [Export to PDF](#)

PrintSummary.pdf

Include section documents to be exported to PDF

No file chosen

-	06/27/2024	New Program CBHE Approved Site	hngoodin30	Webster University	hngoodin30	Pending	06/27/2024	Pending	Save
---	------------	--------------------------------------	------------	-----------------------	------------	---------	------------	---------	------

Attachments:

[Print Summary](#) [Collaborative Form](#) [Financial Form](#) [Curriculum Attachment](#) [Additional Attachment](#) [Export to PDF](#)

PrintSummary.pdf

Include section documents to be exported to PDF

No file chosen



Science & Technology

Missouri University of Science & Technology

Compare

Address: 206 Parker Hall, Rolla, MO 65409-0470

Phone: 573-341-4111

Type of institution: Public 4-Year Schools

Selectivity: Highly Selective

Compare

Program title: Actuarial Science

Degree type: Graduate Certificate (GRCT)

Degree level: Postbaccalaureate Certificate

CIP code: 270301

Unique identifier: A01030010301001010127

Program accreditation agency: N/A

Admissions criteria: Not provided

Program delivery: Classroom

Hide program details

Locations:

Main campus

Site address: 206 Parker Hall, Rolla, MO 65409-0470

Phone number: 573-341-4111

School accreditation agency: HLC

Compare

Program title: Advanced Control Systems

Degree type: Graduate Certificate (GRCT)

Show program details



Positive Results

- Data Accuracy
- Trust Between Institutions and the Department
- On-time Delivery of Decisions
- Improved Planning for Institutions



Concerns

- Budget to Maintain the Application
- IT Staffing Shortages and Staff Turnover
- Coding Language
- Unique to MDHEWD



What's Next

- Single Sign-On Portal
- Service Now Application
- CORE 42 General Education Core Course Information
- Eventual Transfer of all Unique Applications to this Software



Thank You

Alicia Erickson

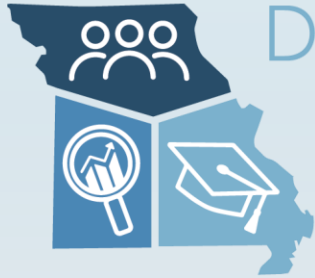
alicia.erickson@dhewd.mo.gov

<https://dhewd.mo.gov/academic/>

<https://web.dhewd.mo.gov/collegedegreeearch/>



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Moving to a Paperless Solution: Ohio's Edvera Online System

John Ware
Executive Director
Ohio State Board of Career Colleges and Schools

OSBBS History with Online Applications and Data

- In 2005, the Ohio State Board of Career Colleges and Schools, the Kansas Board of Regents and the Georgia Nonpublic Postsecondary Education Commission partnered with a private IT company (Cyanna) to develop an online system that allowed for online submission and review of school and program applications as well as a method to collect annual institutional data.
- Kansas first begin using the system in 2007 and Ohio and Georgia followed thereafter. That system eventually grew into the Edvera system that is used by multiple state education governing bodies as well as several accrediting agencies.

Administrative Dashboard:

Shows all current activity and the current review status.

EDvera - Ohio Dashboard Institutions Documents Reports Admin John

Document Submissions Dashboard

Category	Unsubmitted	Reverted	Pending Initial Review	Pending Consultant Review	Conditionally Approved
Accreditation Change Application	2	0	1	0	0
Agent Permit	5979	1154	0	0	0
Annual Report	2	0	2	0	0
Approval Letter	1675	168	0	0	0
Certificate of Registration	1572	0	0	0	0
Initial Inquiry	6	0	0	0	0
Instructor Qualification Form	0	0	0	0	0
New Accreditation Application	5	0	5	0	0
New Agent Application	4	0	0	0	0
Program Change Form	8	2	5	0	0
Program Discontinuation Form	8	3	0	0	0
Renewal Application	14	12	7	0	8

New Program Dashboard:

Shows all current new programs that are in the initial review status.

