Distance Education Certification Program
Primary Provider Application for Recertification - Asynchronous

This application is required for primary providers seeking recertification for a course that is currently certified.

ARELLO® Recertification Checklist

The reviewer of this recertification will be verifying that this course continues to meet the standard and/or policy. Please note that some things that the reviewer will be verifying includes, but is not limited to, these items below.

- The orientation has been submitted. NOTE: All students should be presented with the orientation PRIOR to starting the course and there must be some form of student acknowledgement.
- Historical student timing reports have been submitted.
- Historical student evaluation reports have been submitted.
- Instructional strategies are appropriate for distance education delivery.
- Interactivity is sufficiently implemented by learning strategies throughout the course.
- Instructors are numerically sufficient and qualified to instructionally support the course.
- The platform is free from technical malfunctions (based upon limited review).
- School policies are available prior to student enrollment and comply with standards.
- Instructor Qualification Form has been submitted with the recertification.
- Instructors associated with the course have earned the CDEI™ designation.
- Any incremental and/or summative assessments which have been updated since last submission will need to be uploaded and meet the ARELLO standards/policy.
- Any updated material has been uploaded in the CMS.

Notes to reviewer from provider:

Instructions for using this application

If you are a primary provider seeking ARELLO® recertification for a course that is currently certified, please complete this application below. This application will need to be submitted prior to the course certification expiration date. If recertification is requested within 90 days of the course expiration date, there will be a late recertification fee of $100.00 applied to your total.

- You may use this application for more than one course submitted for certification at the same time using the same delivery method. Please answer each question as completely as possible and answer NA (not applicable) for any question that does not apply to your course(s). You may need to include and identify supplemental documentation for support of different aspects of your course design and delivery.
- To submit your application and supporting documentation, login to the ARELLO-IDECC Course Management System (CMS) at https://cms.arello.org. Choose your organization's name from the drop down list and enter your password. If you forget your password you can have it emailed to the primary contact on file. If your organization's name does not appear in the list, contact us at 312-300-4800 or email info@arello.org to setup an account. Once logged in to the CMS, click "New Submission" to begin, and follow the directions through the course submission wizard.
- When using the CMS to submit courses, you will have the opportunity to pay the fees via credit card or check. If you choose to pay by check, mailing instructions will be included on your invoice. Your application will not be reviewed until application fees are paid in full and all applicable documentation has been received.
- If this is your first time using the CMS, look for the Help buttons throughout the site which will give you more information on terminology and processes.
- Applications must be completed and submitted electronically via the Course Management System. Accompanying documentation can be provided in PDF or other standard electronic document format.
- Once payment has been received, the application has been completed and supporting documentation is uploaded via the course management system, a reviewer will be assigned within 5-10 days and results of the initial review will be posted in the course management system and sent to you by email within 30 days of submission.
- A provider who submits an incomplete application will have 30 days to comply with ARELLO® application requirements. If a provider fails to submit a complete application, the application will be cancelled and fees forfeited.
- All application fees are non-refundable.
- Once the provider receives the first review of the submission from ARELLO®, the provider must respond and participate in the review process within 45 days. If the provider has not responded within that timeframe, the application will be deemed abandoned and fees forfeited. If the deficiencies have been remedied, the course will undergo a final review.
- ARELLO® has supplied a copy of the Distance Education Evaluation form at the end of the application. Providers are encouraged to use this evaluation framework for their evaluations. Providers will need to submit tabulations/ comments at time of recertification.

Terms of Agreement

I hereby give the ARELLO® and its agents permission to respond to inquiries from ARELLO® members regarding the status of this application as follows:

1. If this application is pending
2. If the course(s) has/have been certified or not
3. The date the course(s) was/were certified

I further understand that ARELLO® jurisdictions will be notified should there be a change in the certification status or if it is discontinued for any reason.

Course Provider Name:

Contact Person for Course Submission:

Course Name(s):

By submitting this application, I hereby attest that:

- All information contained in this form is true and correct and that I have read and am familiar with the ARELLO® Distance Education Standards and Policies and Procedures.
- The instructors designated for this course have taken, completed, and reviewed the course and are familiar with its instructional design and content.
- I understand that providing any inaccurate information on this form will disqualify me from having any courses certified by ARELLO® or from being an instructor for any ARELLO® certified course.
- I understand that if I earn certification for this course, substantial changes must be reported to ARELLO® prior to implementation. This includes changes in clock hours, major content revisions, new administration or owners, etc., must be submitted to ARELLO®.
- I understand my course may be audited at anytime during the certification period to verify the course is offered as certified.
- My organization will not represent a course that has been substantially altered, from what was originally certified, to a regulatory agency as "certified" even if the jurisdiction does not require the certification.
- My organization will not offer the course outside the parameters (including courses hours and exam requirements) listed on the summary certificate when representing the course as certified.
- My organization's learning management system used for these courses is capable of tracking the amount of time it is taking students to complete the courses(s).

☐ **I have read the above requirements and have provided the information truthfully.**

ARELLO® reserves the right to make contacts as necessary to verify the integrity of any of the information provided in this application.

Course Application

Course Specifics

1. Name of Course(s):

2. Number of Clock Hours:

3. Please provide course access for the reviewer assigned to your submission. If you are able to provide a student view and reviewer view, please note the access codes for each.

    Note: If there are questions asked throughout the course to verify student identity, please provide the correct answers below.

4. Total number of students the provider has enrolled in this course during the past three years:

5. What overall percentage of students completed this course?

Course Design

1. Has anything about this course changed since you received certification? If yes, please explain these changes.

2. Please type your name in the box to indicate that you understand that ARELLO® jurisdictions will be notified should there be a change in the certification status or if it is discontinued for any reason.

3. Please upload your Course Orientation or explain where the reviewer can find the orientation in the learning platform.

4. Are students required to acknowledge the orientation prior to starting the course?

5. Please provide a copy of or link to the course syllabi and/or manuals for this course.

6. Please upload documentation to verify that objectives provided to students are in measurable terms.

CLOCK HOUR EVIDENCE

1. Does your course require mandated seat time?

2. Is this timer used in all jurisdictions the course is offered in?

3. Please provide documentation that confirms the course has taken students the appropriate amount of time to complete. This documentation should be a report generated from your LMS.

Note: If the completion time is not within 3% of your clock hour request, the course will not be recertified until updates to the course have been made. If you have made updates to the course, please provide a detailed justification for the additions. (Table provided if needed.)

Unit	Number of words	Exercises	Quizzes	Video time	PDF/website links

EVALUATION

1. What course evaluation format is used for this course to evaluate distance delivery?

2. Please provide documentation/tabulation for each question on your evaluation instrument. This means the average score on the question for all students who answered it on the form. This is required for all courses submitted for recertification. How many evaluations are included in the tabulations?

INSTRUCTORS

1. Please list the instructor(s) that is (are) supporting this course.

2. What is the average number of students enrolled in and taking the course at one time?

Instructor Name	Average # of students	Full/Part time	# of courses assigned to this instructor

3. On average, how many times did a student contact the instructor?

4. Please indicate where students can locate instructor contact information in the learning platform.

5. Please upload the Instructor Qualification Form

6. On average, how many times was your administrative/technical support staff contacted for student assistance?

During the past 3 years this course has been certified, please summarize the strengths and weaknesses you have found throughout evaluation. This should point out where the course is strong and where improvement is needed. If you are certifying multiple courses using this application, list the strengths and weaknesses for each course.

Strengths:

Weaknesses or areas needing improvement: