

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

Agenda Item 9.1e

**Meeting Date:** February 2, 2017

**Subject:** Approve Changes to Existing Council of Occupational Education (COE)  
Programs for Accreditation Compliance

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
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# 323100 - Charles A. Jones Career & Education Center



## COE Approved Programs

### Current Approved Course list

This list reflects the current COE-approved programs at Charles A. Jones Career & Education Center, 5451 Lemon Hill Avenue, Sacramento, CA 95824.

Changes to this list must be submitted in accordance with the COE Policies and Rules manuals. (<http://www.council.edu>) and the COE Documents/Applications and Forms. (<http://www.council.edu>)

CIP Code	Program Description	Secondary Students Only	Quarter Hours	Semester Hours	Clock Hours	Course Prep Hours	Instructional Delivery Method	Degree	Teachout End Date
47.0603	Auto Body Repair	No							
52.0302	Business Accounting Specialist	No							
52.0401	Business Administrative Assistant	No							
51.1614	Certified Nursing Assistant (CNA)	No							



**Request of Program Changes**

**Approved Program name: Certified Nursing Assistant (CNA)**

Approved Program hours: 185

Approved mode of delivery: Traditional

Type of Change: **Program Name and Program Hours**

Change: Nursing Assistant (NA) – 192 hours

Location of Program: 5451 Lemon Hill Avenue, Sacramento 95824

[Redacted content]

Does this affect an associated secondary-only program: No  
Does this affect a Combined Postsecondary/Secondary program: No  
Effective date of the change: 2/1/17

**Approved Program name: Business Administrative Assistant**

Approved Program hours: 900

Approved mode of delivery: Traditional

Type of Change: **Program Name**

Change: Administrative Assistant

Location of Program: 5451 Lemon Hill Avenue, Sacramento 95824

**Approved Program name: HVAC – Heating, Ventilation AC**

Approved Program hours: 1260

Approved mode of delivery: Traditional

Type of Change: **Program Name and Program Hours**

[REDACTED]

Credential Awarded: Certificate

[REDACTED]

Does this affect an associated secondary-only program: No

Does this affect a Combined Postsecondary/Secondary program: No

[REDACTED]



Susan Gilmore

**Approved Program name: Pharmacy Technician**

Approved Program hours: 1320

Approved mode of delivery: Traditional

Type of Change: **Program Hours**

Change: 1080 hours

Location of Program: 5451 Lemon Hill Avenue Sacramento 95824

Credential Awarded: Certificate

Does this affect an associated secondary-only program: No

Does this affect a Combined Postsecondary/Secondary program: No

Effective date of the change: 2/1/17

**Approved Program name: Business Accounting Specialist**

Approved Program hours: 900

Approved mode of delivery: Traditional

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# Accreditation Maintenance Activities

## Substantive Changes

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documentation between the year  
ongoing compliance with criteria

### **Financial Reports**

Non-public institutions must provide  
completed COE Financial Form e;  
than 6 months after the fiscal year

### **Workshop Attendance**

Be sure appropriate staff members  
timeframe specified by the latest

### **Documentation**

Keep a current, complete accreditation  
faculty and staff with information

### **Committees**

Be sure to schedule advisory committees  
for the institution's accreditation  
receive during accreditation team  
meetings.) Every program must have  
published in the latest Handbook  
must meet at least twice annually

### **Reaffirmation of Accreditation**

Reaffirmation of accreditation must  
subsequent reaffirmation decision  
Commission as a part of its accreditation  
requirements for reaffirmation at the  
discretion of the Commission, the  
the previously determined year.

Institutions undergoing reaffirmation  
other full-time employee at the institution



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reaffirmation visit

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