EDvera - Ohio Dashboard Institutions Documents Reports Admin

Document/Add Request / New Program Application

New Program Application Submissions

Keyword: Search by: For or By No available actions

Filters

Status any Pending Initial Review +

Add filter:

Columns

Apply Filter Save Query Reset Quick Search

	For	By	Status
<input type="checkbox"/>	Registered Nursing - Associate of Applied Science (2024-06-11)	American Institute of Alternative Medicine (Columbus)	Pending Initial Review
<input type="checkbox"/>	Medical Assistant Program - Certificate Program (2024-07-04)	Imagine Training Hub	Pending Initial Review
<input type="checkbox"/>	Nursing Aide Training Program - Certificate Program (2024-07-04)	Imagine Training Hub	Pending Initial Review
<input type="checkbox"/>	Phlebotomy School - Certificate Program (2024-07-01)	Imagine Training Hub	Pending Initial Review
<input type="checkbox"/>	Medical Assistant - Certificate Program (2024-05-27)	The Standard Healthcare Training Center	Pending Initial Review

Displaying all 5 document/submission/add requests Download...

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New Program Application:

All program information is collected through the application.

**** Ability to modify these applications on an ongoing basis is important.**

The screenshot shows the EDvera - Ohio web application interface for a 'New Program Application'. The top navigation bar includes 'Dashboard', 'Institutions', 'Documents', 'Reports', and 'Admin'. The user is logged in as 'John'. The breadcrumb trail indicates the path: 'Institution / American Institute of Alternative Medicine (Columbus) (1489) / New Program Application'. The main heading is 'New Program Application', with navigation buttons for 'Back to Documents', 'Download', and 'Print'. Below the heading is a status bar with tabs for 'Submission', 'Comments' (8), 'Status: Pending Initial Review', 'History', and 'Actions'. The 'General Program Standards' section provides information about definitions, standards, and faculty requirements, with a link to 'New Academic Program Information'. The 'Note on Program Award Levels' section explains that programs between 20 and 600 clock hours are 'Certificate Programs', between 600 and 1500 are 'Diploma Programs', and degree-level programs are offered by schools with institutional accreditation. The 'Program Information' section contains several input fields: 'Program Name' (Registered Nursing), 'Program Award Level' (Associate of Applied Science), 'Expected Start Date' (October 01 2024), 'Length Of Program' (24 months), and 'Cip Code' (51.3899 - Registered Nursing, Nursing Administration, ...). Financial fields include 'Estimated Program Tuition' (\$35,750.00), 'Estimated Program Fees' (\$9,810.00), and 'Estimated Program Other Costs' (\$2,565.00). The 'Program Hours' section includes a definition of program hours, noting that degree programs are generally measured in credit hours.

EDvera - Ohio Dashboard Institutions Documents Reports Admin John

Institution / American Institute of Alternative Medicine (Columbus) (1489) / New Program Application

New Program Application

Back to Documents Download Print

Submission Comments 8 Status: Pending Initial Review History Actions

General Program Standards: For information about the definitions, standards, faculty requirements, program models and sample curriculum for new programs please visit the Board's website: [New Academic Program Information](#)

Note on Program Award Levels: Programs that are between 20 clock hours and 600 clock hours are classified as "Certificate Programs". Programs that are between 600 clock hours and 1500 clock hours are classified as "Diploma Programs". Only schools that have a grant on institutional accreditation issued by an accrediting agency recognized by the US Department of Education may offer Degree Level Programs. Click here for more information on [Program Award Levels](#).

Program Information

Program Name	<input type="text" value="Registered Nursing"/>	Estimated Program Tuition	<input type="text" value="\$ 35,750.00"/>
Program Award Level	<input type="text" value="Associate of Applied Science"/>	Estimated Program Fees	<input type="text" value="\$ 9,810.00"/>
Expected Start Date	<input type="text" value="October 01 2024"/>	Estimated Program Other Costs	<input type="text" value="\$ 2,565.00"/>
Length Of Program	<input type="text" value="24"/> <input type="text" value="months"/>		
Cip Code	<input type="text" value="51.3899 - Registered Nursing, Nursing Administration, ..."/>		

Enter CIP codes in the format ##.####. You can also search using keywords. See [noes.ed.gov](#) for more information.

Program Hours

Program Hours: Program Hours are generally measured in clock hours which is the amount of in-class instruction that a student receives during the program (This may also include exam time, externships and other time spent in an active learning environment). Degree programs (and some accredited diploma programs) are generally measured in credit hours.

