COURSE ACCREDITATION & INSTRUCTOR APPROVAL

MEANING

UQMI Course Accreditation& Instructor Approval refers to the review of individual course topics to be taught by Instructors for UQMI Certification purposes. The intent is to ensure that students are being instructed by skilled instructors using valid materials in a professional manner.

APPLICATION PROCESS

The Course Accreditation & Instructor Approval process is performed in a two-fold manner. The first aspect is the submission of a course syllabus along with UQMI Form CR100. This form is available upon request through the UQMI website or by email request to enroll@uqmi.org . The Chapter Representative or Instructor will be asked to provide the following information:

1. Course Name
2. Title
3. Instructor Name
4. Contact Hours
5. Method of Delivery
6. Grade & Attendance Requirements
7. Use of Course Evaluations
8. Must also include all materials necessary that the use of ADDIE concepts are being applied

COURSE APPROVAL PROCESS

The UQMI will evaluate the Course Accreditation request and notify the Representative upon acceptance. This approval process does not need to be renewed, but is required for each new topic.

Note: The UQMI reserves the right to deny or rescind Membership in the event of any violation of the Organization Bylaws

INSTRUCTOR APPROVAL PROCESS

After the course as been approved, the Chapter Representative or Instructor shall deliver the course and submit student evaluations using UQMI CE Form #104 for review to the UQMI Board. Using ADDIE concepts of lessons learned for improvement, the UQMI will determine to approve the Instructor as a UQMI Approved Instructor for future classes of the same topic.

BENEFITS

This includes the ability to reference on Business Cards, Websites, Social Media and Resumes that the Instructor is qualified to deliver a UQMI Approved Course and was a UQMI Approved Instructor. Additionally, the Chapter Representative is eligible to proctor the UQMI written exam, review all projects and issue certificates stating that the candidate has successfully completed a UQMI Approved Course and Certification, so long as the Certification requirements have been met, reviewed and approved by at least two UQMI Board Members. Chapter Representatives may also establish, charge and retain all fees relating to training.

COURSE ACCREDITATION & INSTRUCTOR APPROVAL COSTS

The cost of the UQMI Course Accreditation & Instructor Review process is free

If approved, the cost is defined on the UQMI Certification & Service Fee pricing sheet. This fee is charged for each new instructor and/or each new course topic.

UQMI APPROVED COURSE & INSTRUCTOR AGREEMENT

In return for the UQMI's acknowledgement and agreement to the representation, the UQMI Approved Instructor agrees

1. To enroll all students as Members of the UQMI
2. To ensure that the UQMI will be the Certification Provider
3. To collect all certification funds and remit the appropriate amount to the UQMI
4. Understands that the UQMI Approved Instructor is not an employee of the UQMI, but working independently under their own business ID & structure