GUIDELINES FOR COMPLETING PROGRAM APPROVAL APPLICATION

The sponsor should submit an application to the Division of Continuing Education for each offering, to be maintained on file by the division. Each application must be submitted no less than 30 (thirty) days prior to a proposed offering although 60 to 90 days is recommended.

Application information should include the following:

- Learner Objectives Level of Instruction
- Subject Matter Evaluation Mechanism
- Teaching Methods Time Schedule
- Faculty Qualifications

**Learner Objectives:** List the educational objectives for your program. Describe what the participants will be able to do upon completion of this course which they could not do prior to the course.

**Subject Matter:** Describe the subject matter, as it would be presented in the program brochure mailed to participants.

**Teaching Methods:** List all the teaching methods to be used. Examples include seminars, small group discussions, audiovisual presentations, lectures, “hands on” instrumentation exercises.

**Faculty Qualifications:** This section should include the following information for each individual involved in preparation or presentation of the offering.

- Name and address (including telephone number)
- Current job title
- Educational background (degree and date)
- Technical training, including certification and licensure
- Clinical and educational experience

**Level of Instruction:** Identify the level of instruction for this course as basic, intermediate, or advanced. If possible, state the prerequisite skills and knowledge the participant must have to profit from the offering.

**Basic:** This introductory material is appropriate for participants who lack previous training or experience in the subject, or whose previous experience or training is minimal.

**Intermediate:** This material requires knowledge of the basic theory applicable to the general subject, and some prior training and education in the subject.

**Advanced:** This material is a specialized presentation appropriate for those with working knowledge of current theory and practice who wish to refine their skills or to learn the newest principles and techniques.

**Evaluation Mechanism:** Evaluation of the participant is an important part of teaching, in that it allows both the learner and the teacher to see how well they performed. Describe the evaluation procedure to be used in order to determine if the participants met the objectives. Evaluation methods that may be appropriate include questioning of participants, a report of a project, preparation of a paper, performance of a laboratory task, etc.

**Time Schedule:** Submit a detailed schedule of a program activities showing the times the program begins and ends, periods for lunch and coffee breaks, the amount of time devoted to lecture and laboratory periods.