New Program Application:

Schools have the ability to manually type in answers or upload documents that contain the required information

EDvera - Ohio Dashboard **Institutions** Documents Reports Admin

Supporting Documentations

1. Please attach a copy of the program's curriculum outline. You may use the **Board Form**, or you may upload another document that contains the required information.

The Curriculum Outline should contain a breakdown of your program into individual courses and contain the following items:

- a. A list of each course in the program
- b. The number of clock hours in each course (Degree programs may be broken into credit hours)

Please see the following example curriculum:

- a. [Example Phlebotomy Program Curriculum](#)
- b. [Example IT Program Curriculum](#)

To attach a file drag & drop here or click to choose

Outline-of-a-Degree-Program- rn 24 MO June 2024.xls - Updated 06/17/2024 10:23AM

2. Please complete the PSR012 Instructor Qualification Table with all faculty you anticipate will teach in this program. Please submit a PSR0007 Faculty Qualification Form for all faculty members you anticipate will teach in this program and who have not previously been submitted for Board review.

To attach a file drag & drop here or click to choose

Ohio-SBCCS-Faculty-Form-PSR12.xlsx - Updated 07/02/2024 04:38PM

3. Please explain how the curriculum was developed.

- Was an advisory committee used or did you rely on other outside sources?

B I U S | **☰ ☷ ☹ ☺** | **↶ ↷** | **↺ ↻** | **🔗 📎** | **📄 📑** | **<>**

We used the current nursing faculty and NRS Program Advisory Committee (PAC), as we still have the 15 month RN (advanced placement) running, and we have had this 24 month program track in the past, although this curriculum has been updated/revised.

P 42 WORDS POWERED BY TINY
- How did you determine that the curriculum is sufficient to prepare a graduate of your program for employment?

B I U S | **☰ ☷ ☹ ☺** | **↶ ↷** | **↺ ↻** | **🔗 📎** | **📄 📑** | **<>**

Because we have run this previously, and we believe our improvements since we offered it previously several years ago are sufficient to prepare a graduate for employment, and based on input from the PAC and the nursing faculty based on Board of Nursing requirements, and their collective experience.

P 48 WORDS POWERED BY TINY

List of Institutions:

Show list of all institutions including active (open) and inactive (closed).

