



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 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 \_\_\_\_\_

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 \_\_\_\_\_



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:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



Mail this completed form and all required attachments to:

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

Fax or electronic submittals will not be accepted. Questions? Contact Peggy Barton 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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