APPLICATION TEMPLATE FOR EVALUATION OF DISTANCE EDUCATION

Developed by the Association of Boards of Certification

Training Sponsor Information

Sponsoring Organization:

Contact Name:

    Company:

    Address:

    City: State: Zip:

    Area Code/Phone Number: FAX:

    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 ☐ Wastewater
    ☐ Other Target Audience (Please describe)

Identify the level of this course: ☐ Basic ☐ Intermediate ☐ Advanced

How is this training directly relevant to the target audience?

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 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

☐ Other

Are 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 instructions 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:

Security

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

Student identity/passwords

Verification/tracking of attendance or participation

Examinations

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

Accreditation

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

Required Attachments

All of the following information must be included with the completed *Application for Evaluation of Distance Education* form:

☐ Company biography including organizational 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.

☐ 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:

☐

☐

☐

Submitted by _____   **Date:** _____
(Signature)

For Office Use Only

☐ Approved   CEU/College Credit _____

☐ Denied   Reason Denied: _____

Evaluated by _____ Date _____

Comments _____

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