

## **DAU COURSE EQUIVALENCY PROGRAM**

### **1. REFERENCE:**

DoDI 5000.57, *Defense Acquisition University* dated December 18, 2013

### **2. PURPOSE:**

a. To implement Enclosure 2 of the reference, paragraph 2.k., which directs the president of the Defense Acquisition University (DAU) to establish an equivalency program that identifies alternatives for Defense Acquisition Workforce members to attain required training.

b. This directive supersedes DAU Directive 708, DAU Course Equivalency Program, of August 21, 2015.

### **3. DISCUSSION:**

a. DAU is charged with developing and delivering a continuum of coursework to support the consistent and continuous development of the Defense Acquisition Workforce's capabilities as they relate to effectively and efficiently implementing the Defense Acquisition System.

b. The primary objectives of the equivalency program are to:

1) Promote flexibility and efficiency in meeting Department of Defense (DoD) acquisition training requirements.

2) Expand the number of DAU course equivalents by expanding the approved provider list and/or the number of DAU course equivalents.

3) Facilitate the development of new DAU course equivalents among approved equivalent providers.

4) Ensure equivalent providers keep current their DAU course equivalents with changes in the DAU courseware and curriculum and consistently deliver a quality training experience to their students when teaching equivalent courses.

5) Make readily accessible information on how to become an equivalent provider, the process for approving DAU course equivalents, and a list of current DAU course equivalents.

c. A collateral benefit to the University of supporting a vibrant equivalency program is the potential to cultivate relationships with other organizations for the exchange of best practices, current trends in industry and education, ideas, and effective student assessment techniques.

#### **4. POLICY:**

a. DAU supports the development and expansion of partnerships with activities through the equivalency program.

b. Any entity legally authorized to conduct business in the United States may apply for approval as an equivalent provider.

c. Every potential equivalent provider must be approved prior to the approval of any of the provider's products as an equivalent.

d. All approved providers will be categorized as one of the following:

- College or university: A college or university is defined as only those regionally or nationally accredited academic institutions recognized by the U.S. Department of Education.
- DoD School
- Other DoD/federal agency
- Civilian organization or professional society
- Commercial training vendor

e. Prior to review of an application to become an equivalent provider, the provider must execute a Memorandum of Understanding (MOU) that outlines the program and the responsibilities of both DAU and the equivalent provider.

f. Once approved as a provider and an MOU has been executed, DAU may terminate the MOU with the provider if the provider fails to comply with the policies and procedures outline in this Directive.

g. All DAU 100- and 200-level training courses are eligible for equivalency. This does not include those courses DAU categorizes as Continuous Learning Modules, Targeted Training, or Rapid Deployment Training courses. DAU 300-level and higher-level courses may be considered for equivalency on a case-by-case basis prior to the start of the equivalency review process.

h. DAU will make readily available to the equivalent provider all course material except:

- Instructors' personal notes
- Student examination/assessments instruments
- Material that is proprietary to a third party and used by DAU with permission when the material can reasonably be excluded or extracted without substantively impacting the lesson flow

i. Equivalencies may be approved when the provider demonstrates that the provider's products reflect the ability to convey and verify behaviors identified in the DAU course objectives, and that these behaviors are assessed at a Bloom's Taxonomy hierarchy level equal to or greater than that to which DAU teaches for each individual course learning objective.

j. DAU will issue equivalency certificates to approved providers outlining the provider's equivalent products that have been approved as equivalent to a DAU course. This information also will be published and maintained on the DAU Web site.

k. Individuals taking or participating in DAU equivalent course products will have an opportunity to provide feedback directly to DAU regarding the providers and the individuals' participation in the providers' equivalent products.

l. DAU will accept without further evaluation the equivalent coursework completed by individuals attempting to meet DAU course prerequisite requirements.

m. An objective third party such as the American Council on Education (ACE) or other DAU-approved organization will serve as the reviewing body to make recommendations for approval of potential equivalent providers and their products.

n. DAU employees are prohibited from accepting employment, with or without compensation, from or engaging with equivalent providers to assist in the development, review, or preparation for submission equivalent provider courseware that is intended for equivalency review or that is so similar to current DAU courseware it could be submitted for review with little or no revision.

o. The director of academic programs is responsible for oversight, management, and administration of the DAU Equivalency Program and serves as the source authority for DAU on the program. This includes its processes and all provider and DAU course equivalent product approvals/disapprovals.

## **5. PROCEDURES:**

a. General. The equivalency program will be executed in a two-phase approach in which first the potential provider is approved prior to review and approval of any equivalent products. Attachment 1 outlines the fundamental process flow for the equivalency program as well as the details for Phase I and Phase II.

### **b. Phase I**

1) Attachment 2 is the Memorandum of Understanding (MOU) that all equivalent providers must execute and submit with their Equivalent Provider Application (EPA), Attachment 3. Failure to execute an MOU will render a potential provider ineligible for consideration.

2) Attachment 4 is the EPA instruction guide, providing detailed instructions on what must be included in an application and how it is to be submitted.

3) Attachment 5 is the EPA evaluation sheet for use with all EPAs for the third-party reviews. The areas of evaluation are not necessarily "GO" / "NO GO" criteria. The reviewer is to make a value recommendation based on the entire package as presented, giving consideration primarily to the ability of the provider to:

- Adhere to professional standards imposed by academic or other accrediting bodies

- Effectively maintain and deliver equivalent products in a consistent and effective manner
- Positively represent DAU and DoD

4) Normal processing time from receipt of a completed application to approval should not exceed 20 business days.

5) The provider's approval will run for 36 months (from the date DAU solidifies the MOU) unless otherwise terminated as outlined in the MOU and/or this directive. Every triennial period the provider will be required to update and resubmit an EPA directly to DAU, summarizing in a cover letter all changes that have occurred since the last application.

c. Phase II

1) Once a provider has been approved, the approved provider can submit an equivalency review request as outlined in Attachment 6. Normal processing time from receipt of a completed package to approval should not exceed 35 business days for a one-for-one (one provider product to one DAU course) review.

2) Attachments 7 through 9 contain the associated templates for this phase as well as the evaluation sheet for use with all third-party review requests.

3) Unlike the evaluation sheet for the provider, the Equivalent Product Evaluation Sheet is fundamentally a "GO" / "NO GO" criterion checklist. Accordingly, any review in which the evaluator has recommended approval for an items marked as a "NO", the evaluator must fully justify the recommendation. Additionally, in the case of any review request that is not recommended for approval, the reviewing organization must provide notice to the provider and give the provider a reasonable opportunity (not less than 30 days) to respond with a plan of action to correct the deficiency. Failure of the providers to appropriately respond with a plan of action will cause the review request process to be terminated. The plan of action to correct the deficiency cannot exceed 120 days.

4) For all approved equivalent products, the provider will receive a certificate of acknowledgement that provides a consolidated list of products that are recognized as equivalent to current DAU courses. This information will also be made available to the public via the DAU Web site. And the provider point of contact and course point of contact information will be provided to all stakeholders. Course point of contact information includes the contact information for the DAU course manager (CM), performance learning director (PLD), and center director. Providers are encouraged to periodically communicate with the CM and PLD regarding the course and its delivery.

5) The approval period normally will start at the time the submitted material was initially implemented by the provider and run for an indefinite period, listed as "INDEF." A termination date will be established when DAU no longer offers the course, the provider ceases to be approved, or the provider fails to comply with the MOU or this directive.

d. After Approval of a Product

1) Once a product has been approved, the provider may promote a product as equivalent to the appropriate DAU course for as long as the equivalency remains in effect. When promoting DAU equivalent products, the Provider must ensure that the DAU equivalent products are clearly distinguishable from other products of the Provider that are not approved as equivalent.

