PROGRAM DESCRIPTION

Department of Higher Education and Workforce Development   **HB Section(s):**   **3.020**

Program Name: Proprietary Schools Administration

Program is found in the following core budget(s): Proprietary Schools Administration

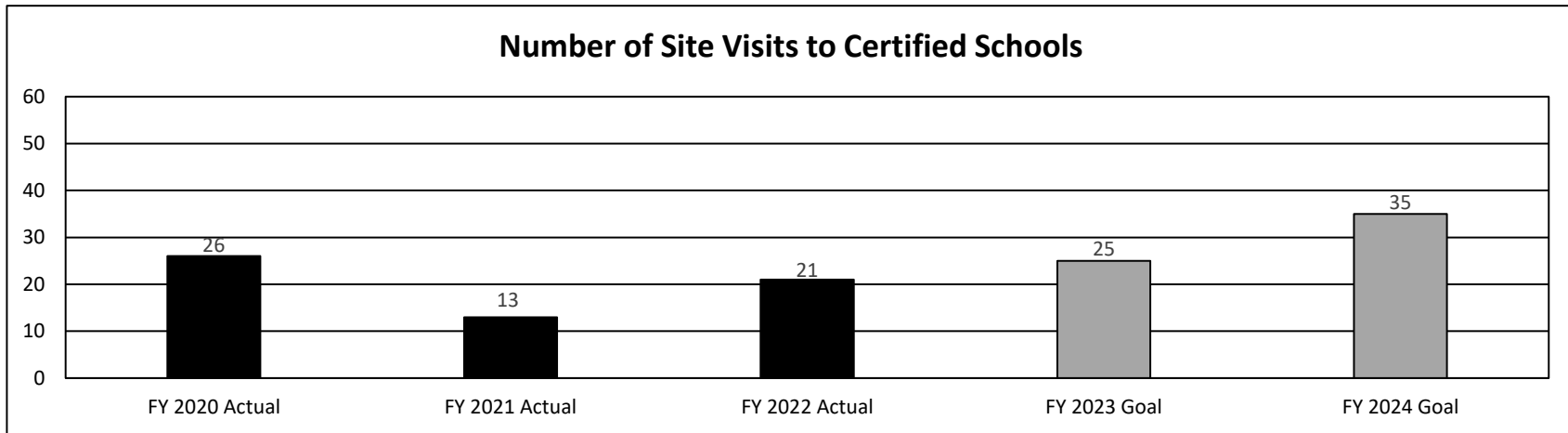**1a. What strategic priority does this program address?**

Increase quality attainment

1b. What does this program do?

This program is the mechanism by which the DHEWD certifies and monitors compliance with state regulations regarding the operation of non-exempt postsecondary institutions in Missouri to ensure students receive training consistent with the published objectives of their program of study, including a comprehensive annual review and periodic site visits to instructional locations.

The program also provides a clearinghouse for student transcripts from closed schools that are not otherwise maintained and a dministered by another school or approved records repository. New school applications and requests are evaluated for new programs or program revisio ns that increase the number of educational choices through which students may obtain certificates or degrees as well as credentials in critical workforce needs.

2a. Provide an activity measure(s) for the program.

Number of Site Visits to Certified Schools

FY 2020 Actual	26
FY 2021 Actual	13
FY 2022 Actual	21
FY 2023 Goal	25
FY 2024 Goal	35

The goal for FY 2022 was 10 site visits. As restrictions regarding in-person visits due to the COVID-19 pandemic lifted, staff were able to conduct more visits. There remains a vacany within the unit that may affect the FY2023 goal.

