Washington Certification Services

Training Course Sponsor
Application For Evaluation Of Distance Education

Please do not use staples

Training Sponsor Information

Submittal Date _____

Sponsoring Organization _____

Contact Name _____

Company _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____
(Area Code)   *(Area Code)*

E-mail _____

URL (Web Address) _____

General Course Information

Course Title _____

Delivery Format or Media: ○ Correspondence Course   ○ Web/Online Course   ○ CD-ROM   ○ Video

○ Other Distance Education 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.**

Course Development and Administration

Were instructional design experts used to develop this course?   ○ Yes   ○ No

Was content developed based on a needs analysis?   ○ Yes   ○ No

Please describe _____

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

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

[ ]

Describe the technology and staff resources available to administer this training course and maintin 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
   ○ Other _____

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

Do students have access to instruction on program installation, use, and technical assistance?   ○ Yes   ○ No

Is technical instructional support available?   ○ Yes   ○ No   Response Time _____

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 Distance Education* form:

- ☐ Company biography including organization goals and history of activity in distance education 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:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

TO SUBMIT:

EMAIL TO:
SubmittalsWCS@greenriver.edu
Submittal must follow the Electronic Submittal Policy

OR

MAIL TO:
Washington Certification Services
Green River College
1221 D Street NE
Auburn, WA 98002

Questions? Contact Washington Certification Services at 253-288-3357.

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.

For Office Use Only

☐ Approved   CEU/College Credit _____

☐ Denied   Reason Denied _____

Evaluated by _____   Date _____

Comments _____

_____

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