2) By October 15 of each year following the approval of an equivalent product, the provider will deliver to the director of academic programs the below metrics, for the previous 12-month period (October 1–September 30) for each equivalent product:

- Number of offerings
- Number of DoD participants
- Number of federal government participants (excluding DoD)
- Number of industry participants supporting DoD

3) The provider may make permanent design modifications to a product as it deems appropriate to serve the needs of its customers without undergoing another review so long as:

- The DAU-associated objectives of the approved product, the Blooms levels associated with the objectives and participant assessment methodologies are not degraded.
- The material in the initial review request is updated and provided to the director of academic programs prior to implementation.

4) By April 1 of each year following equivalent product approval, the provider must certify that:

- Any changes to the DAU Plan of Instruction that involve the Course Student Assessment Plan (CSAP) have been incorporated into the approved equivalent product.
- The equivalent provider's material reflects current DoD policy where appropriate.
- Appropriate files in the equivalent provider's folder have been updated.

a) If the DAU changes have not been incorporated, the provider will provide the planned implementation date for each change and adhere to that date.

**6. RESPONSIBILITIES:**

a. Director, Foundational Learning (FLD):

1) Assumes staff cognizance over the implementation and daily management of the DAU Equivalency Program as outlined in this directive.

2) Will establish and maintain an information page on the DAU Web site on the equivalency program for Defense Acquisition Workforce members, as well as a current listing of all

equivalencies acceptable toward meeting course prerequisite and acquisition career field certification training standards.

3) Will establish and maintain an information page on the DAU Web site on the equivalency program for potential equivalency providers to include review procedures, policies, standards, and forms required.

4) Will make available, upon request of an equivalent provider preparing for an equivalency review, the requested course materials as outlined in Section 4.g (Policy) of this directive.

5) Will maintain and publish a generic e-mail address and phone number for questions regarding the DAU Equivalency Program.

6) Will develop a plan to implement this directive with current equivalent providers. Current providers must comply with the revised reporting requirements and execute a new MOU within the next 12 months.

7) Will represent the president of the DAU for purposes of executing the MOU at Attachment 2. This authority may be delegated to a direct report.

8) To facilitate the execution of the equivalency program, amendments to the attachments are authorized as needed and will be posted on the DAU Web site so long as the amendments are consistent with the policies and objectives outlined in this directive. Amendments to Attachment 2 must be approved by the DAU general counsel before implementation.

b. Director, Information Technology (IT):

1) Will provide Web design and update support to FLD to facilitate the implementation of Section 5 (Procedures) of this directive.

2) Will provide e-mail support to FLD to facilitate the implementation of Section 6.a.(5) (Responsibilities) above.

c. Director, Performance and Resource Management (PRM):

1) Will ensure the DAU transcript reflects all AT&L workforce equivalencies that have been recorded in the DAU system of record for course completions by the services and DoD agencies.

2) Will provide support as necessary to implement paragraph 4 of this directive.

3) Will ensure course registration systems supporting the Services and DoD agencies recognize workforce equivalencies that have been recorded by the Services and DoD agencies, when assessing course prerequisite requirements as appropriate.

## **7. DEFINITIONS**

a. Activity: A college, university, DoD school or organization, professional organization, or commercial training vendor.

b. Equivalent Product: A course, program of instruction, or assessment process implemented by an activity other than DAU that assesses its participants against related competencies and/or substantially similar learning outcomes that meet or exceed the collective outcomes of a specific DAU course.

c. Equivalent Provider: An activity that has had specific coursework and/or an assessment process evaluated against the learning outcomes and student assessment indices of a specific DAU course and is approved by DAU to market its equivalencies.

d. Equivalency Review: The process of assessing an activity's courseware and/or assessment process to validate that it is or is not equivalent to a specified DAU course.

e. Equivalent Coursework (sometimes referred to as equivalencies): The equivalent course delivered or implemented by an equivalent provider.

f. Instructor Personal Notes: Material intended for the personal use of the instructor in executing a course of instruction regardless of whether or not the instructor decides to share this material with select colleagues.

g. Student Examination/Assessments Instruments: Examinations and associated answer keys. This does not include grading rubrics, or group exercise such as case studies.

