



Defense Acquisition University

Equivalent Provider Application (EPA) Instruction Guide

General Instructions:

This is your instruction guide for completing the Equivalent Provider Application (EPA). All instructions are contained in these blue boxes. This guide follows the steps necessary for completing your EPA. Use the blank EPA template to submit your application.

A signed Memorandum of Understanding (MOU) must precede the EPA. The MOU can be downloaded in Microsoft Word form from the DAU website. Insert the appropriate information on the first and last page as well as the footer and change the font to black. Sign then PDF the MOU or PDF and digitally sign the MOU and send it to equivalency@dau.mil along with the contact information of the individual that will become your point of contact (POC) as noted in Part 1 of this application.

Upon receipt, DAU will establish an account for your POC in the DAU Blackboard (BB) system. The EPA and all supporting documentation must be submitted by loading the files on Blackboard according to the directions listed for submitting your EPA below.

Ensure you address all the questions contained in this application.

Follow all instructions. **Incomplete packages will be returned without review.**

Submitting Your EPA:

1. A folder on BB called "1 – Provider Application – Review – Updates - Certs" has been set up on your account for your EPA with four (4) subfolders labeled as follows:

- "0 – Application MOU Review Approvals"
- "1 – Licenses, Accreditations and Certifications"
- "2 – Academic Policies and Records"
- "3 – Qualifications, Development and Assessments"

2. Use the following naming convention when loading the files into the subfolders. Always use a six (6) digit date format as follows: *yymmdd*.

3. Include the following in folder 0 - Application MOU Review Approvals. Load your EPA (your MOU, to be executed by DAU upon approval, will preloaded) using the below naming convention.

(date) (Name of Provider) – EPA

Example: 080131 Calhoun University – EPA

4. Follow the instructions contained within this guide for the folders 0, 1, 2, and 3 and the required attachments.

5. Documentation that cannot be submitted in electronic form can be mailed, two (2) copies, directly to:

American Council on Education
Attn: DAU Equivalency Evaluations
One Dupont Circle, NW, Suite 250
Washington DC 20036-1193

6. When the EPA and all supporting documents are loaded in BB, notify ACE and DAU at: ACE_DAU@ace.nche.edu and equivalency@dau.mil respectively.



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PART 1: THE ORGANIZATION

1. Organization's Name:

Self-explanatory

2. Organization's Tax ID number:

Self-explanatory

3. Organization's Point of Contact:

This is the organizations POC as per outlined in the Memorandum of Understanding

Name:

Work Phone – ext:

Mobile Phone:

Fax:

E-mail:

Mailing Address:

4. State the Organization's Mission:

If the provider of the equivalent product is a subcomponent of the organization, then also include the mission of that subcomponent.

5. Type of Organization:

Choose the appropriate option

*_College or University **Applies to organizations that have been accredited by one of the regional or national accrediting organizations***

*_DoD School **Provides formal DoD School activities***

*_Other DoD Organization/Federal Agency **Other DoD organizations to include training commands as well as any federal agency outside of DoD***

*_Civilian Organization or Professional Society **Not-for-profit civilian organizations and/or recognized professional societies***

*_Commercial Vendor **Licensed for-profit taxable entities***

College or University

DoD School

Other DoD Organization/Federal Agency

Civilian Organization or Professional Society

Commercial Vendor

6. Month/Year provider commenced operations to deliver instruction or assess competencies:

Self-explanatory

7. List all organizational accreditations and certifications associated with your potentially DAU related education and training activities along with the date of last awarded/renewal. If on the GSA Schedule, list GSA number under Comment.

Use below table for your data, add/delete rows as needed. For each license, accreditation or certification, provide appropriate supporting documentation as outlined in attachment (1).

Type of License, Accreditation and/or Certification	Date Awarded Last Renewed	Comment

8. Briefly describe your organization’s learning facilities in terms of physical space, resources, etc. which are intended for use when delivering DAU equivalent products.

If typical facilities are described and available for viewing on-line, so state and provide the URL. If instruction is delivered at your client’s location, so state and list the minimum requirements you impose on your client to support the delivery. If some or all instruction is delivered via distance learning assets, describe the typical approach (es) exercised.

9. Briefly describe how students are provided with access to supporting administrative services of your organization before, during and after delivery of the organizations course or competency assessment.

Self-explanatory

PART 2: ACADEMIC POLICIES AND RECORDS

If supporting documentation can appropriately address the questions in Part 2, comment accordingly and upload the documentation per the instructions in attachment (2).

10. Organizationally, are there minimum acceptable standards for obtaining credit or passing a course? If so, identify what they are or state otherwise.

If your organization does not deliver courses but instead only provides competency assessments, then so state.

11. Organizationally, is there a policy addressing unsuccessful completion of a course or failure of a competency assessment instrument? If so, briefly describe the policy and how it is communicated to the student or state otherwise.

If your organization does not deliver courses but instead only provides competency assessments, then so state.

12. Organizationally, is there a student attendance policy in place? If so, briefly describe the policy, monitoring provisions and consequences for violating the policy or state otherwise.