EDvera - Ohio Dashboard Institutions Documents Reports Admin John

Institutions

+ New Institution

Keyword: Search by: Registration Number o No available actions Saved Queries

> Filters

> Columns

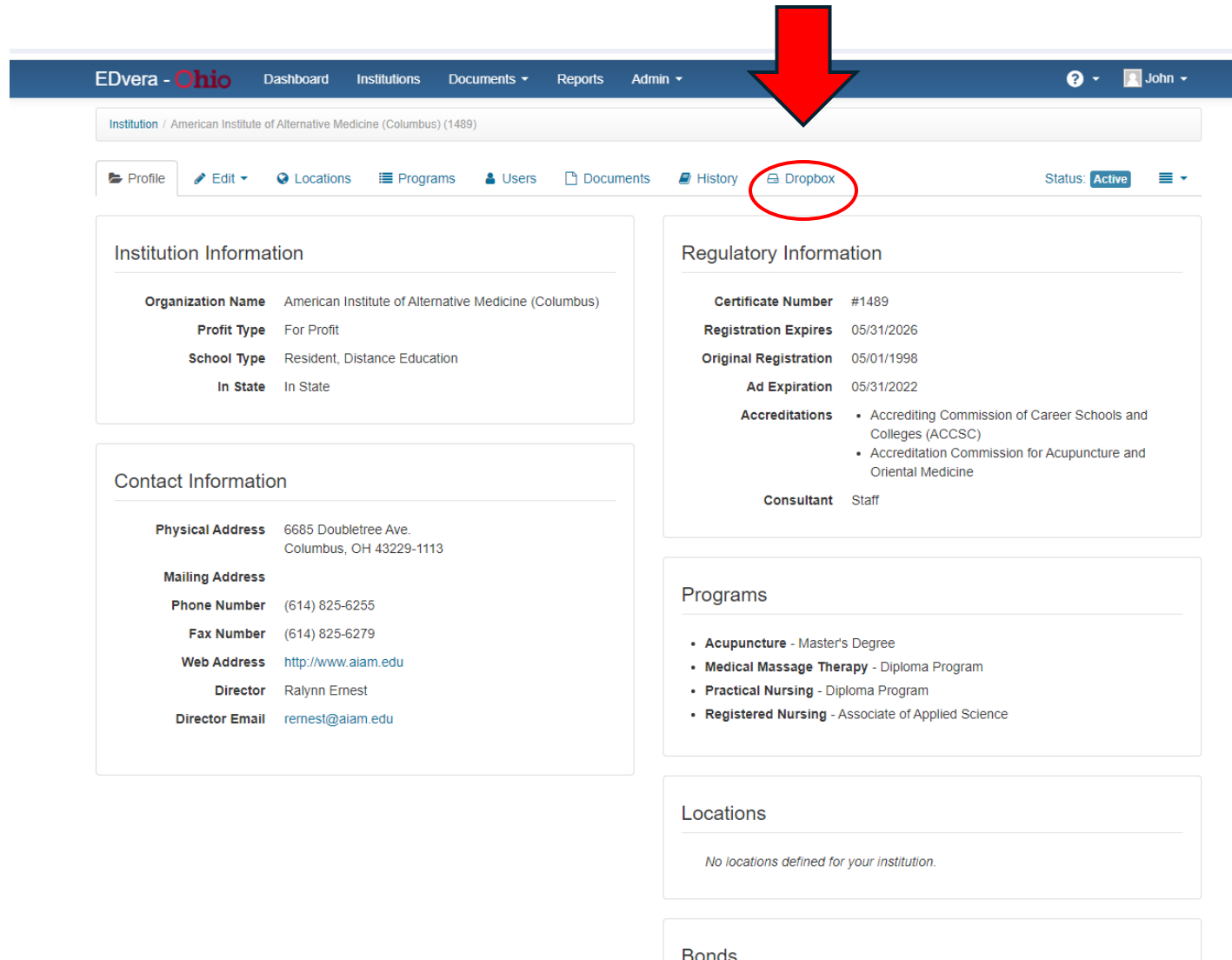
Apply Filter Save Query Reset Quick Search

<input type="checkbox"/>		Registration Number	Name	City	Status	Registration Expires
<input type="checkbox"/>	☰	1692	Advanced Bodywork and Massage Institute(x)	Solon, OH	Inactive	11/30/2014
<input type="checkbox"/>	☰	2125	Advanced Dental Assisting of Lewis Center (Delaware)	Delaware, OH	Inactive	01/31/2019
<input type="checkbox"/>	☰	2288	Advance School of Nursing, LLC	Whitehall, OH	Active	05/31/2025
<input type="checkbox"/>	☰		Affordable Mobile Phlebotomy, LLC	Middletown, OH	Pending Initial Application	
<input type="checkbox"/>	☰	548	AIC College of Design (Cincinnati)	Cincinnati, OH	Inactive	03/31/2021
<input type="checkbox"/>	☰	1704	Akron Campus of Herzing University	Akron, OH	Inactive	01/31/2017
<input type="checkbox"/>	☰	2289	Akron CNC Training Center	Akron, OH	Active	05/31/2025
<input type="checkbox"/>	☰	631	Akron Testing Laboratory & Welding School (Barberton)	Barberton, OH	Inactive	01/31/2021
<input type="checkbox"/>	☰	1807	Alexandria School	Solon, OH	Inactive	01/31/2014
<input type="checkbox"/>	☰	1644	ALG Computer Training Center	Solon, OH	Inactive	07/31/2015
<input type="checkbox"/>	☰	2176	Alia School of Nursing (Cincinnati)	Cincinnati, OH	Inactive	
<input type="checkbox"/>	☰		Alia School of Nursing (Cincinnati)		New	
<input type="checkbox"/>	☰	2149	Alia School of Nursing (Columbus)	Columbus, OH	Inactive	01/31/2022
<input type="checkbox"/>	☰	2272	Alia School of Nursing (Columbus)	Columbus, OH	Active	11/30/2024
<input type="checkbox"/>	☰		Alliant International University	San Diego, CA	Inactive	
<input type="checkbox"/>	☰	2008	Alpha Dental Center of Findlay, LLC	Findlay, OH	Inactive	03/31/2016

Institutional Information:

All institutional information is contained within the application.