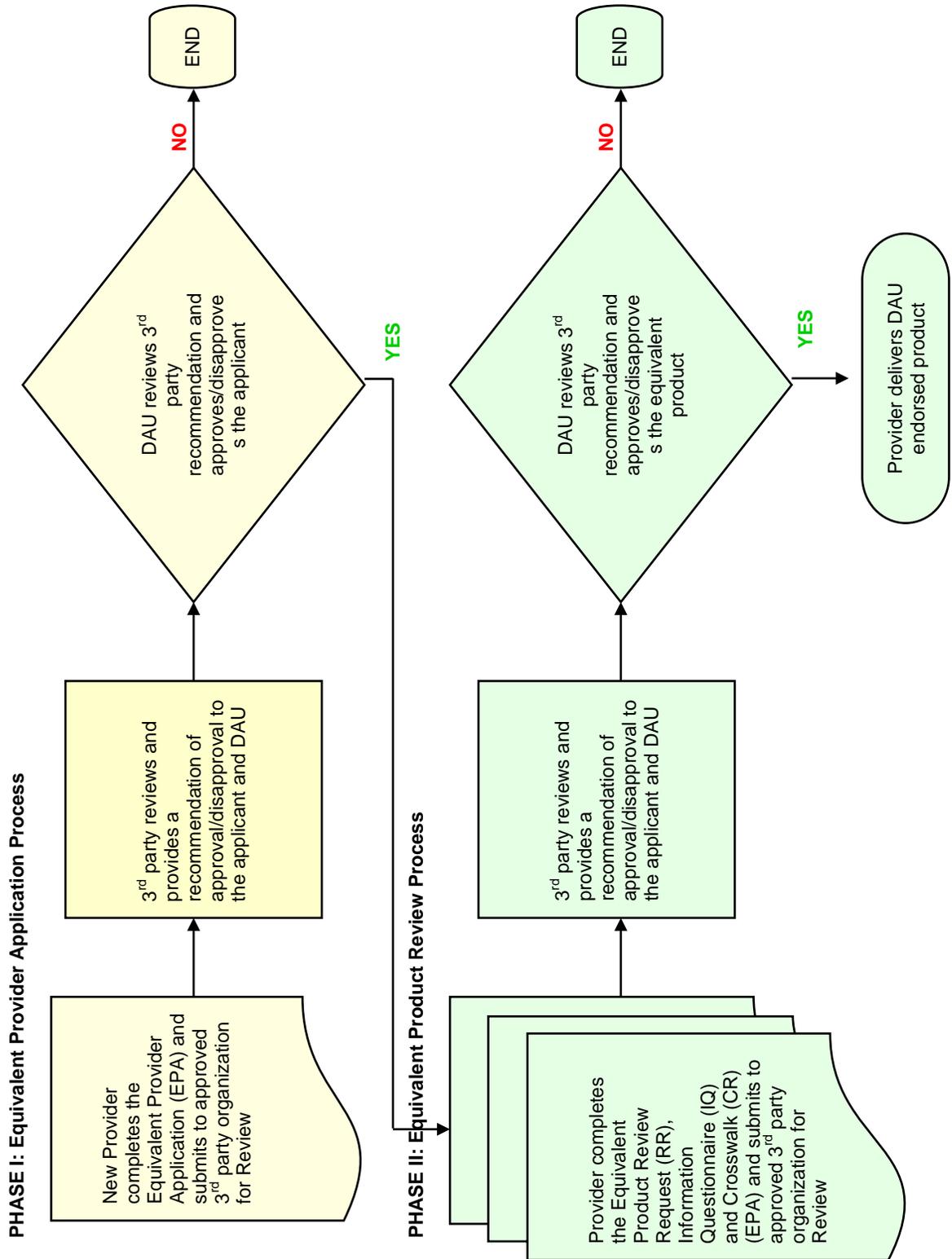
JOSEPH E. JOHNSON  
Chief of Staff

### Attachments:

1. Equivalency Program Process Flow
2. Memorandum of Understanding between DAU and the Equivalent Provider
3. DAU Equivalent Provider Application (EPA)
4. DAU Equivalent Provider Application (EPA) Instruction Guide
5. DAU Equivalent Provider Evaluation Sheet
6. DAU Equivalent Product Review Request (RR) & Equivalent Product Information/Questionnaire (IQ) Instruction Guide
7. DAU Course/Equivalent Product Review Request
8. DAU Equivalent Product Information/Questionnaire
9. DAU Equivalent Product Evaluation Sheet

