

ACE Provider Eligibility Criteria to Participate

ACE CREDIT® staff will use this form to determine if an organization’s educational program is compatible with the Alternative Credit Project standards. Organizations are required to demonstrate that they continue to meet these eligibility criteria for ongoing participation in the project.

Organization Name: _____

ORGANIZATION/PROVIDER INFORMATION		
<input checked="" type="checkbox"/>	Standard	Description
<input type="checkbox"/>	1.1	Mission and vision statements, promotional materials, marketing brochures, or other documentation should demonstrate the provider’s potential to participate in a program designed to increase access to further postsecondary study.
<input type="checkbox"/>	1.2	Courses for consideration by ACE should support the advertised or otherwise publicized claims made by the provider.
<input type="checkbox"/>	1.3	The provider should demonstrate a commitment to access and success of non-traditional students.
<input type="checkbox"/>	1.4	Providers must be able to demonstrate that participation in the Alternative Credit Project has the potential to promote and increase adult learner access to further postsecondary education.
<input type="checkbox"/>	1.5	The provider must be a real, active, and operating commercial or entrepreneurial entity. The provider must be a properly licensed entity meeting applicable legal requirements for doing business in respective jurisdictions and be in good legal standing.
<input type="checkbox"/>	1.6	The provider profile, history and operations, payment performance, and public filings must indicate that the provider: - Is responsible in its payment procedures. - Has the assets to repay debts or provide collateral if necessary. - Has the character and background to stand behind its business transactions, or is engaged in active partnerships with reputable organizations (e.g., colleges/universities) that enhance the standing of such business transactions.
<input type="checkbox"/>	1.7	Provider must be able to provide evidence of the use of quality improvement metrics and external benchmarks necessary for continuous improvement.
<input type="checkbox"/>	1.8	Providers must be able to document the nature and frequency of the application of their quality improvement processes.
<input type="checkbox"/>	1.9	Organization must provide students with opportunities to provide formal and informal feedback on course design, course content, course experience, and the learning platform as part of a continuous quality improvement process.
<input type="checkbox"/>	1.10	The course delivery technology is considered a mission-critical enterprise system and must be supported as such.
<input type="checkbox"/>	1.11	The provider must systematically and appropriately assess the performance of learners in terms of intended learning outcomes.
<input type="checkbox"/>	1.12	The provider must maintain files containing instructors’ qualifications, including copies of résumés and applicable credentials.
<input type="checkbox"/>	If applicable	The provider must have stated policies and criteria for instructors, learning facilitators, and course development employees, as appropriate for their course delivery model.
<input type="checkbox"/>	If applicable	Methods must be employed to ensure that instructors are reasonably and consistently effective in meeting learning outcomes and learner expectations, as appropriate for their course delivery model.
<input type="checkbox"/>	If applicable	The online course provider must regularly evaluate online instructors to confirm instructor effectiveness and to provide feedback for continuous improvements, as appropriate for their course delivery model.
COURSE INFORMATION		
<input checked="" type="checkbox"/>	Standard	Description
<input type="checkbox"/>	2.1	Advertisements and promotional materials should be consistent with learning objectives.
<input type="checkbox"/>	2.2	Materials should describe to learners exactly what knowledge, skills, and/or attitudes they are expected to achieve/demonstrate as a result of the course.
<input type="checkbox"/>	2.3	Learners should be informed in advance that learning outcomes will be assessed and by what methods they will be measured.
<input type="checkbox"/>	2.4	Passing levels must be clearly articulated to students. In most cases, a passing grade of 70% or higher is required. Provider should clearly state policies on retaking an exam and/or course and the effect of re-takes on the final course grade.

ACE Provider Eligibility Criteria to Participate

<input type="checkbox"/>	2.5	A systematic process is used for identifying individuals who satisfactorily complete courses and programs.
<input type="checkbox"/>	2.6	Qualified individuals are directly involved in determining the learning program purpose and in planning, designing, developing, conducting, and evaluating each learning experience.
<input type="checkbox"/>	2.7	Instructional staff demonstrates high standards of professional conduct and does not discriminate against learners on the basis of gender, age, socioeconomic or ethnic background, sexual orientation, or disability.
<input type="checkbox"/>	2.8	Learner records provide accurate course participation information, learning assessment results, and course completion data.
<input type="checkbox"/>	2.9	Course includes information about the instructor's relevant qualifications or credentials.
<input type="checkbox"/>	2.10	Public facing website provides information about total costs and in a manner that is easy to understand.
<input type="checkbox"/>	2.11	A documented and operational technology plan exists that includes electronic security measures (e.g., password protection, encryption, secure online or proctored exams, etc.) consistent with best practices in higher education to ensure the management and security of sensitive data.
<input type="checkbox"/>	If applicable	Online courses are delivered by appropriately qualified individuals who have expertise in the subject matter and have been trained or possess requisite experience teaching online, as appropriate for their course delivery model.
<input type="checkbox"/>	If applicable	Faculty, staff, and students are supported in the development and use of new technologies and skills, as appropriate for their course delivery model.
<input type="checkbox"/>	If applicable	Providers make available appropriate orientation or training materials for students and faculty in the use of technologies or platforms needed to access courses, if applicable.

PRIVACY & DATA INTEGRITY

<input checked="" type="checkbox"/>	Standard	Description
<input type="checkbox"/>	3.1	Specific efforts should be made to ensure that student records are protected from breach, theft, vandalism, fire, and flooding; this includes backup servers for information stored virtually.
<input type="checkbox"/>	3.2	Databases, forms, stationery, seals, diplomas, signature and certification stamps, and other supplies and equipment should be secured.
<input type="checkbox"/>	3.3	Data—including backup tapes of data, security dump tapes, and extra copies of microfilm—should be stored in secure locations as a safeguard against destruction or damage, system failure, and any man-made or natural disasters.
<input type="checkbox"/>	3.4	A systematic process is in place for securely maintaining staff files and records.
<input type="checkbox"/>	3.5	Consistent with best practices in higher education, the ability to make changes to academic records must be strictly limited to appropriate staff directly responsible for establishing and maintaining a learner's academic data.
<input type="checkbox"/>	3.6	There is a written policy regarding the retention and release of learner records.
<input type="checkbox"/>	3.7	Whether the provider maintains local data centers (servers), and/or contracts for outsourced, hosted services or cloud services, those systems are administered in compliance with established data management practices such as the Information Technology Service Management (ITSM) standards that include appropriate power protection, backup solutions, disaster recovery plans, etc.
<input type="checkbox"/>	3.8	To ensure the management and security of sensitive data, computer-generated transcripts, letters, certifications, and other similar documents should be protected by stringent data processing systems security, specified office security techniques, and auditing processes consistent with best practices in higher education.
<input type="checkbox"/>	3.9	Policies and procedures are in place to conduct internal audits of learner records, if and when necessary.
<input type="checkbox"/>	3.10	Proper safeguards are in place for protecting examination materials from being procured and/or disseminated by students.
<input type="checkbox"/>	3.11	Specific processes are in place, consistent with best practices in higher education, to verify a learner's identity and provide, to the extent possible, rigid controls for accessing to course materials and assessments.

Organization Name	ACE CREDIT® Reviewer	Review Date	<input type="checkbox"/> Meets Criteria
			<input type="checkbox"/> Does Not Meet Criteria