



CCA Changes Guidance Document for Providers

Purpose: This document outlines the standardized procedures for managing changes to Course Credit Acknowledgements (CCAs). Adherence to these procedures is essential to ensure compliance with contractual agreements and to maintain transparency with Local Education Agencies (LEAs).

Procedure for CCA Change Requests:

1. CCAs with "Pending Execution" or an "Enrollment Complete" Status:

- **USBE Collaborative Review and Approval**

To initiate a change request, providers should submit the proposed modification to USBE. Upon receipt, USBE will facilitate a review process by notifying all relevant stakeholders via email. This may include:

- LEA Primary Approvers
- School Counselors
- Providers
- Parents/Guardians
- Students
- This notification strategy ensures that individuals with fiscal responsibilities, student educational oversight, and parental or student interests are informed and can provide approval for the requested changes.

USBE will proceed with implementing the requested change unless any stakeholder raises a concern.

*Examples of changes that may be processed through this procedure include, but are not limited to:

1. **Credit Value Adjustments:** Stakeholders: LEA Primary Approvers, School Counselors, Providers, Parents/Guardians, and students
2. **Course Substitutions and Changes:** Stakeholders: LEA Primary Approvers, School Counselors, Providers, Parents/Guardians, and students
3. **LEA and School Changes:** Stakeholders: LEA Primary Approvers, School Counselors, Providers, Parents/Guardians, and students
4. **Corrections to Student Data** (e.g., birthdate, grade level): Stakeholders: Providers, Parents/Guardians, and students

2. CCAs with "Confirmed" Status:

Once a CCA has reached a "Confirmed" status, no modifications to the credit value or course changes can be made. Modifying a confirmed CCA without LEA consent constitutes a breach of contract. However, providers may update the CCA status to accurately reflect the student's current situation.

Student Withdrawal:

In situations where a student with a "Confirmed" status withdraws from a 0.50 credit CCA after reaching the 0.25 credit completion point, and payment has already been disbursed, the provider should select the status: "Student Withdrawal - 0.25 Earned, Cancel Remainder." This ensures accurate record-keeping and financial reconciliation.

Following these procedures ensures compliance, transparency, and accurate allocation of funds. For any questions or clarification regarding these procedures, please do not hesitate to contact USBE. Your cooperation in adhering to this process is greatly appreciated.