# Equivalency Program Process Flow

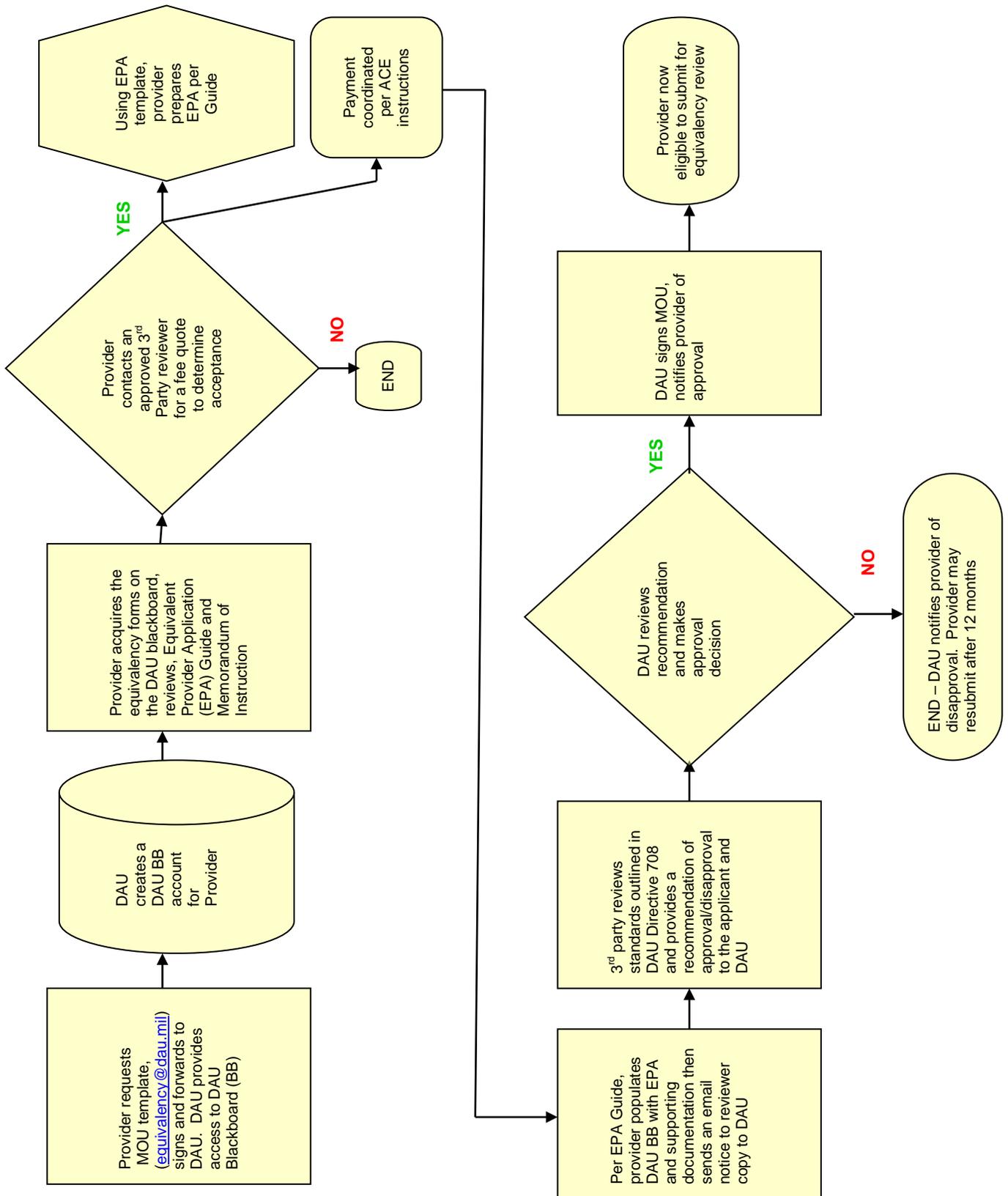
## Fundamental Process Flow Overview



# Equivalency Program Process Flow

## Equivalent Provider Application (EPA) Process

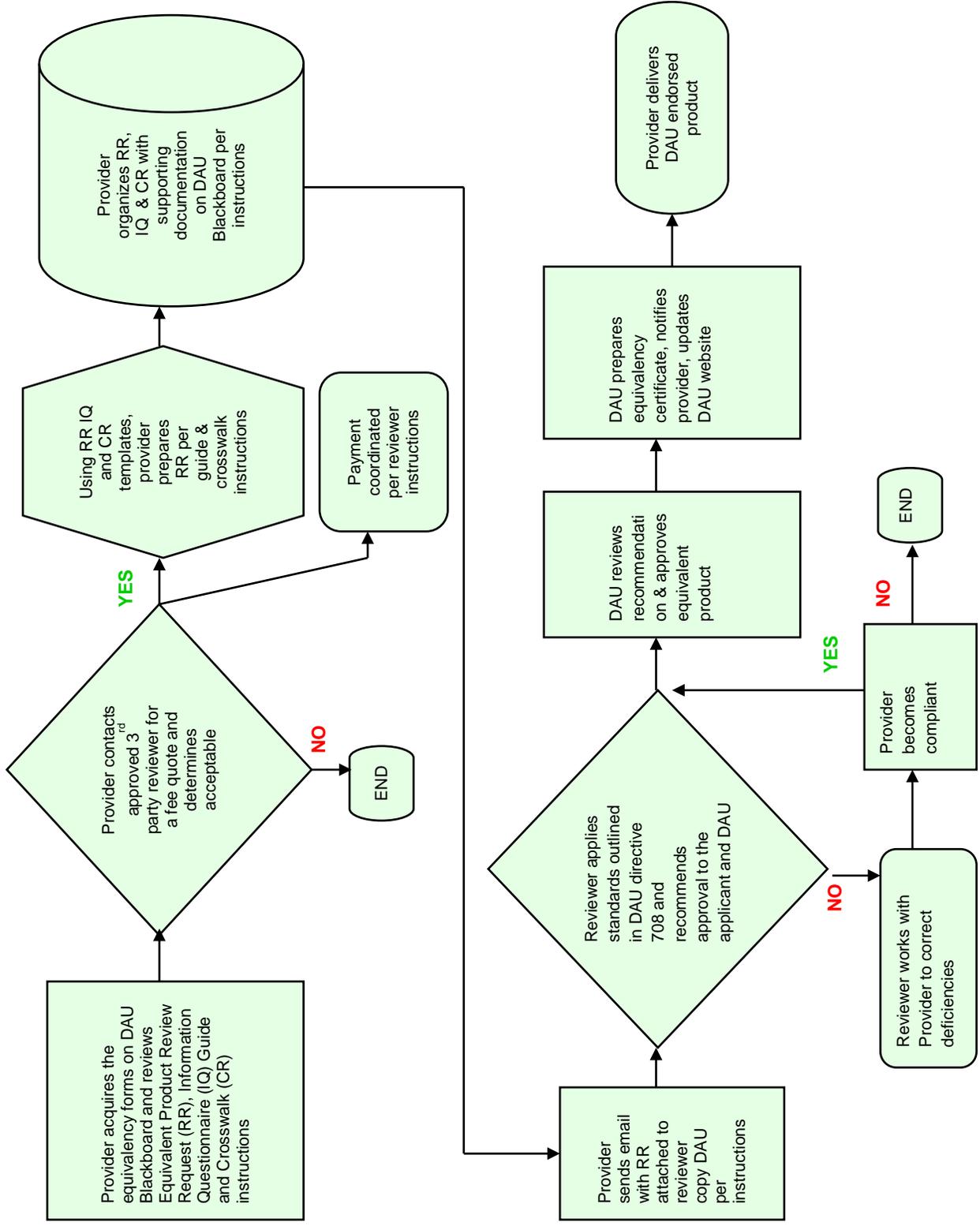
### Phase I – Details



# Equivalency Program Process Flow

## Equivalent Product Review Process

### Phase II – Details



# MEMORANDUM OF UNDERSTANDING

SUBJECT: SERVING AS A DEFENSE ACQUISITION UNIVERSITY EQUIVALENT PROVIDER

## 1. Purpose

a. This Memorandum of Understanding (MOU) establishes the intent of the

### **Defense Acquisition University (DAU)**

and

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herein after referred to as the “Provider” to enter into a collaborative relationship for the purpose of the Provider delivering and/or sponsoring courses, programs of instruction and/or certifications herein-after referred to as “equivalent products” or “equivalents” that appropriately address the learning objectives of one or more DAU courses.

b. For the benefit of the Provider, this MOU also provides an overview of the DAU Course Equivalency Program in terms of the:

- Mission Responsibilities of DAU
- Program Intent
- Authorities
- Program Objectives
- Program Policies
- Overview of the Equivalency Review Process

c. This MOU may support and amplify a Partnership Agreement that DAU has exercised with the Provider under the partnership program. It is not intended to replace such an agreement nor is a Partnership Agreement a mandatory preexisting condition for approval as an equivalent provider within the construct of the DAU Course Equivalency Program.

## 2. DAU Course Equivalency Program Overview

**a. Mission Responsibilities of DAU.** DAU is responsible for providing practitioner training to the Department of Defense (DoD) acquisition workforce. The Defense Acquisition Workforce includes employees of the Department who occupy an Acquisition, Technology and Logistics (AT&L) coded position in accordance with the Defense Acquisition Workforce Improvement Act (DAWIA) as amended. The practitioner training addresses competencies that have been established by the various acquisition workforce functional communities. The intent

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MOU between DAU and  
Date of Provider Acceptance:

of this training is for attendees to attain required learning levels associated with worker competencies. Much of this training is required as part of the certification standards established within each functional community.

**b. Program Intent.** The purpose of the Equivalency Program is to create the greatest opportunity for DoD acquisition workforce personnel to meet their training requirements as well as for our partners in industry and other government agencies to gain a better understanding of the Department's acquisition, life cycle management and contracting processes. The intent is to promote standardization and reduce costs to the taxpayer. This program serves as a DAU force multiplier by extending the University's reach through partnering with other organizations and agencies who provide or are interested in providing courses, programs, or certifications that address the competencies inherent in specific DAU courses.

**c. Authorities.** The DAU Course Equivalency Program is directed by DoD Directive 5000.57, *Defense Acquisition University*. DAU Directive 708, *Course Equivalency Program* implements the program within DAU and outlines the program for all potential Providers. DAU works in cooperation with approved third party reviewers to review Equivalent Provider applications and all requests for equivalent product reviews. The reviewer will make a recommendation to DAU of approval/disapproval. DAU is the approval authority for all Providers and course equivalents.

**d. Program Objectives.** The primary objectives of the equivalency program are to:

- Promote flexibility and efficiency in meeting DoD acquisition training requirements.
- Expand the number of DAU course equivalents by expanding the approved provider listing and/or the number of DAU course equivalents.
- Facilitate the development of new DAU course equivalents among approved equivalent providers.
- Ensure equivalent providers maintain currency of their DAU course equivalents with changes in the DAU courseware and curriculum and consistently deliver a quality training experience to students when teaching equivalent courses.
- Make readily accessible information on how to become an equivalent provider, the process for approving DAU course equivalents, and a list of current DAU course equivalents.

**e. Program Policies**

(1) DAU supports the development and expansion of partnerships with activities through the equivalency program.

(2) Any entity legally authorized to conduct business in the United States may apply for approval as an equivalent provider.

(3) Every potential equivalent provider must be approved prior to the approval of any of the provider's products as an equivalent.

(4) All approved providers will be categorized as one of the following:

- College or university: A college or university is defined as only those regionally or nationally accredited academic institutions recognized by the U.S. Department of Education.
- DoD School
- Other DoD/federal agency
- Civilian organization or professional society
- Commercial training vendor

(5) Prior to review of an application to become an equivalent provider, the provider must execute a Memorandum of Understanding (MOU) that outlines the program and the responsibilities of both DAU and the equivalent provider.

(6) Once approved as a provider and an MOU has been executed, DAU may terminate the MOU with the provider if the provider fails to comply with the policies and procedures outline in this Directive.

(7) All DAU 100- and 200-level training courses are eligible for equivalency. This does not include those courses DAU categorizes as Continuous Learning Modules, Targeted Training, or Rapid Deployment Training courses. DAU 300-level and higher-level courses may be considered for equivalency on a case-by-case basis prior to the start of the equivalency review process.

(8) DAU will make readily available to the equivalent provider all course material except:

- Instructors' personal notes
- Student examination/assessments instruments
- Material that is proprietary to a third party and used by DAU with permission when the material can reasonably be excluded or extracted without substantively impacting the lesson flow

(9) Equivalencies may be approved when the provider demonstrates that the provider's products reflect the ability to convey and verify behaviors identified in the DAU course objectives, and that these behaviors are assessed at a Bloom's Taxonomy hierarchy level equal to or greater than that to which DAU teaches for each individual course learning objective.

(10) DAU will issue equivalency certificates to approved providers outlining the provider's equivalent products that have been approved as equivalent to a DAU course. This information also will be published and maintained on the DAU Web site.

(11) Individuals taking or participating in DAU equivalent course products will have an opportunity to provide feedback directly to DAU regarding the providers and the individuals' participation in the providers' equivalent products.

(12) DAU will accept without further evaluation the equivalent coursework completed by individuals attempting to meet DAU course prerequisite requirements.

(13) An objective third party such as the American Council on Education (ACE) or other DAU- approved organization will serve as the reviewing body to make recommendations for approval of potential equivalent providers and their products.

