

## **100028.02 Course Approval Process**

### **(a)**

For those courses requiring approval, the following shall be submitted to the approving authority as specified in Section 100028.01 of this chapter when requesting approval: (1) Name of the sponsoring institution, organization, or agency; (2) Detailed course outline; (3) Final written examination with pre-established scoring standards; and (4) Skill competency testing criteria, with pre-established scoring standards; and (5) Name and qualifications of instructor(s).

#### **(1)**

Name of the sponsoring institution, organization, or agency;

#### **(2)**

Detailed course outline;

#### **(3)**

Final written examination with pre-established scoring standards; and

#### **(4)**

Skill competency testing criteria, with pre-established scoring standards; and

#### **(5)**

Name and qualifications of instructor(s).

### **(b)**

Course approval is valid for four (4) years from the date of approval, and shall be

reviewed by the approving authority for approval every four (4) years, or sooner at the discretion of the approving authority.

**(c)**

The approving authority may request additional materials or documentation as a condition of course approval.