Self-explanatory

13. Organizationally, is there a student policy(ies) in place to appropriately address cheating, plagiarism and misrepresentations of one's work? If so, please describe the policy, implementation provisions, and consequences for violating the policy or state otherwise.

Self-explanatory

14. Organizationally, how are students informed of their successful/unsuccessful completion of your courses/competency assessment instructions?

Self-explanatory

15. Briefly describe how student academic records are maintained, safeguarded and accessed to include retention periods. Include a list of data elements as they pertain to course attendance and competency assessment attempts and completions.

Self-explanatory

16. Briefly describe the measures your organization employs to ensure non discriminatory practices and compliance with equal employment (Equal Employment Opportunity Commission) and individuals with disabilities act (ADA) regulations.

Self-explanatory

PART 3: QUALIFICATIONS, DEVELOPMENT AND ASSESSMENTS

If supporting documentation can appropriately address the questions in Part 3, comment accordingly. Upload the documentation per the instructions in attachment (3).

17. Describe the qualifications of your courseware/assessment instrument developers.

Include any education, training and/or experience qualifications your organization imposes before assigning individuals tasks associated with courseware/ assessment development. If your organization teaches courseware development or utilizes another organization's instruction to qualify your developers, so state.

18. Describe the process your organization uses to design, develop, review, approve and maintain courseware/assessment instruments.

Self-explanatory

19. Briefly describe the relationship between your instructors and your organization. i.e., are instructors full-time, part-time or W-9 employees (independent contractors) or a combination of each?

Include the average tenure of your employee(s). If a combination, include the normal ratios of each.

20. Describe the qualifications your organization requires of an individual to be able to perform as an instructor.

Include any education, training and/or experience your organization imposes before assigning individuals the task of teaching a course, regardless of subject matter. If your organization prepares individuals to teach or utilizes another organization to prepare instructors, then identify the provider and briefly describe the program. If supporting documentation can adequately address this question and can be included in attachment (3), so state.

21. Briefly describe the processes and tools your organization uses to evaluate its instructors' delivery capabilities, to include the solicitation of student feedback.

Include evaluation criteria, frequency, and remedial actions/consequences. If supporting documentation can adequately address this question and can be included in attachment (3), so state.

22. Briefly describe the processes and tools your organization uses to solicit, evaluate, and incorporate instructor feedback for a delivered course. Include how feedback is used.

Include evaluation criteria, frequency, and remedial actions. If supporting documentation can adequately address this question and can be included in attachment (3), so state.

23. Briefly describe the processes and tools your organization uses to solicit, evaluate, and incorporate student feedback for a delivered course. Include how feedback is used.

Include evaluation criteria, frequency, and remedial actions. If supporting documentation can adequately address this question and can be included in attachment (3), so state.

Attachment 1: Licenses, Accreditations, and Certifications

In Subfolder 1, *Licenses Accreditations and Certifications* on BB:

Electronically load supporting documentation for each license, accreditation and/or certifications the organization possess that are associated with education and training as well as the license to conduct business, if appropriate. Use PDF or one of the Microsoft Office Suite formats.

Provide a listing of all the files below that were uploaded as well as subfolder structure, if utilized. If the supporting material you have is not available in one of the above formats, two (2) paper copies must be provided. List these in a section labeled "Hard Copy."

Utilize the following naming convention: application date (yymmdd) - document name or code that is consistent with how it is referenced on the EPA request.

Examples: 080822 – Approved IACET Provider letter.pdf
 080822 – COE accreditation letter.pdf

Subfolder Structure/File Listing

Attachment 2: Academic Policies and Records

In Subfolder 2: *Academic Policies and Records* on your BB:

Electronically load supporting documentation for each question in Part 2 as appropriate. Use PDF or one of the Microsoft Office Suite formats.

Provide a listing below of all the files uploaded as well as subfolder structure if utilized. If the supporting material you have is not available in one of the above formats, two (2) paper copies must be provided. List these in a section labeled "Hard Copy."

Utilize the following naming convention: application date (yyymmdd) - question # - document name or code that is consistent with how it is referenced on the PIAP request.

Examples: 080822 – 11 – Policy on Repeating Course.doc
 080822 – 12 – Policy on Attendance.pdf
 080822 – 13 – Policy on Student Ethics.pdf

Subfolder Structure/File

Attachment 3: Qualifications, Development and Assessments

In Subfolder 3: *Qualifications, Development and Assessments* on your BB:

Electronically upload supporting documentation for each question in Part 3 as appropriate. Use PDF or one of the Microsoft Office Suite formats.

Provide a listing below of all the files uploaded as well as subfolder structure if utilized. If the supporting material you have is not available in one of the above formats, two (2) paper copies must be provided. List these in a section labeled "Hard Copy"

Utilize the following naming convention: application date (yymmdd) – question # - document name or code that is consistent with how it is referenced on the PIAP request.

Examples: 080822 – 17 – Crs Developer Quals.pdf
 080822 – 20 – New Instructor Quals.doc
 080822 – 21 – Instructor Eval - Staff.pdf
 080822 – 21 – Instructor Eval - Student.pdf
 080822 – 22 – Instructor Crs Eval Questionnaire.pdf
 080822 – 23 – Student Crs Eval Questionnaire.pdf

Subfolder Structure/File Listing