(14) DAU employees are prohibited from accepting employment, with or without compensation, from or engaging with equivalent providers to assist in the development, review, or preparation for submission equivalent provider courseware that is intended for equivalency review or that is so similar to current DAU courseware it could be submitted for review with little or no revision.

(15) The director of academic programs is responsible for oversight, management, and administration of the DAU Equivalency Program and serves as the source authority for DAU on the program. This includes its processes and all provider and DAU course equivalent product approvals/disapprovals.

#### **f. Overview of Equivalency Review Process**

(1) Two-Phase Process. The equivalency review process is fundamentally a 2-phased program. Before any provider's product(s) are evaluated for equivalency, the provider must be reviewed and approved.

(a) Phase 1. The goal of Phase 1 is to evaluate the training provider's organization as a credible source for acquisition training and education. The provider review and approval is for 36 months at which time the Provider will be required to update the Equivalent Provider Application (EPA) and provide it directly to DAU summarizing any changes that have occurred as outlined in Directive 708. The application package addresses the Provider's:

- Organization
- Academic Policies and Records
- Qualifications, Development and Assessments

Once approved the provider may request an equivalency review of any number of DAU courses, which constitutes Phase 2.

(b) Phase 2. This second phase solicits course or assessment instrument specific information such as:

- Methods of delivery, course length, contact hours, etc.
- Faculty qualification/assessment requirements and processes
- Product learning objectives, mastery criteria, etc.
- All instructor and student materials (texts, website, course syllabus, etc.)
- Student examinations and assessment materials
- Course evaluation instruments

(2) Only DAU approved third party reviewers will conduct provider and product reviews in accordance with quality standards published in DAU Directive 708. For the purpose of the equivalency program, the reviewer's primary objectives are to ensure the Provider has established reasonably appropriate processes to manage and effectively deliver training and the Provider equivalent training is consistent in quality and content with DAUs material. For this service, the reviewer will charge a reasonable and appropriate fee to be agreed upon between the provider and the reviewer. DAU does not and will not engage in any discussions regarding any reviewer's fee structure. The reviewer via an MOU with DAU, will work with approved Provider to advice, counsel and provide a reasonable time to correct deficiencies for any request which the reviewer believes does not meet the standards outlined in DAU Directive 708.

(3) DAU Directive 708. DAU Directive 708 contains specific guidance and detailed process information for both provider applications and product reviews. The provider application primarily consists of responding to a questionnaire and providing supporting documentation as appropriate. The equivalent product(s) review request consists primarily of completing a questionnaire specific to the product, constructing a crosswalk that references the DAU learning objectives to the product's objectives and guides the reviewer to where in the supporting course materials the objectives are addressed and providing the instructor, student and assessment materials.

(4) Typical Processing Times. The *typical* processing turnaround time for completing the Phase 1 and 2 processes (assuming a properly completed package) are as follows:

(a) **Phase 1** – Provider Review: 20 business days after a complete EPA is received by the reviewer.

(b) **Phase 2** – Equivalent Product Review: 30 business days after a complete package has been received by the reviewer assuming the review is a one-for-one (one provider product to one DAU course) review or 40 business days for many-to-one or one-to-many product review.

(c) DAU approve and issuance of an equivalency certificate: 5 business days once DAU receives the reviewer's recommendation from the provider.

### 3. Roles and Responsibilities

#### a. DAU/Provider Mutually Agree To:

(1) Identify a single point of contact for coordinating the Provider review process, subsequent DAU course equivalency reviews, general maintenance and management of the DAU Course Equivalency Program, and resolving issues/concerns as they may arise.

(2) Provide a depiction of each other's logos and approved text and authorize the other to use such logo and text for promotional purposes in furtherance of this MOU and the DAU Equivalency Program provided that the material associated with each such use has been previously approved in writing by that party. Neither party shall use or display any trademark, trade name, service mark or other intellectual property of the other party in connection with any product, service, promotion, news release or other publicity, without the prior written consent of the party whose name or likeness may be under consideration. The text of all references by either party to the other in any medium will require prior written approval.

(3) Share course material as outlined below.

(a) DAU will make readily available to the equivalent Provider DAU course/student material for which DAU will consider approving an equivalency. This does not include:

- Instructor personal notes
- Student examination/assessments instruments
- Material that is proprietary to a third party and used by DAU with permission when the material can be reasonably excluded or extracted without substantively impacting the lesson flow

(b) The Provider:

1 Will post and keep current, all equivalent product material, excluding instructor personal notes, on a secure DAU web-based tool accessible only to the Provider approved DAU reviewers DAU POC and those at DAU who have direct responsibility for the DAU course for which an equivalency is approved i.e., the Center Director, Performance Learning Director and Course Manager.

2 May use any and all U.S. Government (DAU) produced course material in the development of equivalent course materials. U.S. Government produced material is work that has been prepared by an officer or employee of the U.S. Government as part of that person's official duties. Such material may not be copyrighted by the Provider per Title 17 U.S.C. § 105 and should be noted as U.S. Government produced.

3 Understands that some of DAU course materials include material that is protected by copyright and is being used by DAU with the permission of the copyright holder. This permission does not extend to other equivalent providers. Further use, reproduction, or

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dissemination of copyrighted materials is not authorized without permission of the copyright holder.

**b. DAU Shall:**

(1) Establish a process for the Provider to readily identify changes to the Course Student Assessment Plan (CSAP) or course content that may impact the Provider's DAU course equivalency status or approval period.

(2) Provide notice when a DAU course is retiring and establish a termination date for equivalent products not less than nine (9) months from the last date of delivery of the DAU course.

(3) Provide contact information of DAU personnel responsible for the development and maintenance of approved DAU course(s) for which the Provider has an equivalent.

(4) Provide equivalent provider the results of student evaluations or feedback on equivalent provider courses upon request.

(5) Provide notice when there are changes to Directive 708 that are germane to the Provider.

**c. The Provider Shall:**

(1) Deliver to DAU an updated Equivalent Provide Application triennially on the anniversary date of the approval as a Provider, which will include a summary of substantive changes in a cover letter. If no changes have occurred, the provider need only submit a statement that no changes have occurred.

(2) Comply with all restrictions and requirements of the current addition of DAU Directive 708.

(3) Be permitted to make permanent design modifications to their product as they deem appropriate to serve the needs of their customers without undergoing another review as long as:

- The DAU associated objectives of the approved product, the Blooms levels associated with the objectives, and participant assessment methodologies are not degraded
- The material in the initial review request is updated and provided to the Director, Academic Programs prior to implementation.

(4) Advise and encourage participants in their DAU equivalent products to participate in any DAU-provided student (participant) feedback instruments at the close of a course or immediately following the completion of the course, whichever is most appropriate.

**4. Applicability, Modifications, Effective Date, and Termination**

**a. Applicability.** This MOU applies to both parties and shall apply to any and all of their respective employees, agents, and consultants involved in course design, maintenance, documentation, and delivery as well as evaluation of course material and students. Nothing in this MOU shall take precedence or negate in any way the policy, directives, and procedures of the respective signatory. Conflicts between this document and any other guidance shall be referred to the respective point of contact for resolution. If a satisfactory resolution cannot be achieved at this level, the responsible points of contact shall refer the matter to the signatories of this MOU through their respective channels.

**b. Modifications to this MOU.** Neither party may make amendments and/or additions to this MOU at any time during its effective period.

**c. Effective Date.** This MOU is effective upon the acceptance of both parties as indicated by the signatures below and shall continue in force for three (3) years after which it may be renewed.

