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|  | Quality Standards/ Professional (QS/P) Application  |

# Entrant Application

## Contact Information

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| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |
| Organization Name: |  | Department: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Mail stop |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Alternate contact: |  | Alternate email |  |

|  |  |
| --- | --- |
| Alternate phone: |  |

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| --- | --- | --- | --- | --- | --- |
| Are you a member of the United States Distance Learning Association? | YES[ ]  | NO[ ]  | Is the organization submitting this application a for-profit company? | YES[ ]  | NO[ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever applied for this award? | YES[ ]  | NO[ ]  | If yes, when? |  |

## Program Submission

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| --- | --- | --- | --- |
| Program Name: |  | Primary Audience: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Number of people served:  |  | Number of locations: |  | Number of courses within program: |  | Number & type of business units supported: |  |

|  |  |
| --- | --- |
| Goal of program: |  |

|  |  |
| --- | --- |
| Criteria of success: |  |

## Instructions

1. Answer the questions below. Insert/embed/include any supporting graphics, charts or visualizations with the specific response to the question being answered. Pay the application fee upon submission of this form. Your application is not considered final until the application fee is processed. Please contact Dr. Arletha McSwain <amcswain@usdla.org> if you need to invoice payment.

## Leadership & Management

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| 2.1 The applicant describes specific efforts centered on the attention and improvements to the culture of learning and development within the context of the organization. |
| *Please type response here* |
| 2.2 The applicant describes efforts centered on the attention and improvements to the organizational structure of the program. |
| *Please type response here* |
| 2.3 The applicant describes efforts centered on the overcoming barriers to employee training and development such as operational management time concerns and career path concerns. |
| *Please type response here* |
| **2.4**The applicant describes the processes and methods used to assess the effectiveness of the programs delivered and details the metrics and/or rubrics used.  |
| *Please type response here* |
| **2.5**The applicant describes how senior leadership is engaged in the development process for all members of the organization.  |
| *Please type response here* |

## Learning & Strategy Design

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| 3.1 The applicant describes the process centered on determining and evaluating the need of the internal learning customer. |
| *Please type response here* |
| 3.2 The applicant describes the process used to prioritize, develop, and deliver online learning solutions including examples of assessment strategies.  |
| *Please type response here* |
| 3.3 The applicant provides examples of metrics used to measure the impact of the learning solutions delivered.  |
| *Please type response here* |
| **3.4**The applicant describes the ways data generated through learning solutions is used to improved courses, curriculum, and create a culture of continuous improvement.  |
| *Please type response here* |
| **3.5**The applicant describes how professional development and training efforts are monitored, tracked, and recorded within the organization.  |
| *Please type response here* |
| **3.6**The applicant describes efforts centered on the attention and improvements to learner experience.  |
| *Please type response here* |

## Instruction/Facilitation & Learning Activities

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| 4.1 The applicant describes efforts centered on the attention and improvements to the Curriculum processes.  |
| *Please type response here* |
| 4.2 The applicant describes efforts centered on the attention and improvements to the Course structure processes.  |
| *Please type response here* |
| 4.3 The applicant describes efforts centered on the attention and improvements to the processes used in the evaluation of the learner.  |
| *Please type response here* |
| **4.4**The applicant describes efforts centered on the attention and improvements to the processes used in the evaluation of individual programs.  |
| *Please type response here* |

## Infrastructure

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| 5.1 The applicant describes organizational efforts centered on the needs and improvements in support of the online learning community.  |
| *Please type response here* |
| 5.2 The applicant describes efforts centered on the attention and improvements to the technology and support systems used by the online learning community.  |
| *Please type response here* |
| 5.3 The applicant describes how technology is supporting the online participant.  |
| *Please type response here* |
| **5.4**The applicant describes efforts centered on the development of the L&D staff and team.  |
| *Please type response here* |
| **5.5**The applicant describes the vision for the next 12-24 months in the L&D team and includes technical, training, and program priorities in the context of the organization.  |
| *Please type response here* |
| **5.6**The applicant will describe the process used when contractors are hired and/or utilized by the organization for the development and/or delivery of content in support of the program(s) being reviewed.  |
| *Please type response here* |
| **5.7**The applicant will describe the process used to define the roles and responsibilities each party has in the design, development, and delivery of content to the learning community.  |
| *Please type response here* |