

APPLICATION FOR NEW CONTINUING EDUCATION COURSE

To make sure the review of your Continuing Education course request moves as quickly as possible, **please submit the following information for each course you want approved.** If one or more of the following items are missing, it may delay the time it takes to complete the approval process for your course.

REP Name

Course Title

Course Overview

- **Statement of purpose of the course**

- **Time frame (# of days)**

- **Intended audience**

- **Student prerequisites (what level of Scrum/Agile knowledge and/or what Scrum Alliance certifications are required, if any)**

- **How does your course content/set of objectives align with the Scrum Alliance Mission:**

To guide and inspire individuals, leaders, and organizations with practices, principles, and values that create workplaces that are joyful, prosperous, and sustainable

Learning Objectives for Course Content

In the table below, list all learning objectives associated with this course.

(View an example of LOs [here](#).)

- A learning objective should be clear, brief, and measurable.
 - Clear: Any learner of this course can read this statement and immediately know what knowledge or skill(s) they will gain by the end of the course.
 - Brief: The statement is short and gets straight to the point.
 - Measurable: The learning objective can be measured or assessed to determine whether the learner gained the key knowledge or skill(s) mentioned in the statement.
- For each learning objective, state **HOW** it will be measured.
 - I.e., formal/informal course test, creation of a product (reviewed by instructor), completion of a project (reviewed by instructor), personal communication, observation of work, written assignment, etc.
- **NOTE:** effective learning objectives begin with an action word. Ineffective learning objectives use the words *know*, *learn*, and *understand*. Avoid using these words.

Upon successful completion of this course, the learner will be able to ...	
LEARNING OBJECTIVE	HOW WILL THIS LEARNING OBJECTIVE BE MEASURED?

If more space is needed for Learning Objectives, use the table on the following page.

Upon successful completion of this course, the learner will be able to ...	
LEARNING OBJECTIVE	HOW WILL THIS LEARNING OBJECTIVE BE MEASURED?

Collect the Following Documents

These documents must be submitted with this file and all other documents needed for your application. Review the instructions on the last page for how to send in your application documents.

Course Content

- Submit supporting information and materials for what will be taught in your course.
- Examples of course content include:
 - Activity outlines, curriculum, handouts, workbook, syllabus, videos, slide deck, web links, supporting text(s), etc.
- The more supporting course materials you submit, the less likely your review will be to encounter a time delay caused by requests for more documentation.

Lesson Plan or Course Agenda

- Submit documentation that gives an overview detailing how learning activities and learning objectives flow throughout your course.

ASSOCIATED INSTRUCTOR(S) FOR A NEW COURSE

In order to ensure that your instructor(s) are added to this course for your REP organization, **please submit the following information.**

- A list of all instructors who should be associated to teach your new course.
 - Any currently approved Continuing Education or CSD instructor(s) for your REP organization can be associated to teach this course at no extra charge.

Name(s) of Instructor(s) to Add to New Course

NEXT STEPS

Save this document and include it with the documents mentioned in the pages above. Be sure you double-check that you have all the documents listed on page [4](#).

Submitting Application Documents

All documents must be in English, or submitted with English translations. Electronic documents must be in MS Office and/or PDF formats.

Documentation must be compressed in a zip file identified with your business name. Please also create the associated subfolder to organize your materials:

1. Continuing Education Course

1. Attach all course documents from page [4](#).

Please upload all materials to <https://www.hightail.com/dropbox?dropbox=ScrumAlliance>.

Paying the Application Fee

Please submit the nonrefundable review fee for this course using the following link:

<https://www.regonline.com/Register/Checkin.aspx?EventID=824497>

Our certification manager will review all information provided to check for alignment with Scrum Alliance's mission and vision as well as to ensure that all course offerings and instructors will provide the best-quality learning for those in the Scrum Alliance community.