**d. Termination.** Either party, without cause, may terminate this MOU by providing a 45-day written notice to the other party. Upon termination, all current equivalencies will be end-dated to be consistent with the termination date of this MOU unless otherwise end-dated prior to the termination of this MOU. In case of mobilization or other emergency, this MOU will remain in force only within the parties' capabilities.

\_\_\_\_\_  
Mark E. Camporini  
Director Academic Programs  
Defense Acquisition University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Person Signing for the Provider

\_\_\_\_\_  
Position or Title of Person Signing

\_\_\_\_\_  
Phone Number of Person Signing

MOU between DAU and  
Date of Provider Acceptance:



# Defense Acquisition University Equivalent Provider Application (EPA)

## PART 1: THE ORGANIZATION

1. Organization’s Name and Website URL if established:

2. Organization’s Tax ID number:

3. Organization’s Point of Contact:

- Name:
- Work Phone – ext:
- Mobile Phone:
- Fax:
- E-mail:
- Mailing Address:

4. State the Organization’s Mission:

5. Type of Organization:

- 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:

Month:

Year:

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

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.**

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

**PART 2: ACADEMIC POLICIES AND RECORDS**

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

**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.**

**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.**

**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.**

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

**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 the course/competency assessment attempts and completions.**

**16. Briefly describe the measures your organization employs to ensure non-discriminatory practices and compliance with regulations of the Equal Employment Opportunity Commission and the Americans with Disabilities Act.**

### **PART 3: QUALIFICATIONS, DEVELOPMENT AND ASSESSMENTS**

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

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

**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?).**

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

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

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

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

## **List of Attachments**

### **1: Licenses, Accreditations, and Certifications**

Subfolder Structure/File Listing

### **2: Academic Policies and Records**

Subfolder Structure/File

### **3: Qualifications, Development and Assessments**

Subfolder Structure/File Listing



# Defense Acquisition University

## Equivalent Provider Application (EPA) Instruction Guide

### General Instructions:

An Memorandum of Understanding (MOU) signed by the provider must precede the EPA and the provider must have been provided a DAU Blackboard (BB) account prior to proceeding.

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.

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 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 naming convention below.

*(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 the reviewers (to be determined) place of business.

6. When the EPA and all supporting documents are loaded in BB, notify the reviewer and DAU ([equivalency@dau.mil](mailto:equivalency@dau.mil)).



# Defense Acquisition University Equivalent Provider Application (EPA) Instruction Guide

## **PART 1: THE ORGANIZATION**

### **1. Organization’s Name and Website URL if established:**

*Self-explanatory*

### **2. Organization’s Tax ID number:**

*Self-explanatory*

### **3. Organization’s Point of Contact:**

*This is the organization’s POC as 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 Training Vendor *Licensed for-profit taxable entities*

- College or University
- DoD School
- Other DoD Organization/Federal Agency
- Civilian Organization or Professional Society
- Commercial Training 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 table below for your data, add/delete rows as needed. For each license, accreditation or certification, provide appropriate supporting documentation as outlined in the List of Attachments.*

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 online, 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 access to supporting administrative services of your organization before, during, and after delivery of the organization’s 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 the List of Attachments.*

**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 provides only 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 provides only 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 in place to appropriately address cheating, plagiarism, and misrepresentations of one's work? If so, 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 regulations of the Equal Employment Opportunity Commission and the Americans with Disabilities Act.**

*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 the List of Attachments.*

**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 the List of Attachments, 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 List of Attachments, 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 List of Attachments, 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 List of Attachments, so state.*

# List of Attachments

The List of Attachments has 3 sections corresponding to each of the like titled folders in your BB folder under folder 1 – Provider Application – review – Updates - Certs

## 1: Licenses, Accreditations, and Certifications

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

Electronically load supporting documentation for each license, accreditation and/or certification the organization possesses that is 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 list 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, 2 paper copies must be provided. List these in a section labeled "Hard Copy".

Use 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

## 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 list 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, 2 paper copies must be provided. List these in a section labeled "Hard Copy".

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

### Subfolder Structure/File

### 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 list 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, 2 paper copies must be provided. List these in a section labeled "Hard Copy".

Use 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



# Defense Acquisition University

## Equivalent PROVIDER Evaluation Sheet

Provider's Name: \_\_\_\_\_  
 Date of Review: \_\_\_\_\_

### PART 1: THE ORGANIZATION

ASSESSMENT QUESTION	YES	NO	N/A	COMMENTS
1. Is the provider's mission consistent with the DAU mission?				
2. As a business unit responsible for delivering instruction and assessing competency, the organization appears to be well established.				
3. Given the type of organization, does the organization possess the appropriate licensures, accreditations, and/or certifications? On GSA Schedule?				
4. The organization's learning environment and/or requirements support the instruction and/or assessment of competencies.				
5. The organization provides support to students before, during and after delivery of their courses or assessments.				

### PART 2: ACADEMIC POLICIES AND RECORDS

ASSESSMENT QUESTION	YES	NO	N/A	COMMENTS
1. Do the organization's minimum acceptable standards for obtaining credit or passing a course meet or exceed those established by DAU?				
2. Does the organization have policies and/or practices in place for addressing remediation of a course or assessment and are these communicated to the student?				
3. Does the provider have an attendance policy that is consistent with the DAU attendance policy?				
4. Are policies in place that appropriately address cheating and plagiarism?				



# Defense Acquisition University

## Equivalent PROVIDER Evaluation Sheet

Provider's Name: \_\_\_\_\_  
 Date of Review: \_\_\_\_\_

5. Are methods in place to keep students informed of their progress or lack of progress in a course?				
6. Are student records appropriately maintained to provide accurate course participation, learning assessment results, and course completion data?				
7. Do organizational policies and processes support non-discriminatory practices and compliance with equal opportunity and individuals with disabilities act regulations?				

### PART 3: QUALIFICATIONS, DEVELOPMENT, AND ASSESSMENTS

ASSESSMENT QUESTION	YES	NO	N/A	COMMENTS
1. Does the provider employ appropriately qualified courseware/assessment developers?				
2. Does the provider employ a systems approach to design, develop, review, approve, and maintain courseware and/or assessment instruments?				
3. Are all instructors full-time employees of the provider?				
4. Does the provider employ appropriate instructor qualification standards?				
5. Does the provider employ appropriate methods to evaluate faculty, to include the use of student feedback?				
6. Does the provider have a process in place for soliciting, evaluating, and incorporating faculty feedback for delivered courses?				
7. Does the provider have a process in place for soliciting, evaluating, and incorporating student feedback for delivered courses?				

#### General/Summary Comments:

Recommended as a Provider:    YES    NO



# Defense Acquisition University

## Equivalent PROVIDER Evaluation Sheet

Provider's Name: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

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Reviewer's Name/Signature: \_\_\_\_\_

Recommended as a Provider: YES NO

Reviewer's Name/Signature: \_\_\_\_\_

### DAU Approval

Approved: YES NO

Approved By: \_\_\_\_\_ Mark E. Camporini, Director, Academic Programs



# Defense Acquisition University

## Equivalent Product Review Request (RR) & Equivalent Product Information/Questionnaire (IQ) Instruction Guide

### General Instructions:

This Equivalent Product Review Request (RR) and Equivalent Product Information/Questionnaire (IQ) may be submitted after you have submitted and have an approved Equivalent Provider Application (EPA) on file.

This is your instruction guide for completing the Equivalent Product Review Request (RR) and Equivalent Product Information/Questionnaire (IQ). All instructions are contained in these blue boxes. Use the RR and IQ templates to submit your equivalency request.

