



## APPLICATION FOR EVALUATION OF SELF-PACED STUDY

PLEASE DO NOT USE STAPLES

### TRAINING SPONSOR INFORMATION

Sponsoring Organization

Submittal Date

Contact Name

Company

Address 1

Address 2

City

State

Zip Code

Email

Phone Number (including area code)

URL (Web Address)

### GENERAL COURSE INFORMATION

Course Title

Delivery Format or Media

- ☐ Correspondence Course ☐ Web/Online ☐ Course ☐ CD-ROM ☐ Video ☐ Other Self-Paced Study Format (Please Describe)

This course is designed for the following target audience:

- ☐ Water Distribution ☐ Water Treatment ☐ Small System ☐ Other Target Audience (Please Describe)

Identify the level of this course

- ☐ Basic ☐ Intermediate ☐ Advanced

How is this training directly related to the operation or maintenance of a water sytem, or to the management of the operation or maintenance of a water system?

How will water works operators use this training to influence water quality, water supply or public health protection?

### ACCREDITATION

**Note: Each course must be a minimum of 3.0 hours in length (0.3 CEU) to be evaluated.**

Has this course been awarded college credit through an accredited college or university?

- ☐ Yes ☐ No

If yes, enter college credit awarded

Is the course sponsor awarding Continuing Education Units (CEU) for successful completion?

- ☐ Yes ☐ No

If yes, enter CEU awarded

Is CEU awarded based on IACET guidelines?

- ☐ Yes ☐ No

Is CEU amount based on beta-testing results?

- ☐ Yes ☐ No

If no, apply accrediting formula and submit results.

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COURSE DEVELOPMENT AND ADMINISTRATION

Were instructional design experts used to develop this course?

☐ Yes ☐ No

Was the content of this course designed by qualified subject matter experts?

☐ Yes ☐ No

Was this course field-tested by individuals representing the intended audience?

☐ Yes ☐ No

Was content developed based on a needs analysis?

☐ Yes ☐ No

Please describe

What feedback and assessment methods are used for ongoing course evaluation?

Describe the technology and staff resources available to administer this training course and maintain student records:

How long are student records and reports maintained for review?

EXAMINATION

Are quizzes or other forms of review and feedback included in this course?

☐ Yes ☐ No

Is a final comprehensive examination required for successful completion of this course?

☐ Yes ☐ No

If yes, what is the minimum passing score for successful completion of this course?

If yes, how is the exam generated?

- ☐ Randomly generated version, different for each participant
- ☐ Standard exam, same for each participant
- ☐ Others

Is other criteria used to demonstrate successful course completion?

☐ Yes ☐ No

If yes, please describe

If a student fails the final exam, how many retakes of the exam are allowed?

Are retake exams randomly generated?

☐ Yes ☐ No

Is feedback or additional review provided to or required for students who fail the exam?

☐ Yes ☐ No

If yes, please describe

TECHNICAL SUPPORT

Are minimum computer system hardware and software specifications provided?

☐ Yes ☐ No

Is technical instructional support available?

☐ Yes ☐ No

Response Time

Do students have access to instruction on program installation, use, and technical assistance?

☐ Yes ☐ No

Is content-related instructional support available?

☐ Yes ☐ No

Response Time

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SECURITY

Describe your security procedures for each of the following (additional detailed information may be attached):

Student identity/passwords

Verification/tracking of attendance of participation

Examination

Authenticity of certificates of completion

For CD-ROM, Video or Correspondence based training, do you require a proctor or on-site administrator to monitor and verify student progress and/or completion?

☐ Yes ☐ No

Can you provide attendance, completion, or other student reports to the certifying authority upon request?

☐ Yes ☐ No

REQUIRED ATTACHMENTS

All of the following information must be included with the completed Application for Evaluation of Self-Paced Study form:

- ☐ Company biography including organization goals and history of activity in Self-Paced Study field
- ☐ Name and credentials of instructional design experts used to develop this course
- ☐ Names and credentials of subject matter experts/authors used to develop course content
- ☐ Copy of the training program (CD-ROM, Video, Correspondence) including all instructions provided to student OR provisions for full access to web-based course
- ☐ Course learning objectives and learning outcomes that participants will be expected to demonstrate
- ☐ Course outline
- ☐ Copy of beta-testing form used, and names and credentials of beta-testers, and compiled results of beta testing OR results of applying accrediting formula
- ☐ Sample of certificate issued upon successful completion of the course
- ☐ Formula or criteria used to determine amount of credit/CEU awarded
- ☐ If you have attached other documentation to this application, please list here:

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