

Guidelines for Submitting Revised Courses for Re-certification

Once a course outline has been certified by CDE using the ROCP 2002 form, an ROP only needs to submit it again in the following circumstances (the course will receive a new state certification number as part of this process):

1. There has been a change in CBEDS number.
2. There has been a major change – addition or deletion- in instructional content. Examples: An ROCP has a course outline in Legal and Law Enforcement Occupations and has added an entire unit on post-911 security issues and weapons of mass destruction.
An ROCP has deleted phlebotomy from Medical Assisting, Clinical.
3. There has been a change in hours of instruction – either an increase or decrease- of 20% or more in total course hours.

Previously certified courses that will no longer be offered should be removed from the list by notifying CDE in writing.