The Equivalent Product Review Request (RR), the Equivalent Product Information/Questionnaire (IQ), and the Crosswalk (CR) must be completed for **each** DAU course for which you are seeking an equivalency determination.

The RR, IQ, and the Crosswalk (CR), as well as all supporting documentation, must be submitted in electronic format per the instructions contained herein. Exceptions are noted herein and can be sent by hardcopy via U.S. mail.

Instructions for the crosswalk and the template can be downloaded from the DAU Web page ([www.dau.mil](http://www.dau.mil)).

Address all the questions contained in the RR and IQ. Follow all instructions. **Incomplete packages will be returned without review.**

### Submitting Your Equivalency Request:

1. Within your organization's folder on Blackboard (BB) is a subfolder called "2 - Equivalent Product Review Requests" and within that folder another called "00 – Course Template" with four (4) additional subfolders labeled:

- "A – RR IQ CR Recommendation"
- "B – Instructor - Proctor Materials"
- "C – Student Materials"
- "D – Student Assessment Instruments"

2. Create a copy of the "00 – Course Template" and modify the name of the new folder by labeling it with the name of the DAU course ID to which your equivalency request applies (i.e., "CON 120"). If seeking equivalency status for more than one DAU course list all the DAU course IDs.

3. Comply with the directed naming conventions when loading the files into the subfolders. Always use a six (6) digit date format as follows: yymmdd.

4. Include the following in subfolder A – RR IQ CR Recommendation. Load your completed RR, IQ and CR using the following naming convention:

(date) (Name of Provider) – (DAU course code) – RR  
(date) (Name of Provider) – (DAU course code) – IQ  
(date) (Name of Provider) – (DAU course code) – CR

Ex: 080131 Calhoun University – CON 120 - RR

**Submitting Your Equivalency Request (cont):**

5. Documentation that cannot be submitted in electronic form can be mailed, two (2) copies, directly to the reviewers (to be determined) place of business.

6. When the EPA and all supporting documents are loaded in BB, notify the reviewer and DAU ([equivalency@dau.mil](mailto:equivalency@dau.mil)).

# Defense Acquisition University Course/Equivalent Product Review Request Instruction Guide

## 1. Organization's Name:

*Self-explanatory*

## 2. Organization's Point of Contact:

*This is the organization's POC as outlined in the Memorandum of Understanding completed with your Equivalent Provider Application.*

Name:  
Work Phone and ext:  
Mobile Phone:  
Fax:  
E-mail:  
Mailing Address:

## 3. Equivalent Product to DAU Course Relationship

*Choose the appropriate option*

\_\_\_\_\_ One-to-one Choose this if you are proposing a one-to-one relationship between your product and a DAU course  
 \_\_\_\_\_ Many-to-one Choose this if you are proposing that you have several different products that map to one DAU course  
 \_\_\_\_\_ One-to-many Choose this if you are proposing that you have one product that maps completely to more than one DAU course

\_\_\_\_\_ One-to-one (equivalent product to DAU course)  
 \_\_\_\_\_ Many-to-one (several equivalent products to one DAU course)  
 \_\_\_\_\_ One-to-many (equivalent product to many DAU courses)

## 4. DAU Course Identifier and Name

*Provide the requested information in the table below. Add/delete rows as necessary. If this is a one-to-many relationship, list the DAU course for this review request first. For example, if your product is intended to cover more than one DAU course such as CON 100 and CON 110, list CON 100 first for this equivalency review. A review request must be completed for each DAU course. On a separate review request, you would list CON 110 first.*

Identifier	Name

## 5. Equivalent Product Identifier, Name, and Implementation Date

*Provide the requested information in the table below. Add/delete rows as necessary. The implementation start and end dates is the start and end date this product, in its current form, is planned to be initially delivered or was first delivered to the public.*

Identifier	Name	Implementation Dates	
		Start (mmddyy)	End (mmddyy)

# Defense Acquisition University

## Equivalent Product Information/Questionnaire Instruction Guide

For each equivalent product listed on the DAU Course/Equivalent Product Review Request, provide the below information.

### 1. Organization's Name:

*Self-explanatory*

### 2. Product Identifier and/or Name:

*Self-explanatory*

### 3. Type Product:

*Choose the appropriate option*

- College Course – Credit *(Choose this if this is a college course offered by a regionally accredited academic college or university. Include the number and type of credit hours awarded for successful completion, e.g. 3 undergraduate semester credits)*
- College Course – Noncredit *(Choose this if this is a course offered by a regionally accredited academic college or university but the course is not offered for credit)*
- Training Course *(Choose this for training courses offered by organizations other than regionally accredited colleges and universities)*
- Examination *(Choose this for professional certifications based all or in part on examination)*

- College Course – Credit
- College Course – Noncredit
- Training Course
- Examination

### 4. Method of Delivery:

*Choose the appropriate option(s). If a course can be completed via more than one option i.e., a college course that is available in both resident and Web-based versions, so state.*

- Resident/In-Class Instruction *(Self-explanatory)*
- Online Instructor-facilitated Instruction *(Self-explanatory)*
- Online Self-Paced Instruction *(List the number of hours it is expected to take the average student to complete the instruction, e.g. 32 hours)*
- Resident Examination *(Self-explanatory)*
- Online Examination *(Self-explanatory)*
- Other *(Provide an explanation)*

- Resident/In-Class Instruction
- Online Instructor-facilitated Instruction
- Online Self-Paced Instruction

- \_\_\_\_\_ Resident Examination
- \_\_\_\_\_ Online Examination
- \_\_\_\_\_ Other

## 5. Program Duration:

*Describe the duration in terms of time normally afforded the participant from start to finish, e.g. one 15-week semester; five 6-hour training days; 5 hours examination time; 60 calendar days from registration, etc.*

*If this is an "Online Self-Paced Instruction" also list the number of hours it is expected to take the average student to complete the course.*

## 6. Instructor Contact Hours:

*If the product is an examination or "Online Self-Pace Instruction", put N/A*

## 7. Number of Hours of Work Expected Outside of the Classroom:

*For the program duration identified in number 3 above, list the total number of hours expected of the student in individual and/or group work outside of the normal course meeting time that would be associated with the DAU objectives. If the product is an examination or "Online Self-Pace Instruction," put N/A.*

## 8. Prerequisite Requirements:

*List/identify your prerequisite requirements for an individual to take your course or sit for your examination. If there are none, , enter None.*

## 9. Equivalent Product Mastery Requirements:

*List/identify the minimum requirements (i.e. grade point average, attendance, examination score, etc.) an individual must achieve/complete in order to be acknowledged by your organization as having successfully completed the course or examination. Specific information on student assessments will be requested in the List of Attachments Part 3, Student Assessment Instruments and filed in folder "D – Student Assessment Instruments" .*

## 10. Instructor/Proctor Qualification Standards:

*List and/or describe any unique subject matter qualification standards you require of your instructor before assigning him/her to teach this course. If the equivalent product is a proctored examination, identify the requirements to be a proctor.*

## 11. Control of Testing Conditions:

*List/identify the safeguards in place to protect exam materials, ensure positive identification of the learner and student honesty.*

## List of Attachments

The List of Attachments has 3 sections corresponding to each of the like titled folders in your BB folder under folder 2 – Equivalent Provider Review Requests

### 1: Instructor/Proctor Materials

#### In subfolder B – Instructor/Proctor Materials on BB:

Load ALL materials provided for the instructor/proctor as separate files following the naming convention below for each file. Use PDF or one of the Microsoft Office Suite applications.

