Wyoming Distance Education Application for New Distance Education Curriculum Approval

Please submit this form to diane.mcqueen@wyo.gov

Name of Program	Date submitted
Name of Local AE Program Director	
Email	Phone

Section I: New Curriculum for Approval

Publisher:	Curriculum Information – Instructional Model
Curriculum Product Name:	____ Clock Time Model: assigns contact hours based on the elapsed time that a student is connected to or engaged in an online or stand-alone software program that tracks time. Product must show that the time out period is 15 minutes or less.
Contact Name:	
Telephone:	____ Teacher Verification Model: assigns a fixed number of hours of credit for each assignment based on teacher determination of the extent to which a student engaged in, or completed, the assignment.
Email:	
Website: (where applicable)	____ Learner Mastery Model: assigns a fixed number of hours of credit based on the student passing a test on the content of each lesson. Students work with the curriculum and materials and take a test when they feel they have mastered the material. A high percentage of correct answers (typically 70%-80%) earn the credit hours attached to the material.

Section II: Audience: Please identify the type of course(s) the proposed distance learning curricula will be applicable to.

Check (√) all that apply	Type of Course	Instructional Content e.g. speaking, listening, social studies
	Adult Education (Literacy)	
	English as a Second Language	
	High School Equivalency	
	Workforce (Workforce Literacy, Workplace Literacy)	
	Bridge /Transitions	
	Career Services/ Career Pathways	
	IET/IELCE	
	Co-enrollment: SCOPE, LYFE, BOOST	
	Other (Please specify)	

Section III: Additional Information

1. Describe the reason for this request.
2. All curricula must be aligned to the CCRS or ELP standards. What evidence can be produced that the proposed curriculum is aligned to the College & Career-Readiness Standards or the English Language Proficiency Standards?
3. Provide a succinct description of the materials to be used.
4. How will attendance and progress be monitored? (Please attach a sample report if using a Clock Time Model.)
5. Describe the anticipated impact/effectiveness the product will have on an adult learner's ability to make a measurable skill gain and its ease of use by the student.
6. Is training provided with the curriculum? If yes, who will provide the training? Describe how outreach instructors will be trained on the use of this DL curriculum. Identify the lead person responsible for distance learning in the local program.
7. How do you plan to administer assessment and provide feedback in frequent cycles as the student progresses through each stage of the curriculum?

Section IV: Only applicable if you are seeking approval for a Learner Mastery or Teacher Verification Model

A. For all Print-Based Material, please answer the following and include a copy of the Table of Contents with this application.

1. Name of Text:_____

2. Publisher: _____ Copyright date:_____

3. Publisher address:_____

4. ISBN #:_____ Author:_____

5. Will the distance learning program combine both Learner Mastery and Teacher Verification? ☐ Yes ☐ No
    (If yes, please respond to both of the questions below. If no, provide answers in the appropriate section.)

A. How many proxy hours will be assigned per proof of mastery through assessment? Describe how these hours have been identified. (Learner Mastery)
B. How many proxy hours will be assigned per module/activity/lesson? What is your rational in assigning proxy hour? (i.e. How has this been determined?) (Teacher Verification)
Please attach a full course syllabus.

WCCC Approval: To be Used by State Distance Learning Committee

Approved _____ yes _____ no	Date
Typed Name: Title:	
Comments:	