

Document: Wis. Adm. Code SPS 404.04

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**Wisconsin Administrative Code SAFETY AND PROFESSIONAL SERVICES CHAPTER SPS
404 APPROVAL OF SCHOOLS**

SPS 404.04 Criteria for approval of schools and programs of instruction

- (1) CONTENT AND INSTRUCTION.** (a) The program, curriculum and instruction must be of such quality, content and length as may reasonably and adequately achieve the stated objective for which offered and comparable to similar programs in approved schools.
- (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 a sufficient number of instructors to provide adequate student-teacher ratios.
- (cm)** The school shall demonstrate that its instructors have the occupational, academic and teaching qualifications needed for the programs they teach.
- (d)** The approval of programs, which are innovative and not comparable to currently approved private or public programs, shall be based on demonstrable quality and documented labor market needs, a description of the program development process and evidence of third-party review.
- (2) FACILITIES.** The school shall have adequate space, suitable and sufficient equipment, and sufficient and appropriate instructional materials to carry out its program.
- (3) ADVERTISING.** All advertising and promotional materials shall be consistent with the requirements set forth in ch. SPS 405.
- (4) REFUND POLICY.** The school shall have a policy for refund of unused portions of tuition, fees and other charges at least equal to the established minimum standards as set forth in ch. SPS 408.
- (5) ACCESS.** (a) A school may not deny enrollment to any student, or make any distinction or classification of students, solely on account of sex, race or creed.

- (b) A school must make reasonable accommodations for students and employees with disabilities.
- (6) The school must be shown to be in sound financial condition.
- (7) OUTCOMES AND EVALUATION. (a) A school shall have procedures to evaluate its educational programs, improve instruction and review overall operations.
- (b) Evaluations shall include student, alumni and employer feedback on the effectiveness of the curriculum.
- (c) The school shall provide annual enrollment information, using its definitions, delineating number of dropouts, completers, graduates and employed.

History

HISTORY:

Cr. Register, December, 1972, No. 204, eff. 1-1-73; am. (3) (a) and (5), cr. (8), Register, June, 1990, No. 414, eff. 7-1-90; renum. from EAB 5.06, am. (1) (a), (b), (c), (2), r. (1) (d), (3), (6) and (8), cr. (1) (d), (5), (7) and (8), renum. (4), (5) and (7) to be (3), (4) and (6) and am., Register, October, 1997, No. 502, eff. 12-1-97; CR 02-135: r. (8) Register April 2003 No. 568, eff. 5-1-03; CR 03-126: cr. (1) (cm) Register May 2004 No. 581, eff. 6-1-04; correction in (3), (4) made under s. 13.92 (4) (b) 7., Stats., Register November 2017 No. 743.

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