

IAOIP Letter of Intent

Guidelines for Proper Completion and Submission of IAOIP Letter of Intent

The initial requirements for the first step of the accreditation process are as follows:

- Statement of interest in becoming IAOIP accredited by prospective applicant
 - Data regarding demographics of potential program
 - Payment of application fee
- 1) Statement of Interest
 - a) To be submitted on university/college letterhead of prospective applicant program(s)
 - b) Contains the signatures of the academic leader and senior administration (e.g. department head or dean) of the prospective applicant program.
 - 2) Demographic data
 - a) Must be submitted along with Letter of Intent
 - b) Typical requirements for demographic data are 7 to 12 pages.
 - c) Webpage links may be used; however, due to the changing nature of web links, an image of the webpage must be submitted in an attached appendix.
 - 3) Application Fee
 - a) Application fee of US\$500 to be included with Letter of Intent
 - b) Payment Options Accepted: Check, credit card, wire transfer
 - Check
 - Make checks payable to the International Association of Innovation Professionals, and can be mailed to: 4422 Castlewood St., Sugarland, TX 77479.
 - Credit Card
 - To make payment by credit card, include details in Letter of Intent package. A section is provided for credit card information.
 - Otherwise, contact the Accreditation Program Manager at abram@iaoip.org
 - Wire Transfer
 - Contact the Accreditation Programs Manager at abram@iaoip.org for bank information.

Addition instructions:

- 1) Submit one (1) digital copy of completed package to abram@iaoip.org.
- 2) Submit hard copy of completed package to the EPA at the below address, pending approval of digital copy. Send to: 4422 Castlewood St., Sugarland, TX 77479
- 3) All questions or concerns may be directed to Abram Walton at abram@iaoip.org

Letter of Intent Template

Insert Current Date

International Association of Innovation Professionals
4422 Castlewood St., Sugarland, TX 77479

Dear Accreditation Programs Manager,

Please accept this Letter of Intent on behalf of the *(insert complete institution name and school/college/department)* for IAOIP accreditation of its *(insert name(s) of the academic degree or award submitted for review for IAOIP accreditation)*.

The attached required demographic information and program data includes details requested for IAOIP accreditation consideration of our prospective applicant academic degree(s) or award(s).

(Insert in this area information related to payment of IAOIP Application Fee of \$XXXX USD – Whether credit card, check or wire transfer)

(Insert in this area any statement that is desired to further detail the applicant program or institution where it is housed)

Please contact us if any further information is needed to support this application.

Sincerely,

Insert Signature

Insert name and title of Academic Leader/Administrator/Faculty submitting the Letter of Intent

Insert School/Department

Insert contact information (complete address, telephone, fax and email address)

Insert Signature

Insert name and title of senior manager or administrator (e.g., dean, department head or equivalent administrator to whom the above academic leader reports)

Insert School/Department

Insert contact information (complete address, telephone, fax and email address)

Demographic Data

The following information is provided as required data in support of the Letter of Intent submitted by *(insert complete institution name and school/college/department)* for IAOIP accreditation of its *(insert name(s) of academic degree(s) or award(s) submitted for review for IAOIP accreditation)*. It includes all criteria requested on the IAOIP Eligibility Requirements (Section C) and in Appendix A, Required Information for Letter of Intent contained in the *IAOIP Accreditation Handbook*.

The prospective applicant program responses are inserted in the chart below:

Letter of Intent	
Name and Location of Institution	
Name of university/college where the program(s) resides:	<i>Insert name of the university/college where the program(s) resides.</i>
Primary location mailing address of the university/college offering the program:	<i>Insert primary location mailing address of the university/college that houses the program(s).</i>
Program website:	<i>Insert university/college website for the program(s).</i>
Primary point-of-contact:	<i>Insert name of primary point of contact(s) for the accreditation process.</i>
Primary point-of-contact telephone number(s):	<i>Insert primary point of contact's telephone number.</i>
Primary point of contact email address:	<i>Insert primary point of contact's email address.</i>
Business Unit:	
Name of College/School/Department/Faculty within the university where the academic degree(s) or award(s) reside:	<i>Insert name of college/school/department/faculty within the university where the academic degree(s) or award(s) reside.</i>
Institutional Accreditation and Legal Authority (IAOIP Eligibility Requirements C.1)	
C.1.A: Statement that the institution where the program resides is accredited by an accrediting agency or appropriate governing body and is legally authorized to confer higher education degrees.	<i>Insert statement regarding institutional accreditation or governmental authorization and legal authority to issue degrees.</i>
C.1.B: Name of institutional accrediting agency or government authority.	<i>Insert name of the institutional accrediting body or government authority.</i>

