

Continuing Education Provider Application

February 2025

CE Provider Application Information

Type of Application (check one):

Level 2

Level 3

Entity Information:

Company Name:

Address:

Website:

Contact Information:

Name:

Title:

email

phone

Application Required Evidence	
Course Evidence	Submitted
Sample ILA	
Sample Lesson Plan	
<ul style="list-style-type: none"> Sample Learning Objective 	
<ul style="list-style-type: none"> Sample Instructional Method 	
<ul style="list-style-type: none"> Sample Assessment 	
Sample Course Evaluation	
Program Evidence	Submitted
(Optional Reference) Training Program Documentation	
Personnel Competency Criteria (4.3.1.c) ¹	
Lesson Plan Review & Approval Policy (4.3.1.a, b & 8.3.2.b.ii)	
Evaluation incorporation sample or policy (4.3.1.f & 8.3.2.vii)	
Records & Retention Policy (3.3.2.b, 4.3.1.h & 8.3.2.b.vi)	
Initial Application Review	
CMWG Reviewer	
Review Date	
Interview Recommendation Date	
Review Findings	Satisfactory
Course Evidence	
Missing or Incomplete Evidence (list)	
Remediation	
Program Evidence	
Missing or Incomplete Evidence (list)	
Remediation	

¹ All references see, [CM Program Manual](#)

Application Attestation

All attestation items are referenced in current [Credential Maintenance Program Manual](#)

1. I (we) certify that I (we) will align all offered course materials with the corresponding submitted Individual Learning Activities (ILA) in accordance with sections [4.1.1 & 4.3.1.a.ii].
2. I (we) certify that I (we) will complete a course Lesson Plan that details all delivery details, aligns any assessment(s) with the Learning Objectives and is properly reviewed and approved [4.3.1.a, b, & 8.3.2.b.i.1, 8.3.2.b.iii].
3. I (we) certify that I (we) will ensure all assessment(s) are suitable to demonstrate that the Learning Objectives are met [4.2.d.i].
4. I (we) certify that I (we) will properly ensure the competency of personnel involved in creating and/or delivering approved courses [4.3.1.c & 8.3.2.b.iv].
5. I (we) certify that I (we) will maintain all required training records by using defined quality controls [3.3.2.b, 4.3.1.h, & 8.3.2.b.vi].
6. I (we) certify that I (we) will gather course training feedback and utilize a programmatic approach to incorporate that into the course offering and training program [4.3.1.f.i, ii & 8.3.2.b.vii].

I declare that I have examined this application and read all accompanying information, and to the best of my knowledge and belief, the information provided is true, correct and complete.

Signature: _____
Date Signed: _____
Name: _____
Title: _____

Appendix A: Interview Questions

Table A.1: Interview Questions		
Training Program Details		
#	Question:	Comments:
1.	Please tell us a little about your training program. (Describe Staff, Customers, Management Support) (If they have Training Program Documentation, it should be submitted during the application process.)	
2.	How do you measure training effectiveness? (Feedback Mechanism example should be submitted with application) [4.1.1.i]	
3.	How do you ensure your content and delivery meet the course objectives, and are kept current/relevant? [4.1.1.a, 4.1.1.d & 4.3.1.f]	
4.	What assessment types do you typically use or what do you plan to use? Give an example of proper alignment of a Learning Objective, Learning Content, and the Assessment Method of the transfer of knowledge to the student. [4.1.1]	
5.	How do you ensure the integrity of your assessments?	
6.	How do you incorporate learner feedback into your training design process? How is that documented? [4.3.1.f]	
7.	What internal review process do you use? How is that documented?	
Training Documentation		
#	Question:	Comments:
8.	How do you maintain accurate records? Please reference your submission of CE Hours, Certificates of Completion, Audit Data Requirements. [4.3.1.e, 4.3.1.g, 4.3.1.h, 4.3.1.i, & 8.3.2]	
Training Personnel		
#	Question:	Comments:
9.	How do you ensure trainers are qualified and stay current on the course material they teach? [4.3.1.c.i]	
10.	How do you prepare SMEs/Proctors for facilitation if applicable? [4.3.1.c.ii, 4.3.1.c.vi & 4.3.1.c.vii]	

Table A.2: Interview Results

Recommendation:	Comments:
Recommend: <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> Do Not Approve at this Time	

Version History

CE Combined Provider Application Version History		
Date	Description	Version
February 11-12, 2025	The Credential Maintenance Working Group approved document during the CMWG Meeting held on February 11-12, 2025.	1.0
March 10, 2025	Legal reviewed and approved document.	1.0