***Dropbox function can be used for paper documents



EDvera - Ohio Dashboard Institutions Documents Reports Admin

Institution / American Institute of Alternative Medicine (Columbus) (1489)

Profile Edit Locations Programs Users Documents History **Dropbox** Status: Active

Institution Information

Organization Name	American Institute of Alternative Medicine (Columbus)
Profit Type	For Profit
School Type	Resident, Distance Education
In State	In State

Contact Information

Physical Address	6685 Doubletree Ave. Columbus, OH 43229-1113
Mailing Address	
Phone Number	(614) 825-6255
Fax Number	(614) 825-6279
Web Address	http://www.aiam.edu
Director	Ralynn Ernest
Director Email	remest@aiam.edu

Regulatory Information

Certificate Number	#1489
Registration Expires	05/31/2026
Original Registration	05/01/1998
Ad Expiration	05/31/2022
Accreditations	<ul style="list-style-type: none">Accrediting Commission of Career Schools and Colleges (ACCSC)Accreditation Commission for Acupuncture and Oriental Medicine
Consultant	Staff

Programs

- Acupuncture - Master's Degree
- Medical Massage Therapy - Diploma Program
- Practical Nursing - Diploma Program
- Registered Nursing - Associate of Applied Science

Locations

No locations defined for your institution.

Bonds

Dropbox:

All legacy paper documents have been uploaded here as well as miscellaneous paper documents we receive

The screenshot shows the EDvera Ohio interface. The top navigation bar includes 'EDvera - Ohio', 'Dashboard', 'Institutions', 'Documents', 'Reports', and 'Admin'. The user 'John' is logged in. The breadcrumb trail indicates the current location is 'Institution / American Institute of Alternative Medicine (Columbus) (1489)'. A secondary navigation bar contains 'Profile', 'Edit', 'Locations', 'Programs', 'Users', 'Documents', 'History', and 'Dropbox' (highlighted with a red box). The status is 'Active'. Below this, a 'Folder:' dropdown is set to 'Unsorted'. A file upload area prompts the user to 'attach a file drag & drop here or click to choose'. The main content area displays a list of documents under the 'Unsorted' folder, including various PDF and WPD files with their creation dates and times.

File Name	Created
2014-AmericanInstituteOfAlternativeMedicine-Columbus-renewal.pdf	05/16/2016 12:31PM
2014-AmericanInstituteOfAlternativeMedicine-Columbus-sitereview.pdf	05/16/2016 12:31PM
2016-0525-Renewal-Site-Visit-Report.pdf	05/20/2016 11:28AM
1998-Am Inst of Alt Medicine-Columbus-InitialApp.pdf	07/11/2017 11:24AM
AD05-21-14.wpd	09/08/2017 09:22AM
CR05-21-14.wpd	09/08/2017 09:22AM
PA06-02-14.wpd	09/08/2017 09:22AM
LCCR07-25-12.wpd	09/08/2017 09:24AM
LCPA07-25-12.wpd	09/08/2017 09:24AM
2018-0523-Renewal-School-Application-Checklist.pdf	05/25/2018 01:53PM
2018-0517-Renewal-Site-Visit-Report.pdf	06/01/2018 01:28PM
2019-0326-Historical-Info.pdf	04/04/2019 01:51PM
2019-1202-AIAM-Refund-Policy.pdf	12/02/2019 12:36PM
2020-0420-Renewal-Invoice.pdf	04/20/2020 02:19PM
2020-0221-Invoice.pdf	04/20/2020 02:20PM
2020-0826-Distance-Education-Approval.wpd	08/26/2020 10:33AM
2021-0629-OIAM-approval_for_Chinese_Herbal_Medicine.pdf	06/29/2021 11:53AM
2022-05-american-institute-of-alternative-medicine-consultant-site-visit-report.pdf	05/27/2022 09:25AM
05-15-22-AIAM-Response to ACCSC.pdf	08/03/2022 11:29AM
American Institute of Alternative Medicine_OH_03534400_CAP.pdf	01/11/2023 11:03AM

Institutional User List:

All institutional users are listed here including information about when they last logged into the system.

