



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).



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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