

Gray shading denotes categories and elements for which you need to submit evidence from your exemplary courses (one exemplary course from each delivery mode you provide).

Application Matrix Planning Tool



ANSI/IACET 1- 2018 Standard for Continuing Education and Training Element The provider shall:	Process	Policy	Completed form, report, or worksheet	Job description / Resume / Credentials	Documentation from an internal instruction manual, job aid	Registration form, marketing materials, other communications	Design / Analysis/ Course Materials	Mission Statement/ Goals	Organizational Chart
1.1 Be incorporated, registered or otherwise recognized as a legal entity.									
1.2 Support the development, administration and delivery of the training it provides with a mission statement, statement of goals and/or other strategic documentation.									
1.3 Identify the unit and position(s) within the organization responsible for compliance with the ANSI/IACET 1-2018 Standard for Continuing Education and Training.									
1.4 Have a <i>process</i> to measure the effectiveness of its development, administration, delivery and support of its education/training.									
1.5 Have a periodic internal review <i>process</i> that ensures adherence to the current ANSI/IACET 1-2018 Standard for Continuing Education and Training.									
1.6 Have an anti-discrimination <i>policy</i> statement.									
1.7 Have a <i>policy</i> that requires disclosure of any instructor's proprietary interest in products, instruments, devices or materials; this disclosure must be included in all marketing materials and at the beginning of the learning event.									
1.8 Have a <i>policy</i> regarding intellectual and legal property rights for all material used in its learning event.									
2.1 Ensure relevant instructional and learning resources are available for instructors, learners and staff. [Process required.]									
2.2 Have a <i>process</i> to ensure learning environments support the achievement of learning outcomes.									
2.3 Have a <i>process</i> to disseminate information including, but not limited to, the learning outcomes, criteria to earn the IACET CEU, prerequisites and other requirements in advance of the learning event.									
2.4 Ensure support services are available to learners prior to, during and following the learning event.									
2.5 Ensure administrative and technical support services are available to instructors, instructional design and development staff, program evaluators and administrators prior to, during and following the learning event.									
3.1 Have a <i>policy</i> that individuals involved in the design, development, delivery and evaluation of learning events are qualified to perform their assigned tasks.									
3.2 Have a <i>process</i> that requires regular performance evaluations of instructors, instructional design and development staff, program evaluators and administrators.									
3.3 Have a <i>process</i> to document individuals' professional development activities for ensuring those who are involved in the design, development and delivery of learning events remain current in subject matter material and learning methods.									
4.1 Have a <i>process</i> for conducting a formal needs analysis for the learning event that guides the development of planned learning outcomes and learning event design.									
5.1 Have learning outcomes that are specific and measurable, achievable, realistic and time-based.									
5.2 Establish the relationship between needs analysis and planned learning outcomes.									
6.1 Have a <i>process</i> to ensure the selected content logically supports the learning outcomes.									
6.2 Have a <i>policy</i> to review course content for quality, currency, effectiveness and applicability.									
6.3 Have a <i>process</i> to ensure instructional methods are appropriately matched to achieve the learning outcomes and to incorporate adult learning principles.									
6.4 Have a <i>process</i> for calculating and recording the IACET CEU for learning events.									
6.5 Instructional delivery shall include communicating learning outcomes and requirements to earn the IACET CEU at the beginning of the learning event.									
7.1 Have assessment methods that measure the achievement of learning outcomes. [A course design document is required for each applicable delivery method the provider wants to employ including distance learning, classroom, and/or hybrid.]									
7.2 Have a <i>process</i> to ensure learners have achieved the learning outcomes through the learning assessment.									
8.1 Have a <i>process</i> verifying that the learner who registers and participates in the learning event is the same learner who receives the IACET CEU.									
8.2 Have a <i>process</i> to identify and inform learners if they have or have not met the established criteria for earning the IACET CEU.									
8.3 Recognize successful completion of the established criteria either through a certificate of completion or a training transcript.									
8.4 Maintain an operational recordkeeping system, including backup, for each learner and learning event...									
8.5 Have a <i>process</i> to maintain training records and make them available to learners for a minimum of seven (7) years.									
8.6 Have a <i>policy</i> for ensuring the privacy and information security of learners' records that addresses the role of information input, maintenance, release and issuance of learners' records following learning event completion.									
9.1 Have a <i>process</i> that requires the comprehensive, systematic evaluation of the learning events.									
9.2 Have a <i>process</i> for analyzing learning event evaluation results and sharing them with instructors, instructional design and development staff, program evaluators and administrators to ensure these results are incorporated into continuous <i>process</i> improvement for the specific learning event and future learning events.									