



The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.

Validation of Planning and Implementation of New Campuses and Programs

CTK Healthcare & Career Institute

Overview:

This report outlines CTK Healthcare & Career Institute's structured process for validating the planning, approval, and implementation of new campuses and academic programs. The goal is to ensure compliance with accreditation (TWC/COE), market demand, financial stability, and operational readiness.

Key Validation Findings:

- Growing demand for healthcare programs supports expansion opportunities.
- Strong enrollment trends justify adding new cohorts and specialized programs.
- Required regulatory approvals (TWC/COE/FAME/Board approvals) must be consistently tracked.
- Facility readiness, clinical affiliation agreements, and staffing must be verified.
- Financial projections support sustainable expansion with positive return potential.

Recommendations:

- Conduct formal workforce demand analysis before launching new programs.
- Implement a campus readiness checklist covering facilities, labs, safety, and equipment.
- Establish an approval timeline for regulatory agencies with responsible personnel assigned.
- Prepare staffing plans ensuring qualified instructors and administrative support.
- Use standardized financial forecasting tools before program/campus approval.

Plan & Procedure for New Campuses and Programs:

1. Needs Assessment

- Conduct market research and workforce demand analysis.
- Review enrollment trends and employer requests.
- Evaluate competition and local demand for healthcare training.

2. Program/Campus Proposal Development

- Draft program description, objectives, and curriculum outline.
- Identify required equipment, lab needs, and clinical partnerships.
- Prepare estimated staffing requirements.

3. Regulatory Approval

- Submit applications to Texas Workforce Commission, COE, and other agencies.
- Track approval timelines and required documentation.
- Ensure compliance with state and federal guidelines.

4. Financial Validation

- Develop a full cost analysis for facilities, staffing, equipment, and marketing.
- Create a 1-year and 3-year financial projection.
- Determine sustainability and budget readiness.

5. Implementation Readiness

- Complete campus facility setup and equipment installation.
- Finalize clinical affiliation agreements.
- Schedule orientation for faculty and staff.
- Set student enrollment targets and marketing plan.

6. Launch and Evaluation

- Conduct soft launch if necessary.
- Monitor student enrollment, satisfaction, and outcomes.
- Review program effectiveness after each term.
- Make improvements based on feedback and compliance requirements.

Conclusion:

This validation plan ensures CTK Healthcare & Career Institute establishes new campuses and programs strategically, responsibly, and in full compliance with accrediting and regulatory expectations.