EDvera - Ohio Dashboard Institutions Documents Reports Admin John

Institution / American Institute of Alternative Medicine (Columbus) (1489)

Profile Edit Locations Programs **Users** Documents History Dropbox Status: Active

Search by: Name or Email [Reset] [Refine Search] [No available actions] [New User]

<input type="checkbox"/>	Name	Email	Role Assignments List	Most Recent Sign In
<input type="checkbox"/>	Carolyn Justus	cjustus@aiam.edu	American Institute of Alternative Medicine (Columbus) Representative, Student Disclosure	Monday, Feb 06, 2023 @ 1:21 PM EST
<input type="checkbox"/>	Elaine Hiatt	ehiatt@aiam.edu	American Institute of Alternative Medicine (Columbus) Account Admin, Secondary Contact	Friday, Jul 05, 2024 @ 2:46 PM EDT
<input type="checkbox"/>	Greg Reed	greed@alam.edu	American Institute of Alternative Medicine (Columbus) Representative	
<input type="checkbox"/>	Kathy Weber	kweber@aiam.edu	American Institute of Alternative Medicine (Columbus) Representative	
<input type="checkbox"/>	Ralynn Ernest	remest@aiam.edu	American Institute of Alternative Medicine (Columbus) Account Admin, Primary Contact, Renewal Contact, Student Disclosure, Director	Wednesday, Jul 03, 2024 @ 10:48 AM EDT

Displaying all 5 users [Download...]

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Institutional Document Archive:

All documents previously submitted by the institution are contained within the institutional profile as well

EDvera - Ohio Dashboard Institutions Documents Reports Admin John

Profile Edit Locations Programs Users Documents History Dropbox Status: Active

Search by: Name or For [Reset] [Refine Search] No available actions

<input type="checkbox"/>	Name	For	Status
<input type="checkbox"/>	Program Change Form	Practical Nursing - Diploma Program (2020-08-19)	Approved
<input type="checkbox"/>	Program Change Form	Medical Assisting - Diploma Program (2020-08-19)	Approved
<input type="checkbox"/>	Program Change Form	Medical Massage Therapy - Diploma Program (2020-08-19)	Approved
<input type="checkbox"/>	Program Change Form	Acupuncture - Master's Degree (2020-08-18)	Approved
<input type="checkbox"/>	Program Change Form	Medical Massage Therapy - Diploma Program (2021-02-25)	Approved
<input type="checkbox"/>	Program Change Form	Medical Assisting - Diploma Program (2021-11-01)	Approved
<input type="checkbox"/>	Program Change Form	Medical Massage Therapy - Diploma Program (2023-02-10)	Approved
<input type="checkbox"/>	Program Change Form	Medical Massage Therapy - Diploma Program (2024-05-03)	Approved
<input type="checkbox"/>	Program Change Form	Registered Nursing - Associate of Applied Science (2024-06-21)	Pending Initial Review
<input type="checkbox"/>	Program Discontinuation Form	Holistic Wellness - Diploma Program (2018-02-26)	Approved
<input type="checkbox"/>	Program Discontinuation Form	Professional Master's Level Acupuncture - Diploma Program (2019-07-15)	Approved
<input type="checkbox"/>	Program Discontinuation Form	Phlebotomy - Certificate Program (2022-08-15)	Approved
<input type="checkbox"/>	Program Discontinuation Form	Chinese Herbal Medicine - Post-Baccalaureate Certificate (2022-08-25)	Approved
<input type="checkbox"/>	Program Discontinuation Form	Medical Assisting - Diploma Program (2022-12-16)	Approved
<input type="checkbox"/>	Program Verification Form	Practical Nursing - Diploma Program (2015-01-22)	Approved
<input type="checkbox"/>	Program Verification Form	Professional Master's Level Acupuncture - Diploma Program (2015-01-27)	Approved
<input type="checkbox"/>	Program Verification Form	Registered Nursing - Associate of Applied Science (2015-01-27)	Approved
<input type="checkbox"/>	Program Verification Form	Medical Massage Therapy - Diploma Program (2015-01-27)	Approved
<input type="checkbox"/>	Renewal Application	American Institute of Alternative Medicine (Columbus) (2016-01-13)	Approved
<input type="checkbox"/>	Renewal Application	American Institute of Alternative Medicine (Columbus) (2018-02-07)	Approved
<input type="checkbox"/>	Renewal Application	American Institute of Alternative Medicine (Columbus) (2020-03-02)	Approved
<input type="checkbox"/>	Renewal Application	American Institute of Alternative Medicine (Columbus) (2022-03-14)	Approved
<input type="checkbox"/>	Renewal Application	American Institute of Alternative Medicine (Columbus) (2024-03-13)	Approved