Provide below a list of all the files loaded as well as subfolder structure if utilized. If your course is many to one (provider to DAU), recommend you construct a subfolder for each provider course.

If the supporting material you have is not available in one of the above formats, 2 paper copies must be provided. List these in the section labeled “Hard Copy”

Naming Convention: application date (yymmdd) - document name or code that is consistent with how it is referenced on the crosswalk

Examples:       080822 - Instructor Guide Lesson 1.doc  
                  080822 - Instructor Slides Lesson 1.ppt  
                  080822 - Case 1 Annotated.doc

If organizing your files is best accomplished by creating subfolders, do so but not more than one level below the attachment folder. This is recommended if your organization’s equivalent product is a many-to-one DAU course relationship.

### Subfolder Structure/File Listing

### Hard Copy Listing

## 2: Student Materials

### In subfolder C – Student Materials on BB:

Load ALL materials provided to the student, excluding assessment instruments, as separate files following the naming convention below for each file. Use PDF or one of the Microsoft Office Suite applications.

Provide a list 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, 2 paper copies must be provided. List these in the section labeled “Hard Copy”

Naming Convention: application date (yymmdd) - document name or code that is consistent with how it is referenced on the crosswalk

Examples:       080822 - Syllabus.pdf  
                  080822 - Student Guide Lesson 1.doc  
                  080822 - Handout Case 1.doc  
                  080822 - Case 1 Solution.xls

If organizing your files is best accomplished by creating subfolders, do so but not more than one level below the attachment folder. This is recommended if your organization’s equivalent product is a many-to-one DAU course relationship.

### Subfolder Structure/File Listing

### Hard Copy Listing

### 3: Student Assessment Instruments

In subfolder D – Student Assessment Instruments on BB:

Load only those materials associated with the DAU objectives used to assess the student as separate files following the naming convention below for each file.

Include all answer keys and grading rubrics utilized for oral presentations, written or group work using PDF or one of the Microsoft Office Suite applications.

Provide below a list 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, 2 paper copies must be provided. List these in the section labeled "Hard Copy"

Naming Convention: application date (yymmdd) - document name or code that is consistent with how it is referenced on the crosswalk.

Examples:       080822 - Lesson 1 Exam.doc  
                  080822 - Lesson 1 Exam Answer Key.ppt  
                  080822 - Course Grading Rubric.xls

If organizing your files is best accomplished by creating subfolders, do so but not more than one level below the attachment folder. This is recommended if your organization's equivalent product is a many-to-one DAU course relationship.

#### Subfolder Structure/File Listing

#### Hard Copy Listing



# Defense Acquisition University Course/Equivalent Product Review Request

## 1. Organization's Name:

## 2. Organization's Point of Contact:

Name:

Work Phone and ext:

Mobile Phone:

Fax:

E-mail:

Mailing Address:

## 3. Equivalent Product to DAU Course Relationship

\_\_\_\_\_ One-to-one (equivalent product to DAU course)

\_\_\_\_\_ Many-to-one (several equivalent products to one DAU course)

\_\_\_\_\_ One-to-many (equivalent product to many DAU courses)

## 4. DAU Course Identifier and Name

Identifier	Name

## 5. Equivalent Product Identifier, Name, and Implementation Date

Identifier	Name	Implementation Dates	
		Start (mmddyy)	End (mmddyy)



## Defense Acquisition University Equivalent Product Information/Questionnaire

**1. Organization's Name:**

**2. Product Identifier and/or Name:**

**3. Type Product:**

- College Course – Credit
- College Course – Noncredit
- Training Course
- Examination

**4. Method of Delivery:**

- Resident/In-Class Instruction
- Online Instructor-facilitated Instruction
- Online Self-Paced Instruction
- Resident Examination
- Online Examination
- Other

**5. Program Duration:**

**6. Instructor Contact Hours:**

**7. Number of Hours of Work Expected Outside of the Classroom:**

**8. Prerequisite Requirements:**

**9. Equivalent Product Mastery Requirements:**

**10. Instructor/Proctor Qualification Standards:**

**11. Control of Testing Conditions:**

## **List of Attachments**

### **1: Instructor/Proctor Materials**

**Subfolder Structure/File Listing**

**Hard Copy Listing**

### **2: Student Materials**

**Subfolder Structure/File Listing**

**Hard Copy Listing**

### **3: Student Assessment Instruments**

**Subfolder Structure/File Listing**

**Hard Copy Listing**



# Defense Acquisition University

## Equivalent Product Evaluation Sheet

Provider's Name: \_\_\_\_\_  
 Provides Product ID/Name: \_\_\_\_\_  
 DAU Course ID \_\_\_\_\_  
 Date of Review \_\_\_\_\_

### PART 1: PRODUCT INFORMATION & QUESTIONNAIRE

ASSESSMENT QUESTION	YES	NO	COMMENTS
1. Do the delivery methods appropriately support coverage of the learning objectives?			
2. Do the prerequisite requirements for this product appear to properly prepare the student for the course or examination?			
3. Are the mastery requirements for successful completion of this product consistent with or exceed the DAU standards?			
4. Does the provider employ appropriately qualified faculty to teach this course?			
5. Does the provider have proper safeguards in place to protect exam materials and processes to assure firm identification of the learner, student integrity, and appropriate control of testing conditions?			

### PART 2: CROSSWALK AND SUPPORTING DOCUMENTATION

ASSESSMENT QUESTION	YES	NO	COMMENTS
1. Has the provider associated objectives that are consistent with the DAU learning objectives in terms of skill and or knowledge required?			
2. Does the cognitive level of learning required in the provider's learning objectives meet or exceed the associated DAU course objectives?			
3. Have <b>all</b> of the DAU learning objectives been appropriately addressed?			
4. Are instructor materials sufficient in detail and coordinating instructions to provide for consistency in delivery as relates to DAU material?			
5. Does course content cite current and applicable DoD doctrine, policies, and regulations as appropriate?			



# Defense Acquisition University

## Equivalent Product Evaluation Sheet

Provider's Name: \_\_\_\_\_  
 Provides Product ID/Name: \_\_\_\_\_  
 DAU Course ID \_\_\_\_\_  
 Date of Review \_\_\_\_\_

6. Do course content, student exercises, student activities and all supporting materials appropriately prepare the student for assessment against the learning objectives?			
7. Are the test and/or assessment items consistent with and referenced to learning objectives?			
8. Are criteria established for all measures of student performance?			
9. Are the student materials sufficient to support student refresher/reference subsequent to the learning event?			
10. Overall, is the course well organized?			

### FOR DAU 300 LEVEL OR GREATER COURSE REVIEWS ONLY

ASSESSMENT QUESTION	YES	NO	COMMENTS
1. Has provider has complied with all additional requirements as set forth in the supplemental MOU between the provider and DAU?			



# Defense Acquisition University

## Equivalent Product Evaluation Sheet

Provider's Name: \_\_\_\_\_  
Provides Product ID/Name: \_\_\_\_\_  
DAU Course ID \_\_\_\_\_  
Date of Review \_\_\_\_\_

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### \*General/Summary Comments:

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Product is Recommended:      YES    NO

Reviewer's Name/Signature: \_\_\_\_\_

Product is Recommended:      YES    NO

Reviewer's Name/Signature: \_\_\_\_\_

### DAU Approval

Approved:                              YES    NO

Approved By:                              \_\_\_\_\_  
Mark E. Camporini, Director Academic Programs

**\*Fully justify a recommendation for equivalency if there are any "NOs" checked.**