

## Chapter EAC I

## VOCATIONAL AND OCCUPATIONAL COURSES

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**EAC 1.01 Purpose.** The following are established as rules, standards and criteria for review and listing by the committee of acceptable courses leading to vocational and occupational objectives pursuant to section 15.98 (2a), Wis. Stats.

**History:** Cr. Register, October, 1958, No. 34, eff. 11-1-58.

**EAC 1.10 Courses involved.** (1) Except as hereinafter provided, courses subject to review by the committee pursuant to section 15.98 (2a) Wis. Stats., are those leading to vocational or occupational objectives offered for a charge to residents of the state, and including both resident and correspondence courses, and whether offered by concerns located within the state or out of the state.

(a) "Correspondence Course" is any instruction, text, or material for study that operates by teaching, or undertaking, or proposing to teach, or to prepare students to study, any subject through the use of the mail, or other common carrier, or by any other means of communication.

(b) "Resident Course" is any instruction, text, or material for study that operates by teaching, or undertaking to teach, or to prepare students, in the same room with the teacher, to study any subject in any other type of teaching than that defined in paragraph (a) above.

(2) Courses consisting of both resident and correspondence teaching in which the completion of the correspondence part is a prerequisite for starting the resident part, or vice versa, and for which a charge is made, will not be acceptable unless a separate charge is made for each part which is equitable in relation to the total charge.

(3) Courses in the following categories are eligible for listing in their appropriate fields without review by the committee:—

(a) Courses in schools approved by the following recognized accrediting agencies:

1. Regional Accrediting Associations for Colleges and Secondary Schools (e.g. North Central Association for Colleges and Secondary Schools)
2. Accrediting Association of Bible Institutes and Bible Colleges
3. American Association of Collegiate Schools of Business
4. American Association of Nurse Anesthetists
5. American Association of Schools of Religious Education
6. American Association of Theological Schools
7. American Bar Association
8. American Council on Education for Journalism

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9. American Council on Pharmaceutical Education
10. American Osteopathic Association
11. American Public Health Association
12. Board of Education for Librarianship of the American Library Association
13. Commission on Accreditation of the Council on Social Work Education
14. Committee on Professional Training of the American Chemical Society
15. Council on Dental Education of the American Dental Association
16. Council on Education and Professional Guidance of the American Optometric Association
17. Council on Education of the American Veterinary Medical Association
18. Council on Education of the National Association of Chiroprodists
19. Council on Medical Education and Hospitals of the American Medical Association
20. Engineers Council for Professional Development
21. National Architectural Accrediting Board
22. National Association of Schools of Music
23. National Council for Accreditation of Teacher Education
24. National Nursing Accrediting Service
25. Society of American Foresters

(b) Courses in high schools, vocational schools and colleges that are supported by taxes.

(c) Courses in parochial or denominational schools, which courses have a sectarian objective.

(d) Courses of related training for apprentices under chapter 106, Wis. Stats.

(e) Courses conducted by employers for their employes.

(f) Courses which are currently approved by this committee pursuant to section 15.98 (1), Wis. Stats., for the training of veterans under the provisions of Public Law 550 and other acts of congress supplementary thereto.

**History:** Cr. Register, October, 1958, No. 34, eff. 11-1-58.

**EAC 1.20 Criteria for listing of courses. (1) COURSE CONTENT AND INSTRUCTION.** (a) The course content, length and instruction shall be consistent in quality with similar courses in public schools or private schools with recognized standards.

(b) The administrators and instructors of the school shall have suitable educational qualifications and experience, and be of good reputation and character.

(c) The school shall have sufficient number of instructors for the course to provide adequate student-teacher relationships.

**(2) FACILITIES.** (a) The school shall have adequate space to carry out its program.

(b) The school shall have suitable and sufficient equipment.

(c) The school shall have sufficient and appropriate instructional material to cover the subjects in the course.

**(3) STUDENT SERVICE.** (a) The school shall provide a course outline and shall furnish it, together with rules of operation, to each student.

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(b) The school shall so state the requirements for enrollment as to give prospective students a fair understanding of their ability to profit from the course.

(c) Appropriate credit shall be given to students for previous education and training, and the course training period shortened proportionately.

(d) The school shall keep records of attendance, progress and grades.

(e) The school shall make reports periodically to each student of his progress in his course.

(f) The school shall maintain an equitable refund policy for students who have made payments in advance and either do not commence the course or withdraw or discontinue their training after commencing the course.

(4) **ADVERTISING AND PROMOTION.** (a) The advertising and enrollment policies of the school shall not misrepresent the course by actual statement, omission or implication.

(b) Current trade practice rules of the federal trade commission shall be observed.

(c) The school in its solicitation and advertising shall not place undue emphasis on the fact of the school and its course being included in the published list of schools and courses acceptable to the committee.

(d) There shall be no violations of the provisions of section 241.205, Wis. Stats., on the part of any school or its representatives.

**History:** Cr. Register, October, 1958, No. 34, eff. 11-1-58.

**EAC 1.30 Methods of review and procedure.** (1) Review of a course for acceptance by the committee may be conducted by the committee: (a) Upon receipt of a written application by the school offering the course.

(b) Upon receipt of an inquiry or complaint from an interested person.

(c) Upon the committee's own motion or initiative whenever such action is warranted.

(2) The method of review of a course shall be determined by the committee in each case, and generally will consist of such of the following as it deems appropriate to the particular situation: (a) Consideration will be given to information available from the following: federal trade commission, better business bureaus, state or other official approval agencies, local school officials or interested persons.

(b) Review of reports and statements from the school involved.

(c) Conferences with officials or representatives of the school involved or with interested persons.

(d) Public hearing respecting the course under inquiry, with adequate written notice of the holding thereof to the school offering the course.

(e) Investigation by visitation of the school involved.

**History:** Cr. Register, October, 1958, No. 34, eff. 11-1-58.

**EAC 1.40 Publication of list of acceptable schools and courses.** (1) Schools or concerns desiring to have courses included in the list of acceptable schools and courses published by the committee shall make application for acceptance for inclusion in such list.

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(2) Schools and courses which comply with these rules shall be included in the list of schools and courses meeting the standards and criteria or in a supplement as published next following determination by the committee of the acceptability thereof.

(3) The committee shall publish an official list of the schools and courses which have been reviewed by the committee and found by it to be acceptable as meeting the prescribed standards and criteria. Cumulative supplements to such list bringing it up to date by showing additions and removals subsequent to the publication of the list shall be published by the committee from time to time. The list shall be revised and brought up to date by publication of a new current list of accepted schools and courses whenever the changes since the last published list are sufficient therefor.

(4) Upon a determination of the committee that there has been a failure to maintain the prescribed standards and criteria, the school and the course shall be removed from the list of accepted schools and courses maintained by the committee. Such removal shall be included in the cumulative supplements provided in section EAC 1.40 (3).

(5) The committee at all times shall maintain as a part of its official records an up-to-date list of the schools and courses which are currently acceptable as meeting the prescribed standards and criteria.

(6) The current list of acceptable schools and courses shall be maintained at the office of the secretary of the committee. Copies of the latest published list of acceptable schools and courses and of all published supplements thereto, shall be kept on hand for free distribution at the office of the secretary of the committee.

**History:** Cr. Register, October, 1958, No. 34, eff. 11-1-58.