The purpose of the site visit is to verify institutions are operating per their published policies, to meet with students and faculty to discuss issues or concerns, to provide technical assistance to administrators, and to ensure student and institutional records are maintained per state regulations.
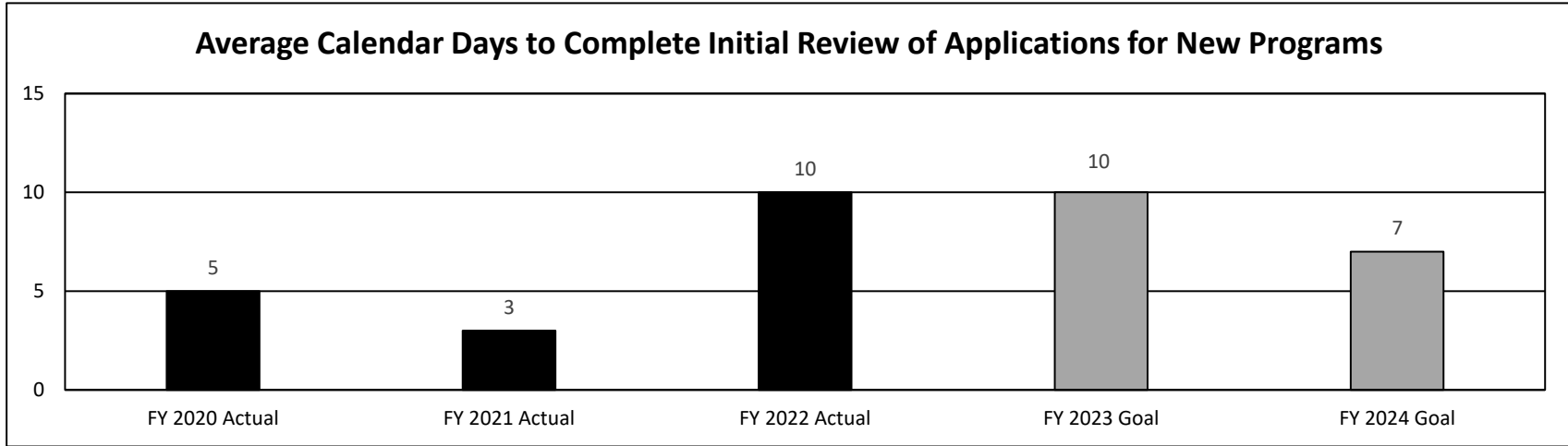
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2b. Provide a measure(s) of the program's quality.

Average Calendar Days to Complete Initial Review of Applications for New Programs

Fiscal Year	Value
FY 2020 Actual	5
FY 2021 Actual	3
FY 2022 Actual	10
FY 2023 Goal	10
FY 2024 Goal	7

Statutes require new program reviews to be completed within 90 days. The base goal for this measure is 3 days, and the stretch goal is 2 days. Staff turnover has increased overall time to initial review as new staff required training. Continued turnover is anticipated as veteran staff begin to retire, which may have an impact on the cycle time.

The purpose of new program reviews is to evaluate compliance with certification standards to ensure such programs support the stated purpose of the school, the program areas are generally accepted in American higher education as a legitimate area of study for degrees or are legitimate preparation and training for vocational or academic objectives. There were 66 new programs approved in FY 2022.

PROGRAM DESCRIPTION

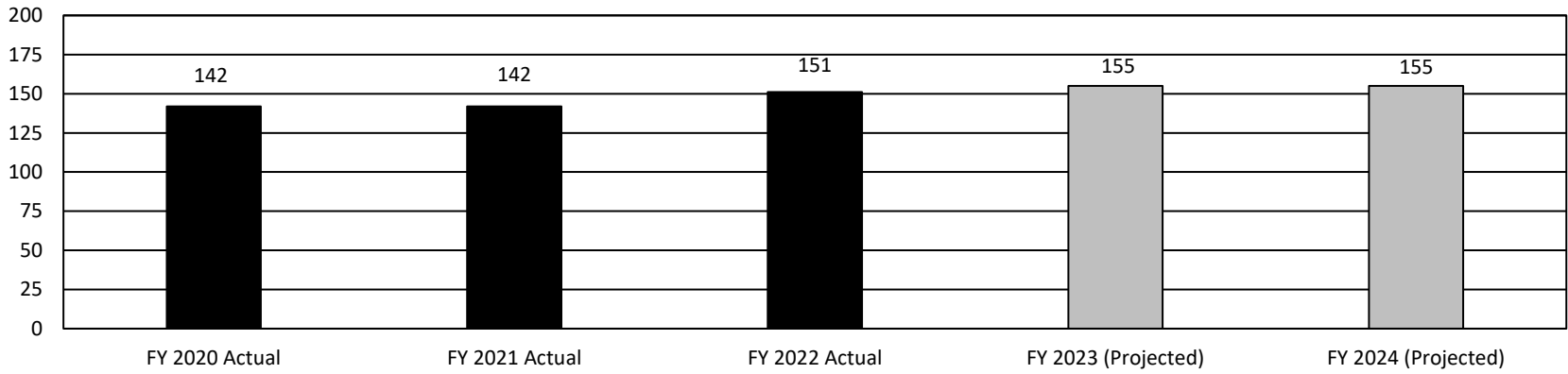**Department of Higher Education and Workforce Development**   **HB Section(s):**   **3.020**

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2c. Provide a measure(s) of the program's impact.

