

APPLICATION FOR EVALUATION OF SELF-PACED TRAINING

The course sponsor listed will receive written confirmation of the evaluation results. Applications for evaluation of self-paced study that are incomplete or submitted by other than the course sponsor will be returned. CEU accepted by Washington state may be different than the CEU awarded by the course sponsor. CEU awarded by the sponsor to the student before the application approval date will not be accepted towards the Washington state waterworks operator professional growth requirement.



submittalsWCS@greenriver.edu



Washington Certification Services
1221 D St NE Auburn, WA 98002

TRAINING SPONSOR INFORMATION

Sponsoring Organization:

Submittal Date:

Contact Name:

Company:

Address:

City:

State:

Zip Code:

Email:

Phone Number:

Website:

GENERAL COURSE INFORMATION

Course Title:

Delivery Format:

☐

Correspondence Course (Hard Copy Materials Only)

☐

Web/Online Course

☐

Other (Please Describe)

Target Audience:

☐

Water Distribution

☐

Water Treatment

☐

Small System

☐

Other Target Audience (Please Describe)

Identify The Level of This Course:

☐

Basic

☐

Intermediate

☐

Advanced

ACCREDITATION

This course is a minimum of 3.0 hours in length?

☐

Yes

☐

No

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 amount awarded:

Is CEU awarded based on IACET guidelines?

☐

Yes

☐

No

Is CEU amount based on beta-testing results?

☐

Yes

☐

No

COURSE DEVELOPMENT AND ADMINISTRATION

Were instructional design experts used to develop this course?	☐	Yes	☐	No
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
Are student records and reports maintained for a minimum of 7 years?	☐	Yes	☐	No
Is there a processes in place to continually assess if content updates are needed to the course?	☐	Yes	☐	No
Is there a process for students who take the course to give user feedback to be considered?	☐	Yes	☐	No

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 (please describe)				
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:					

SECURITY

Describe the security procedures used to confirm identity for examination:

Describe the security procedures used to verify/track attendance and participation:

Describe security procedures used to confirm authenticity of certificate of completion:

For correspondence (hard copy materials only) based training, do you require a proctor to monitor and verify student progress and completion?

☐

Yes

☐

No

Can you provide attendance, completion, or other student reports to Washington Certification Services upon request?

☐

Yes

☐

No

REQUIRED ATTACHMENTS

All the following information must be included with the completed Application for Evaluation of Self-Paced Training form:

☐

Company biography including organization goals and history of activity in Self-Paced Study field

☐

Names and credentials of subject matter experts/authors used to develop course content

☐

For Correspondence course only: include all hard copy materials, books, and instructional material provided to students.

Mail to:

Washington Certification Services

Attn: Waterworks Professional Growth Program

1221 D St NE, Auburn WA 98002

☐

For Online course only: web link, username, and password providing full access to the training program

☐

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:

☐
☐

FOR OFFICE USE ONLY

☐

Approved

CEU/College Credit

☐

Denied

Reason Denied

Evaluated by

Date

Comments