

Illinois Community College Board

**Application for Reasonable and Moderate Extension – Short Term Certificate**  
(FOR CERTIFICATES LESS THAN 9 CREDIT HOURS Only)

|  |  |                                |                        |
|--|--|--------------------------------|------------------------|
| <b>COLLEGE NAME:</b>                   |  | <b>5-DIGIT COLLEGE NUMBER:</b> |                        |
| <b>CONTACT PERSON:</b>                 |  | <b>PHONE:</b>                  |                        |
| <b>EMAIL:</b>                          |  | <b>FAX:</b>                    |                        |
| <b>CURRICULUM INFORMATION</b>          |  |                                |                        |
| <b>NEW R&amp;ME PROGRAM TITLE:</b>     |  |                                |                        |
| <b>CREDIT HOURS:</b>                   |  | <b>PCS/CIP CODE:</b>           | <b>Degree Type: 35</b> |
| <b>EXISTING /PARENT PROGRAM TITLE:</b> |  |                                |                        |
| <b>Parent PREFIX:</b>                  |  | <b>Parent NUMBER:</b>          |                        |

**PLEASE ATTACH THE FOLLOWING ITEMS (do NOT type into this form):**

- 1. Description:** Provide a brief catalog description of the new short-term certificate program.
- 2. Labor Market Need:** Provide labor market data, or alternate information, that demonstrates the immediate need for an educational program in this field. The [Illinois Dept. of Employment Security website](#) (IDES) provides data by Economic Development Region (EDR) or Local Workforce Innovation Area (LWIA). The Labor Market Information section provides multiple links to valuable labor market data.
- 3. Curriculum:** Provide a copy of the curriculum for the new short-term program. Asterisk (\*) any new courses. Include course information for each new course included in the proposed program. Provide the Career Cluster for the proposed Extension and the existing Parent program. See [ICCB's Programs of Study](#) website for more information. See the Perkins IV Crosswalk of Instructional Programs by Cluster/Pathway for information by CIP code.
- 4. Approval/accreditation:** Provide a description of accreditation/approval requirements if this extension requires review by other agencies or professional or regulatory entities.
- 5. Information for the ICCB Master Files:** Completed Form 22 for the proposed new curriculum. Course addition and/or modification requests should be submitted via ICCIS once the proposed extension receives approval.

|                     |   |             |
|---------------------|---|-------------|
| <b>VERIFICATION</b> |   |             |
| <b>SIGNED</b>       |   |             |
|                     | <i>Required-</i> Chief Administrative Officer Signature | <i>Date</i> |

|                       |  |              |
|-----------------------|--|--------------|
| <b>ICCB USE ONLY:</b> |  |              |
| <b>REVIEWED BY:</b>   |  | <b>Date:</b> |
| <b>APPROVED BY:</b>   |  | <b>Date:</b> |

***Please note: ICCB Use only Box must remain on front page of Application***

## Reasonable and Moderate Extension: Short-Term Certificate Request (Form 21S) Instructions

**Application.** Complete the Form 21S as indicated. The existing/parent program that is to be cited on the Form 21S is the AAS degree or Certificate from which the Reasonable and Moderate Extension is being created. Include the Form 22 "Curriculum Addition/Withdrawal/Change to the Curriculum Master File". **NOTE:** Do not insert responses into the application. The signature boxes must remain on the cover page of the application.

NOTES for the Form 21S: The existing/parent program to be cited on the Form 21S is an active program (AAS degree or certificate) from the **same two-digit CIP code** in which the reasonable and moderate extension is being created. For example, if the proposed R&M is a Phlebotomy Certificate (CIP 51.1009), the parent program could be the Nursing AAS degree (CIP 51.3801).

**Application Timeline.** Applications may be submitted at any time during the year. Requests are reviewed on an ongoing basis. Clarification and/or additional information may be requested by ICCB staff if the application is unclear or incomplete. All requests must be reviewed, recommended and approved by ICCB Staff on behalf of the Board.

Questions regarding the completion of the application can be directed to ICCB Academic Affairs staff. Contact Tricia Broughton at [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov) with questions.

**The R&ME curriculum approval application should be completed in its entirety, with one electronic copy (MS Word format or PDF) emailed to ICCB staff.**

**Please send applications via email to:**

Tricia Broughton, Director for Curriculum & Instruction  
[tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov)

**Approval Notification.** Once approval has been granted, ICCB Academic Affairs staff will notify the appropriate college staff by email. Approval documentation will include a copy of the dated Form 21S cover page, and a copy of the processed Form 22. Questions regarding the status of this documentation should be directed to Tricia Broughton at [tricia.broughton@illinois.gov](mailto:tricia.broughton@illinois.gov).