

Attachments required for Board Approval

Each of the following attachments must be submitted with the application before it can be considered for course approval. List each attachment in the order that they are compiled in the list below. Include a spacer page for each attachment for simple identification. The spacer page should be a single sheet of paper with the attachment number and title in large letters. For example, "Attachment #1: Mission Statement". Only complete applications with all required attachments will be considered for course approval.

- **Attachment #1: Mission Statement.** Attach a copy of the organization's mission statement that outlines its functions, structure, process, and philosophy.
- **Attachment #2: Record Policy.** Attach a copy of the company's policy on the retention and release of student records. This policy must include the establishment that records are maintained a minimum of 7 years by the organization.
- **Attachment #3: Course Objectives.** Attach a list of stated course objectives of the skills, knowledge, or attitude that the participant will be able to demonstrate as a result of the training.
- **Attachment #4: Course Completion.** Attach the course completion certificate, showing successful complete of a training course, participants must attend 90% or more of the class contact time and must demonstrate their learning through written examinations, completion of a project, oral examination, or other similar assessment technique.
- **Attachment #5: Course Schedule.** Attach the course schedule, hour by hour, including any planned breaks.
- **Attachment #6: Course Outline.** Attach a detailed course outline including major topics, laboratory and field activities, audio-visual presentation, any other major activities, and the planned presentation sequence.
- **Attachment #7: Commercial Publications.** Attach a list of the name, publisher, and publication date for commercially available publications used in the course.
- **Attachment #8: Commercial Audio-Visual Materials.** Attach a list of commercially available audio-visual support materials that will be used in the course. If sponsor or instructor-generated videos will be used, attach a brief description of each item.
- **Attachment #9: Additional Reference Materials.** Attach a copy of any other reference materials that will be utilized by the instructor during the course. This includes handouts to the students as well as the instructor's reference materials.