Displaying document/submission/change requests 91 - 113 of 113 in total [Download...]

← Previous 1 2 3 4 Next →

Institutional Documents:

Documents can be downloaded/printed as adobe .pdf documents.

The screenshot displays the EDvera interface for a 'Program Change Form'. The top navigation bar includes 'EDvera - Ohio', 'Dashboard', 'Institutions', 'Documents', 'Reports', and 'Admin'. The breadcrumb trail shows 'Institution / American Institute of Alternative Medicine (Columbus) (1489) / Program Change Form'. The main title is 'Program Change Form', and the status is 'Approved'. A red box highlights the 'Child Documents' tab. The document viewer shows the 'OH State Board of Career Colleges & Schools' logo and the title 'Program Change Form'. The 'Program Change Information' section includes a 'Name' field with 'Medical Assisting' and three numbered instructions for program changes. The footer contains the copyright notice '© 2024 SBCCS' and a 'Back to top' link.

EDvera - Ohio Dashboard Institutions Documents Reports Admin

Institution / American Institute of Alternative Medicine (Columbus) (1489) / Program Change Form

Program Change Form

Back to Documents Download Print

Submission Comments 1 Status: Approved History Child Documents

Program Change Form : EDvera 1 / 3 90%

OH State Board of Career Colleges & Schools

Program Change Form

Program Change Information

Name Medical Assisting

1. If you are requesting a program name change please enter the new name above and please explain the rationale for the new program name below.

N/A

No supporting documents.

2. If you are making changes to the program's current curriculum outline (attached below) please attach a copy of the new program curriculum. You may use the Board Form or you may upload another document that contains the required information.

Outline-of-a-Non-Degree-Program MA Revision AIAM 2021.xlsx

3. Please explain the changes to the course outline in the space below, or upload a document that explains the changes.

We are reorganizing the program content to integrate lab skills, office skills, and supporting content (relevant science and communication skills) to each level for better teaching and learning experiences for the students.

No supporting documents.

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Back to top

Institutional Documents:

The system can generate approval letters that are attached to the main document.

The screenshot displays the EDvera Ohio web application interface. At the top, a dark blue navigation bar contains the logo 'EDvera - Ohio' and menu items: 'Dashboard', 'Institutions', 'Documents', 'Reports', and 'Admin'. On the right side of the navigation bar, there is a user profile icon for 'John' and a help icon. Below the navigation bar, a breadcrumb trail reads 'Institution / American Institute of Alternative Medicine (Columbus) (1489) / Program Change Form'. The main heading is 'Program Change Form', with navigation buttons for 'Back to Documents', 'Download', and 'Print'. Below the heading, there are tabs for 'Submission', 'Comments (1)', 'Status: Approved', 'History', and 'Child Documents'. A search bar is present with the text 'Search by: For' and buttons for 'Reset' and 'Refine Search'. To the right of the search bar is a dropdown menu labeled 'No available actions'. The main content area features a table with the following data:

<input type="checkbox"/>	For	Status
<input type="checkbox"/>	State Approval issued by OH State Board of Career Colleges & Schools : Medical Assisting - Diploma Program (Expires: 2022-05-31) (2021-11-10)	Issued

Below the table, it states 'Displaying 1 document/submission/add request' and includes a 'Download...' button. At the bottom right of the page, there is a copyright notice '© 2024 SBCCS' and a 'Back to top' link. The EDvera logo is centered at the bottom of the page.

