



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