

## Curriculum Approval Guidance

PD Curriculum Submission Deadlines	Feedback from DIEEC PD	Earliest Training Date
<p><i>Must be submitted by this date or you will be moved to the next deadline period, unless we have the availability to approve your curriculum before the next time period</i></p> <p style="text-align: center;"><i>Only 2 curricula may be submitted for approval per quarter</i></p>	<p><i>You will receive feedback or an MOU from the Institute by this time. You may submit training dates as soon as MOU and applicable fees are received by DIEEC PD</i></p>	<p><i>We must receive complete training details 30 days before training date to post on registry</i></p>
<b>January 15<sup>th</sup></b>	<b>February 28<sup>th</sup></b>	<b>March 28th</b>
<b>April 15<sup>th</sup></b>	<b>May 30<sup>th</sup></b>	<b>June 30<sup>th</sup></b>
<b>July 15<sup>th</sup></b>	<b>August 30<sup>th</sup></b>	<b>September 30<sup>th</sup></b>
<b>October 15<sup>th</sup></b>	<b>November 30<sup>th</sup></b>	<b>January 3rd</b>

### FEES

For-profit instructors &/or agencies will be invoiced for payment for all training that is approved and listed on the registry. A fee of \$30 for listing and \$30 for approval will be incurred for EACH training.

### PROCEDURE

- A Letter of Acceptance and MOU will be sent once curriculum is approved. Please read information thoroughly, sign off, and mail or scan and send back to DIEEC. Once MOU and fees associated with approval (if applicable) are received, you may list training on the registry.
- There is a limit of 3 training dates to be posted per quarter for for-profit instructors and/or agencies. The year is broken down by the following quarters: Jan through March, April through June, July through September, and October through December
- You are responsible for providing your own liability insurance and workers compensation policy through your organization.
- There are two options to list training: public or private. If you schedule a private training with a center or organization, it is your obligation to negotiate the fee with that organization and collect funds privately. We will not collect fees for you. If you schedule a private training, provide the name of the person to whom we will send the private training link in order for participants to register. All participants must register in advance; the link will expire two days prior to the training.

- If you schedule a public training to be listed on the registry, it is your responsibility to secure a location, time, etc. We can collect fees per participant. When submitting attendance, please invoice the DIEEC for fees collected via the registry. We cannot ensure that you will receive fees for participants that are not on the DIEEC attendance sheet. If you accept participants, please collect contact information and we will contact them for payment, but cannot ensure that they will pay. Without payment, participants do not receive hours on their transcript.
- We require 30 days advance notice (with complete training details) to post an approved curriculum to the registry. Please complete the Training Details form in its entirety and submit to DIEEC. (If it is a location we use often, you do not need to include all location details.)

TITLE	
DATE	
TIME	
FEE	
Maximum # of Participants	
Private or Public	
If listing as a private training: who do we send the URL to for registering?	
Comments/Additional Details or Instructions	
Name of Location	
Address of Location	
Location Contact Name (who do we contact at the location)	
Contact Email	
Sponsoring Organization (if applicable)	
Instructor	