

## Application Form

### 1. Business Information

Business Name:

Business Legal Status:

Business Type:  Business Website:

Year Established:  Number of Offices:  Number of Staff:

Services Offered:

### 2. Business Representatives Information

#### First Representative

Prefix:  Full Name:

Title:  Address:

City & State:  Country:

Phone Number:  Email Address:

#### Second Representative

Prefix:  Full Name:

Title:  Address:

City & State:  Country:

Phone Number:  Email Address:

## Application Form

### 3. Business Status Affirmation

Attach the following documents to this application:

- Business Profile
- Business Trade License or Articles of Incorporation

### 4. Program Details

For each unique training program, please fill out a new application:

1. Program Name:

2. Program Duration (contact hours):  3. Program Delivery Modalities:

4. Program Delivery Locations & Collaborations:

#### 5. Program Description:

*The program's core focus areas and learning objectives. Include a detailed program outline with content / resources / teaching, learning, and assessment strategies / learning outcomes assessed / and primary assessment methods used.*

#### 6. Participant Engagement:

*An explanation and evidence of how the curricula used facilitate active student engagement in the learning process (for example, reading, research, program activities, and so forth).*

#### 7. Learning Outcomes:

*An explanation of the specific learning outcomes indicating what students should be able to know and do upon completion of the program. Also an explanation of the methods of assessment used to assess these outcomes.*

## Application Form

### 4. Program Details

Complete the following profile chart using the following profile keys:

**Depth of Coverage Key:**

1 = introduced | 2 = practiced | 3 = demonstrated

**Method Key:**

p = project | w = written assignment | e = exam | f = portfolio | o = oral presentation | i = internship

Program Learning Outcome 1

Insert depth of coverage and method keys here.

Program Learning Outcome 2

Insert depth of coverage and method keys here.

Program Learning Outcome 3

Insert depth of coverage and method keys here.

Program Learning Outcome 4

Insert depth of coverage and method keys here.

### 8. Program Quality Assurance:

*An explanation of how consistent delivery of the curricula is assured across all delivery modalities, locations, and trainers.*

## Application Form

### 4. Program Details

#### 9. Program Trainer Qualifications

Trainer (First & Last Name)

Academic Credentials

Professional Certifications

Years of Innovation Leadership Experience  Years of Training Experience

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Trainer (First & Last Name)

Academic Credentials

Professional Certifications

Years of Innovation Leadership Experience  Years of Training Experience

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Trainer (First & Last Name)

Academic Credentials

Professional Certifications

Years of Innovation Leadership Experience  Years of Training Experience

**Attach Curriculum Vitae for each trainer currently teaching the program.**

## Application Form

### 4. Program Details

#### 10. Program History

*Date when this program was first delivered.*

*Schedule of the program's delivery history for the past five years, including in each instance the assigned trainer.*

Program	Date	Trainer	No Enrolled	No Graduated
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 11. Program Improvement Initiatives

Please attach the following:

*A summary of the program's notable strengths, areas for improvement, and future directions.*

*An explanation of the program's continuous improvement processes and timelines, including past actions taken to date.*

*Evidence of how trainer effectiveness is being assessed, and how the resulting assessment data is being used to inform continuous improvement in the program.*

*Evidence of improvement in both curricula and student learning, achieved through analysis of assessment data indicating the extent to which students have achieved the core focus areas of the program's learning outcomes, and use of this data there after for continuous improvement efforts.*

#### 12. Include with this application English language versions of all training materials associated with this program.