Number of Certified Schools (Main Locations)

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 (Projected)	FY 2024 (Projected)
	142	142	151	155	155

Number of Official Student Transcripts Mailed

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 (Projected)	FY 2024 (Projected)
	303	491	507	500	490

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Department of Higher Education and Workforce Development

HB Section(s): **3.020**

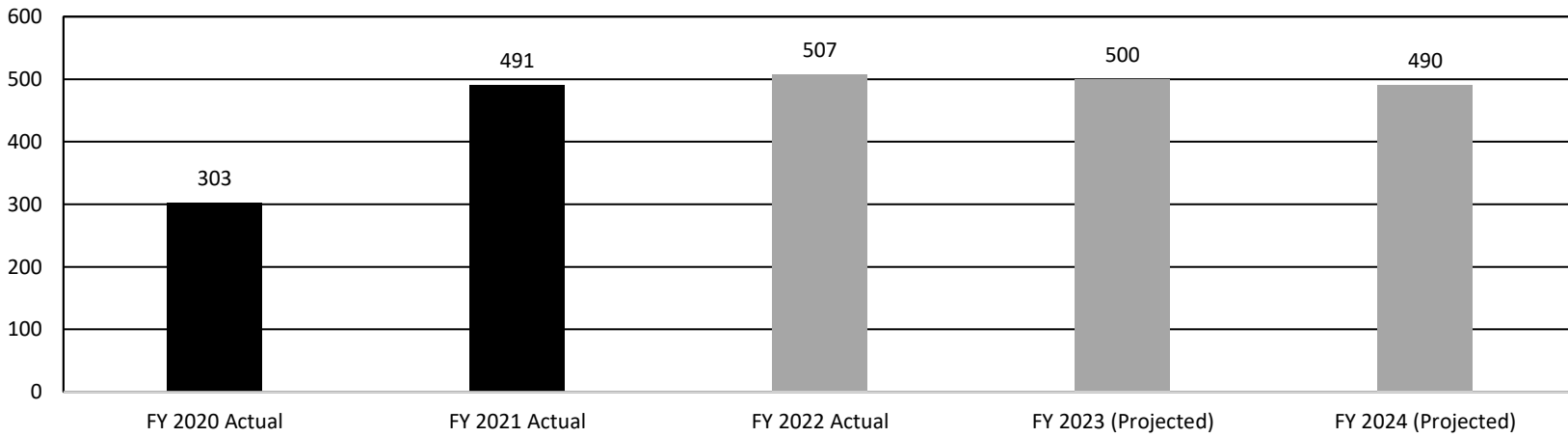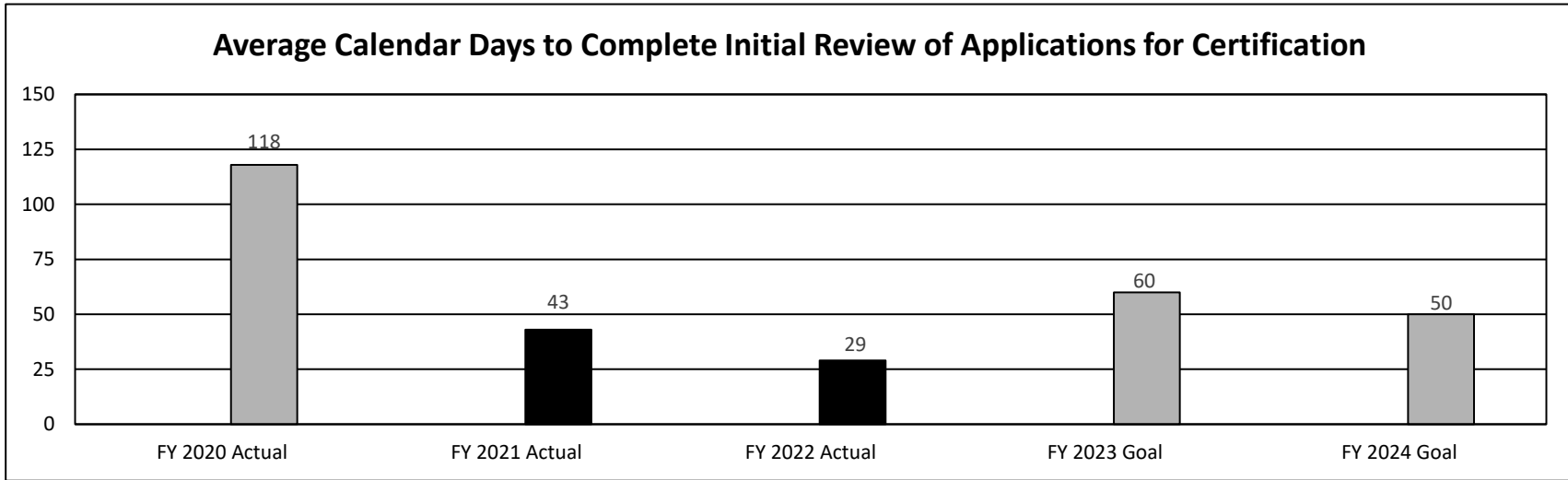Program Name: Proprietary Schools Administration