Institutional Documents:

Approval letters can be standardized but can also be customizable that allows the user to insert information.

EDvera - Ohio Dashboard Institutions Documents Reports Admin John

Institution / American Institute of Alternative Medicine (Columbus) (1489) / Approval Letter

Approval Letter

Submission Child Comments 0 Status: Issued History Parent Submission

Back to Documents Print

Certificate of Registration 1 / 1 90%

STATE BOARD OF CAREER COLLEGES AND SCHOOLS

30 East Broad Street, Suite 2481, Columbus, OH 43215
(614) 466-2752, Fax (614) 466-2219, Toll Free (877) 275-4219
E-mail: bpsr@scr.state.oh.us, Website: http://www.scr.ohio.gov

November 10, 2021

American Institute of Alternative Medicine (Columbus)
ATTN: School Director
6685 Doubletree Ave.
Columbus, OH 43229-1113

Dear School Director:

Your request for a program change for the previously approved program **Medical Assisting** was **considered and approved** by the State Board of Career Colleges and Schools in accordance with Ohio Revised Code Chapter 3332. Specifically, the following program change(s) have been approved:

- Curriculum Changes
- Program Length is 37 Quarter Credit Hours
- Program is approved for Residential Education

Document Reviews:

All document reviews take place in the “comments” section of the application.

***The document can also be reverted to the school for corrections/ comments.

EDvera - Ohio Dashboard Institutions Documents Reports Admin

Institution / American Institute of Alternative Medicine (Columbus) (1489) / Renewal Application

Renewal Application

Submission Review **Comments 15** Status: **Approved** History Child Documents

Emily Witt Posted 12:07 PM EDT on 28 Mar 2024 (3 months ago)
Faculty: OK
Enrollment Agreement: Under the grievance procedure, please list our office's toll-free number (877-275-4219). Please also amend the language to reflect that students may contact our office with complaints or concerns whether or not they are satisfied with the school's response.
No supporting documents.

John Ware Posted 03:35 PM EDT on 04 Apr 2024 (3 months ago)
1. Facilities Compliance: Ok
2. Financials: OK
3. Notes/Other: N/A
No supporting documents.

Laura Essman Posted 02:10 PM EDT on 05 Apr 2024 (3 months ago)
1. Surety Bond: Not required
2. Catalog: Ok
3. Website: Cannot find catalog. Will ask for instructions.
4. Student Disclosure Course: Purchasing course.
No supporting documents.

Laura Essman Posted 01:38 PM EDT on 12 Apr 2024 (3 months ago)
We reviewed your renewal application and reverted it back to you for the action item list below. Please make the requested corrections, updates on the renewal application and resubmit it back to us for another staff review. If you have any questions please contact our office.

1. Website: Cannot find catalog online. Please upload missing catalog on website or provide instructions in a comment for us to locate online catalog.
2. Enrollment Agreement: Under the grievance procedure, please list our office's toll-free number (877-275-4219). Please also amend the language to reflect that students may contact our office with complaints or concerns whether or not they are satisfied with the school's response.
No supporting documents.

Elaine Hiatt Posted 01:31 PM EDT on 15 Apr 2024 (3 months ago)
All catalogs are on the website back to 2013. <https://www.aiam.edu/resources/#catalog/> You do have to scroll down the page to get to them. The one for this Quarter is under Current Catalog, then the rest are under that. Hopefully this works

Benefits of Ohio Edvera Online System

- System is web based and can be accessed anywhere
- System is designed specifically for review of postsecondary schools
- Multiple states use the system and improvements are ongoing and come from multi-state feedback
- Making simple changes to forms/documents is a fairly simple process
- System can generate custom reports and data sets
- Ability to upload legacy paper documents and other miscellaneous paper documents or emails allows us to access all our information from any location.

Concerns/Issues

- Ongoing cost and budget is always a concern for IT applications
- Integrating with other state systems can be cumbersome
- Security/safety of data that is outside of state control
- No control over financial stability of private entity that controls the system

Thank You

John Ware

john.ware@scr.ohio.gov

614-466-7802

<https://scr.ohio.gov/>



Questions