



## APPLICATION FOR EVALUATION OF SELF-PACED STUDY

PLEASE DO NOT USE STAPLES

### TRAINING SPONSOR INFORMATION

Sponsoring Organization

Contact Name

Company

Address 1

Address 2

City

State

Zip Code

Email

Phone Number (including area code)

Fax Number (with 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?

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?

If yes, how is the exam generated?

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

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

Is content-related instructional support available?

☐ Yes ☐ No

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

☐ Yes ☐ No

Response Time

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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The course sponsor listed will receive written confirmation of the evaluation results. Applications for evaluation of distance education that are incomplete or submitted by other than the course sponsor will be returned to the originator. CEU awarded by the sponsor to certified water works operators in Washington state prior to the date of the application is approved will not be accepted.

Questions? Contact Washington Certification Services at [wcs@greenriver.edu](mailto:wcs@greenriver.edu).

 [submittalsWCS@greenriver.edu](mailto:submittalsWCS@greenriver.edu)

 **Washington Certification Services Green River College, 1221 D Street NE, Auburn, WA 98002**

FOR OFFICE USE ONLY

<input type="radio"/> <b>Approved</b>	<input type="radio"/> <b>Denied</b>	Reason Denied <input type="text"/>	CEU/College Credit <input type="text"/>
Comments			
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Evaluated by		Date	
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