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2d. Provide a measure(s) of the program's efficiency.

Average Calendar Days to Complete Initial Review of Applications for Certification

FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Goal	FY 2024 Goal
118	43	29	60	50

The purpose of the initial review process is to ensure new postsecondary providers meet minimum standards related to program quality, financial stability, instructor qualifications, and administrative policies. This measure tracks the time from receipt of the application to the department's initial review and response to the proposed school. Due to continued staffing issues, the department anticipates longer times to review for the next two years or until staff turnover stabilizes.

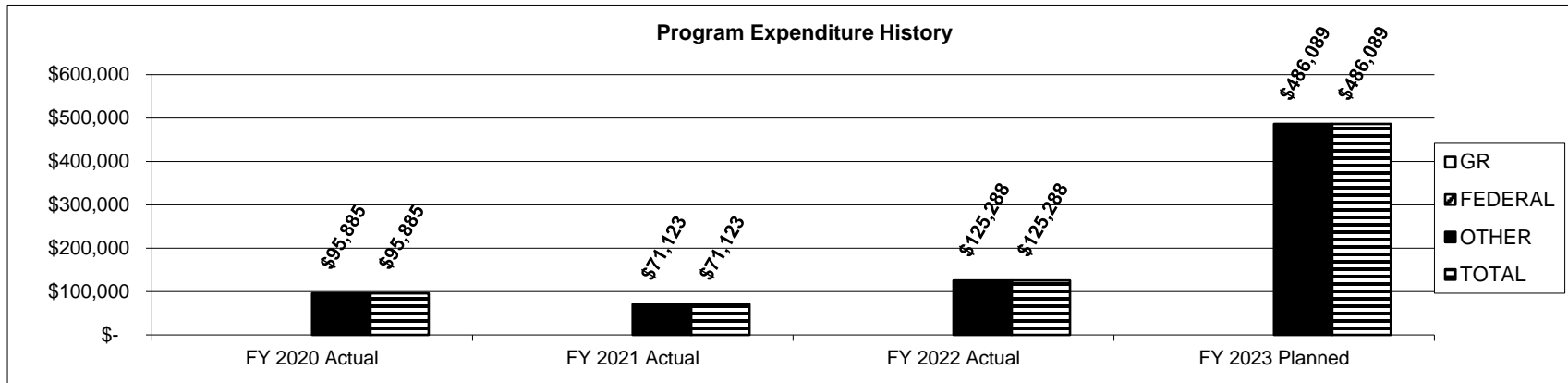**Department of Higher Education and Workforce Development**   **HB Section(s):**   **3.020**

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3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (*Note: Amounts do not include fringe benefit costs.*)

Program Expenditure History

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Planned
OTHER	$95,885	$71,123	$125,288	$486,089
TOTAL	$95,885	$71,123	$125,288	$486,089

Legend: □GR ▨FEDERAL ■OTHER □TOTAL

Note: FY 2021 and 2022 expenditures were lower due to the COVID-19 pandemic and the reduction of in-person site visits. Additionally, there was significant delay in onboarding a new staff member. These resulted in a substantial amount of unused appropriation authority.

4. What are the sources of the "Other " funds?

Proprietary School Certification Fund (0729), Proprietary School Bond Fund (0760)

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Sections 173.600 - 173.619, RSMo

6. Are there federal matching requirements? If yes, please explain.

No

7. Is this a federally mandated program? If yes, please explain.

No