LET'S FACE IT: achieving a positive distance curriculum assessment has its challenges. In some instances, you may qualify to pursue the Accelerated path, but in many instances, you will follow the Normal path. Essentially both paths are contingent on first having achieved the positive adult education and subject matter expert assessments; followed by the completion of the distance education assessment. **See Fact Sheet #3** Third Party Program Assessment.

Program applications following either the Accelerated or Normal path are to be submitted in accordance with Policy Directive #9 and the contents in Fact Sheet #10.

Policy Directive #9 Distance Education Programs Private Career Colleges contains the program standard required for vocational programs using a Distance Education (DE) training method.

Fact Sheet #10 Approval of Distance Education at Private Career Colleges contains the requirements PCCs must follow when submitting programs for approval pursuant to the Private Career Colleges Act, 2005 (Act).

KEY AREA: It is also important to review the Program Assessment Report (Distance Education) and ensure you are very familiar with the types of information that must be articulated as part of the distance education application and assessment process.

The eSSential Tips in Preparing for the Distance Education Assessment

1. Determine which **distance education path** you are pursuing; Accelerated or Normal program approval. The Normal path must be followed in all cases when a program does not qualify to pursue the Accelerated path.

2. Pre-qualify your **distance education assessor** following the critical qualification guidelines ensuring credentials, academic criteria and work experience match the program area being assessed.

3. Review the **three critical areas** you must clearly demonstrate within your distance education program: Training Delivery Standard to Gain Program Approval; Institutional Capacity Required in Order to Meet Distance Education Standard; and Program Design and Administration.

4. Craft the **distance education program model design** and the **distance education program model calendar** in alignment with the distance education requirements.

5. Append the **distance education application** in the RICC system. Ensure you have tailored the entries to reflect the distance education program design.

6. Secure copies of the **adult education and subject matter assessment reports**; you must submit these positive assessments as part of the submission and distance education assessment requirements.

7. Prepare your **distance education package** of materials ensuring all required areas are fully documented in preparation for the distance education assessment.

The eSSential Distance Education Assessment Review Process

When you ensure that your documentation is as complete as possible, this will save time and greatly streamline the distance education program assessment process. If you think of the distance education assessment report as your checklist and the Policy Directive #9 and Fact Sheet #10 as your insightful guides for compliance, these documents will serve as a roadmap and measure of successful distance education program documentation.

There are three specific areas within the distance education program assessment:

 Training Delivery Standard

 Institutional Capacity (LMS)

 Program Design and Administration

Areas of Distance Education Program Assessment	
Training Delivery Standard	• Model distance education program design meeting distance education standards • Model distance education program calendar
Institutional Capacity Required in Order to Meet Distance Education Standard	• Learning Management System Functionality and Support • Learning Management System Student Identity and Privacy • Policies and Processes Documentation • Instructor Qualifications and Professional Development Opportunities
Program Design and Administration	• Third Party Contracts • Quality Control Measures
Distance Education Application	• PDF of the RICC system application or Fillable PDF of the application and supporting App H files
Other Important Documentation	• Third party adult education and subject matter expert assessment reports • Name(s) and resume(s) of the distance education designer
Important Note for Assessors	• Forward resumes, copies of their credentials and other relevant information about qualifications together with the report

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