

REGISTERED EDUCATION PROVIDER APPLICATION

The Scrum Alliance REP[®] program is designed to authorize certain well-qualified businesses and instructors to offer and instruct Scrum Alliance Continuing Education and Certified Scrum Developer[®] (CSD[®]) courses.

Applicants will be authorized as REPs upon (1) successful completion of this application; (2) successful approval of business, course, and trainer reviews; and (3) signing and submitting the corresponding current form of the Scrum Alliance REP Agreement.

The requirements and instructions outlined in this document will guide you through the process of submitting proper documentation to be considered a Registered Education Provider. The completed application and all corresponding documentation will be treated as confidential and distributed to Scrum Alliance-authorized reviewers only. Thank you for your interest in becoming a REP partner.

Please download this form to your computer, complete, save, and return to Scrum Alliance[®] with all required supporting documentation as follows:

- Business Information (**beginning on page 2**)
- Continuing Education Course Information (**beginning on page 6**)
- Instructor Information (**beginning on page 10**)

INITIAL APPLICATION INFORMATION

- How many instructors are you wanting reviewed with this application (Not including CST or CEC)?

- How many courses are you wanting reviewed with this application?

NOTE: The application fee for becoming a **new Scrum Alliance REP[®]** includes one course and one instructor. Any additional courses or instructors you want approved will require a separate \$100 application fee. If you would like to approve more courses or instructors at this time, you can find additional applications [here](#).

Questions concerning the Scrum Alliance REP program in general, requests for its associated policies, or questions about this application should be directed to REPsupport@scrumalliance.org.

BUSINESS CONTACT INFORMATION

- **Applicant Contact Full Name**

- **Business Name**

- **Business Mailing Address**

- **Email Address**

- **Phone Number**

- **Business Website URL**

- **Business Social Media Links (Facebook, Twitter, Yelp, etc.)**

- **Business Logo**

Click the icon to the right to attach your company logo.

If the application you are using to complete this application will not allow you to attach an image, include your logo in the **Business Information** folder discussed on the last page.



ABOUT YOUR BUSINESS

For the purposes of understanding how your REP organization would be created in the system should your application be approved, in the space below please provide names and email addresses for the following positions within your company:

- **Business Owner/Manager**

- **Account Administrator(s) name and email address (if applicable)**

- **Organizational stakeholders: Who are the important stakeholders that have a vested interest in your organization (business partners, partner REPs, associated CSTs or CECs, etc.)?**

- **Organizational mission/vision: What is the mission and vision of your organization?**

- **Company Bio**



SCRUM ALLIANCE® AND APPLICANT AGREEMENT:

Nothing contained within this application shall grant Scrum Alliance® any ownership rights to the applicant's course material. The completed application and all corresponding documentation will be treated as confidential and distributed to Scrum Alliance-authorized reviewers only.

You agree to provide truthful and accurate information to Scrum Alliance with regard to your application, related documentation, course materials, and any communication provided by you to Scrum Alliance. You understand that any failure to provide true, timely, and complete responses to questions in your application or related documentation may lead to rejection of your application.

Should your application be rejected, you will be subject to a six-month waiting period before being eligible to reapply.

If approved as a REP, you agree to abide by the Scrum Alliance Code of Ethics, which may be updated by Scrum Alliance from time to time. The Code of Ethics is posted on our website and incorporated herein by reference. Please also reference the REP Agreement.

Applicant/Owner Printed Name:

Applicant/Owner Signature:

I, the Applicant/Owner, affirm that I understand the application agreement as stated above.

Please type your First and Last Name

Date:

CONTINUING EDUCATION COURSE INFORMATION

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.

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.

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.

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.



CONTINUING EDUCATION INSTRUCTOR INFORMATION

In order to make sure your request to have a Continuing Education course instructor is approved as quickly as possible, **please submit the following information for each instructor 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 instructor(s).

Name

Scrum Alliance Certifications

Check the box for each currently held Scrum Alliance certification.

Instructors **must** hold at least one foundational certification (CSM[®], CSPO[®], CSD[®], and/or CSP[®]) from Scrum Alliance.

If you are the holder of an elevated certificate (CST[®], CEC, or CTC) from Scrum Alliance, you do not need to complete the **Continuing Education Instructor Information**. Check the appropriate boxes below and skip to the last page.

- Certified Scrum Master[®] (CSM)
- Certified Scrum Product Owner[®] (CSPO)
- Certified Scrum Developer[®] (CSD)
- Certified Scrum Professional[®] (CSP)
- Certified Scrum Trainer[®] (CST)
- Certified Enterprise Coach (CEC)
- Certified Team Coach (CTC)

Personal Statement of Instructional Path and Goals

Describe your journey toward becoming an instructor, as well your future goals for yourself as an instructor.

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.

- Resume or curriculum vitae (CV)
 - Must show **at least two years** of formal instructional experience in any topic(s).
 - Include any certifications or education experience that may be relevant.
- At least two** letters of recommendation that show instructional capability
 - These letters from your recommenders should highlight your training abilities and instructional skills.
 - Be sure each letter is signed and contact information for the author is included.
- Student feedback for a **maximum of four** courses
 - May be scanned hard copies *or* online survey data.
 - Translations into English must be provided (if applicable).
 - If these forms are from co-training, be sure they are **specific to you and not your co-trainer**.
- Examples of instructional work
 - Unique supplemental course content, personally created by you.
 - Examples could be:
 - Handouts, slide decks, learning objectives, lesson plans, syllabi, etc.
Please ensure that proper credit is given for ideas that are not your own by citing sources. Proper attribution must be given when using trademarked/copyrighted material. Also, request permission(s) when appropriate for photos, illustrations, etc.
- OPTIONAL** – Videos of live instruction
 - If you have video recordings of live teaching (not required), please provide an invitation to Dropbox (or comparable) folder containing the video files or a document with video link(s) (YouTube or comparable site).

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 pages [9](#) and [14](#).

Hightail Instructions

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 subfolders to organize your materials:

1. Business Information

- Attach this application
- Attach articles of incorporation or other evidence of corporate entity for your business

2. Continuing Education Course

- Attach all course documents from page [9](#) in this folder

3. Instructor Information

- Attach all instructor documents from page [14](#) in this folder

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

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.