

Ethical Lending Foundation

DISTANCE EDUCATION DELIVERY APPROVAL APPLICATION

Please check one below and enter ID# if you mark renewal.

Original Approval Renewal* Course ID# _____

Please check the distance delivery method by which this course is delivered:

Correspondence Computer-Based Training (CDROM) Internet Podcast Hybrid

COURSE PROVIDER INFORMATION

Name of Course Provider		Course Provider ID No.	
Address			
City		State	Zip Code
Telephone No.	Fax No.		E-Mail Address
Course Provider Contact Person			Telephone No. (if different)

COURSE INFORMATION (ATTACH SEPARATE SHEET IF NEEDED)

1. Describe how you will provide an orientation session with the instructor or course provider
2. Provide a complete description of any hardware, software, or other technology to be used by the provider and needed by the student to effectively engage in the delivery and completion of the course material. Provide an assessment of the availability and adequacy of the equipment, software, or other technologies. In the case of computer-based instruction, describe how the course software addresses automatic shutdown after a period of inactivity.
3. Describe how security will be provided to ensure that the student who receives credit for the course is the student who enrolled in and completed the course. Both the approved course provider and the student must certify in writing that the student has completed the course.

4. Describe the process and the acceptable methods of how students can contact approved instructors to answer questions regarding the course.

5. Describe consistent and regular interactive events appropriate to the delivery method. The interactive elements must be designed to promote student involvement in the learning process, and must directly support the student's achievement of the course learning objectives.

6. Demonstrate that the course includes the same or reasonably similar informational content as a course that would otherwise qualify for approval of classroom-based instruction.

7. Demonstrate how mastery of the material is provided by:

a) Describing how the material is divided into major learning units, and describing how these learning units are divided into modules of instruction;

b) Describing how the student's progress toward completion of the mastery requirement will be measured;

8. Please provide a copy of your course evaluation form with this application.

* If there are no changes in course content or in the original course approval application for a previously Ethical Lending Foundation-approved course, the course will be approved upon receipt of a course renewal application and payment of the required fee.

Ethical Lending Foundation has a policy of providing equal access to its services. If you need special accommodation, please contact us at 206-931-2241 or 425-673-1525.

All information and requested materials must be provided or application will be returned.

I declare under penalty of perjury that my answers and all information provided by me herein are true and correct.

X _____
Course Provider Administrator Signature

Date: _____

**Instructions for Completing the
Distance Education Delivery Method Approval Application**

1. Please provide the complete course title in the space provided.
2. Check the appropriate box for **Original Approval or Renewal**. You may only check the Renewal box if there are no changes in the original delivery method approval application for a previously approved delivery method. If you mark Renewal or Addition of Delivery Method, please enter the course ID# where indicated.
3. Indicate the distance delivery method by which this course is delivered. A hybrid course is a course that utilizes a combination of two or more distance delivery methods.

Provider/Course Developer Information

1. Provider/course developer name and ID number: please use the Ethical Lending Foundation approved name of your course provider and the appropriate ID number issued to you.
2. Address, telephone number, fax number, and e-mail address: Include PO Box and suite number, if applicable.
3. Contact person and telephone number: List the name of the contact person. Include the telephone number where the contact person can be reached, if different than the course provider telephone number.

Questions 1 through 8 are self-explanatory. Please answer the questions as thoroughly as possible and provide documentation as requested. Include a copy of your course evaluation from with this application.

**Incomplete applications will not be processed
A completed application is processed within 30 days of our receipt**