**SUBJECT MATTER EXPERT:**  An individual who exhibits a high level of expertise in performing a specialized job, task, or skill within a field. (Adapted from Dictionary Definition)

Curriculum Approval is based on the Instructor or Organization representing the ability to be a Subject Matter Expert in the listed Content Area. Please note the following instructions regarding Subject Matter Expert application. \*New changes are underlined.

1. Each Instructor must submit approval application for EACH content area in which they want to be a Subject Matter Expert. **For an organization, please complete the Sponsoring Organization Form.**
2. Content Areas:
	1. Child/Youth Development and Learning
	2. Environment and Program Design
	3. Curriculum and Instruction
	4. Social Emotional Development
	5. Observation and Assessment
	6. Health, Safety and Nutrition
	7. Family and Community Partnerships
	8. Professionalism
	9. Management and Administration
3. Subject Matter Experts are approved for three years. On-going professional development verification must be submitted for renewal (adult learning is preferred).
	1. Once approved as a Subject Matter Expert in a Content Area, there is no need to resubmit when workshop approval is requested *in that content area for three years.*
	2. *Only submit a new SME application when requesting approval for other content areas. For example; if submitted for social-emotional once and you are submitting for social emotional again you do not need to resubmit.*
4. Curriculum Approval will be dependent on showing Subject Matter Expert status in that content area.
5. Attach the following artifacts with Application for Subject Matter Expert (need only submit these once):
	1. Résumé
	2. Two Professional Letters of Reference
	3. Verification of Adult Learning and Instruction Experience and Expertise
	4. Transcripts from all Higher Education Institutions (indicate requested and sent by College)
	5. Verification of Credentials, etc. as appropriate

**SUBJECT MATTER EXPERT (SME) APPLICATION**

NAME:Click or tap here to enter text.DATE OF SUBMISSION**:** Click or tap to enter a date.

ADDRESS: Click or tap here to enter text. CITY, STATE: Click or tap here to enter text. ZIP: Click or tap here to enter text.

PHONE: Click or tap here to enter text. EMAIL: Click or tap here to enter text.

Content Area(s) for approval: Click or tap here to enter text.

[ ]  First SME Submission

[ ]  Already SME approved in these content areas:

[ ] Child/Youth Development and Learning (year DIEEC approved\_\_\_\_\_\_)

[ ] Environment and Program Design (year DIEEC approved\_\_\_\_\_\_)

[ ] Curriculum and Instruction (year DIEEC approved\_\_\_\_\_\_)

[ ] Social Emotional Development (year DIEEC approved\_\_\_\_\_\_)

[ ] Observation and Assessment (year DIEEC approved\_\_\_\_\_\_)

[ ] Health, Safety and Nutrition (year DIEEC approved\_\_\_\_\_\_)

[ ] Family and Community Partnerships (year DIEEC approved\_\_\_\_\_\_)

[ ] Professionalism (year DIEEC approved\_\_\_\_\_\_)

[ ] Management and Administration (year DIEEC approved\_\_\_\_\_\_)

Experience in Content Area: be specific with experience related to teaching, supervising, mentoring etc. in the appropriate content area(s) listed above.

Click or tap here to enter text.

Résumé Updates (if applicable): list any new certifications, experiences or education since résumé was submitted:

Click or tap here to enter text.