

INSTRUCTIONS FOR EVALUATION AND ACCREDITATION OF DISTANCE EDUCATION

WASHINGTON CERTIFICATION SERVICES GREEN RIVER COLLEGE

1. The following formats will be considered distance education and will be evaluated based on the criteria listed in *Guidance for the Evaluation and Accreditation of Distance Education* and Washington State Department of Health's professional growth and relevancy guidelines:
 - Online/Internet
 - CD-ROM
 - Correspondence Course
 - Video tape
2. All submittals must be made using the *Application for Evaluation of Distance Education*. The form is available on the Washington Certification Services web page at www.wacertservices.org.
3. All submittals must be made by mail to:

Peggy Barton
Washington Certification Services
Green River College
1221 D Street N. E.
Auburn, WA 98002
4. No FAX or electronic submittals will be accepted.
5. The sponsor must complete an *Application for Evaluation of Distance Education* with all required attachments for **EACH** course submitted for evaluation.
6. Incomplete copies of the *Application for Evaluation of Distance Education* or applications submitted without all required attachments will not be evaluated.
7. Submittals of curriculum with significant references to state drinking water regulations other than Washington State's may be evaluated but are discouraged.
8. All products are submitted for evaluation at no charge and become the property of Washington State Department of Health. Web access for review of online training must also be provided at no charge.
9. The sponsor will receive a written determination for each course submitted for evaluation.
10. A list of all distance education courses approved and accredited will be made available to water works operators and other interested parties.
11. Water works operators enrolling in approved distance education must follow standard procedures for completing and submitting all required documentation to Washington Certification Services.