<p>C.1.1: Evidence the institution is accredited by an accrediting agency or appropriate governing body.</p>	<p><i>Attach evidence that the institution is accredited by an accrediting agency or appropriate government authority. Links to webpages may be included, but as web links change over time, include an image of the information on the link in an appendix or attachment sent with the Letter of Intent.</i></p>		
<p>C.1.2: Evidence the institution is authorized to confer higher education degrees.</p>	<p><i>Attach evidence that the institution is authorized to confer higher education degree(s) or award(s). Links to webpages may be included, but as web links change over time, include an image of the information on the link in an appendix or attachment sent with the Letter of Intent.</i></p>		
<p align="center">Degree or Awards Eligible for Accreditation (IAOIP Eligibility Requirement C.2), Period of Operation (IAOIP Eligibility Requirement C.3)</p> <p><i>For each prospective applicant academic degree or award please submit the following information:</i></p>			
<p>C.2.1: The full name of the academic degree or award.</p>	<p><i>Insert full name of the academic degree(s) or award(s).</i></p>		
<p>C.2.2: A definition of the unit of educational credit used to calculate academic credits within the degree or award. Include in this definition the number of estimated study hours attached to each academic credit.</p>	<p><i>Insert definition including estimated study hours.</i></p>		
<p>C.2.3.a: Total number of academic credits required for completion of the academic degree or award:</p>	<p>C.2.3.b: Total number of academic study hours required for completion of the academic degree or award:</p>	<p>C.2.3.c: Total number of academic credits required for completion of the academic degree or award devoted to innovation education:</p>	<p>C.2.3.d: Total number of study hours required for completion of the academic degree or award devoted to innovation education content:</p>
<p><i>Insert number.</i></p>	<p><i>Insert number.</i></p>	<p><i>Insert number.</i></p>	<p><i>Insert number.</i></p>
<p>C.2.4.a: Listing of required courses or subjects containing innovation education content, demonstrating alignment with IAOIP Accreditation Standard D.2 - core areas of focus for program learning outcomes.</p> <p align="center"><i>(Instructions: insert additional rows below as necessary)</i></p>			
<p>Name of required course/subject:</p>	<p>Alignment with core area(s) of focus for program learning outcomes: - Technical Expertise,</p>	<p>Number of academic credits affiliated with the course/subject:</p>	

	- Professional Behavior, - Strategic Awareness.	
<i>Insert name of required course/subject.</i>	<i>Insert the focus area(s) aligned to the course/subject.</i>	<i>Insert number.</i>
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<i>Insert name of required course/subject.</i>	<i>Insert the focus area(s) aligned to the course/subject.</i>	<i>Insert number.</i>
C.2.4.b: Listing of elective courses or subjects containing innovation education content, demonstrating alignment with the core areas of focus for program learning outcomes. <i>(Instructions: insert additional rows below as necessary)</i>		
Name of elective course/subject:	Alignment with core area(s) of focus for program learning outcomes: - Technical Expertise, - Professional Behavior, - Strategic Awareness.	Number of academic credits affiliated with the course/subject:
<i>Insert name of elective course/subject.</i>	<i>Insert the focus area(s) aligned to the course/subject.</i>	<i>Insert number.</i>
<i>Insert name of elective course/subject.</i>	<i>Insert the focus area(s) aligned to the course/subject.</i>	<i>Insert number.</i>
<i>Insert name of elective course/subject.</i>	<i>Insert the focus area(s) aligned to the course/subject.</i>	<i>Insert number.</i>
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<i>Insert name of elective course/subject.</i>	<i>Insert the focus area(s) aligned to the course/subject.</i>	<i>Insert number.</i>
<i>Insert name of elective course/subject.</i>	<i>Insert the focus area(s) aligned to the course/subject.</i>	<i>Insert number.</i>
C.2.5.a: Clear identification of locations where academic degree or award is offered.	C.2.5.b: Clear identification of delivery modalities for degree or award - face-to-face, - online learning only,	C.2.5.c: Clear identification of collaboration with other institutions for each degree or award.

	- hybrid (combination of face-to-face and online), - other (please specify modality).	
<i>Insert the location(s) for the degree or award.</i>	<i>Insert the delivery modality/modalities for the degree or award.</i>	<i>Insert any collaboration with other institutions for the degree or award, if applicable.</i>
C.3.1.a: Date when degree or award was launched/first offered.	<i>Insert date.</i>	
C.3.1.b: Date of first graduating class for degree or award.	<i>Insert date.</i>	
C.3.2: Data illustrating the number of students enrolled each year and graduated each year from the program (up to five years as applicable).		
Year:	Number of Students Enrolled:	Number of Graduates:
2010	<i>Insert number.</i>	<i>Insert number.</i>
2011	<i>Insert number.</i>	<i>Insert number.</i>
2012	<i>Insert number.</i>	<i>Insert number.</i>
2013	<i>Insert number.</i>	<i>Insert number.</i>
2014	<i>Insert number.</i>	<i>Insert number.</i>
2015	<i>Insert number.</i>	<i>Insert number.</i>
2016	<i>Insert number.</i>	<i>Insert number.</i>
Administrative Structure and Academic Leadership (IAOIP Eligibility Requirement C.4)		
<i>For each prospective applicant academic degree or award please submit the following information:</i>		

<p>C.4.1: Description of the program’s administrative structure and its relation to the overall academic and administrative structure of the institution.</p>	<p><i>Insert a description of the program’s administrative structure and relation to the overall academic and administrative structure of the institution. Include an organizational chart if necessary.</i></p>
<p>C.4.2: Evidence that the program is headed by a competent administrator who has sufficient authority, support, and time to accomplish the academic program’s goals and objectives as well as providing sufficient leadership and supervision.</p>	<p><i>Identify the primary administrator for the program and provide related supporting evidence.</i></p>
<p style="text-align: center;">Expected Date of Self-Assessment Submission</p>	
<p>Expected Self-Assessment Report submission.</p>	<p><i>Insert the approximate date the program anticipates submitting the Self-Assessment Report.</i></p>