# NAD Distance Education Application

**Pre-qualification Checklist**

The purpose of this checklist is to assist the applicant school and local conference office of education in determining the extent to which the local school is prepared to meet the criteria for establishing a distance education learning program.

**Process**

The Distance Education process as outlined on the TDEC website has been reviewed and approved by the local school board and conference office.

**Philosophy and Goals**

1. \_\_\_\_\_ The school has a philosophy which is based on the tenets of Adventist education, the needs of both the local constituency and the recipients of the distance education program.
2. \_\_\_\_\_ The philosophy has been revised to reflect the specific educational goals of a distance education program.
3. \_\_\_\_\_ The school has a mission statement which encompasses and gives direction to the distance education program.
4. \_\_\_\_\_ The school goals reflect Adventist Educational philosophy and meet the needs of the students, parents, and community at the partner site.
5. \_\_\_\_\_ The school must find ways to intentionally ensure that social and spiritual activities are planned at the partner sites.
6. \_\_\_\_\_ The school must consult with the local conference office so that school administration and board understand the limits of their transcripting authority. Transcripts for grades/subjects outside of the school’s accreditation must be provided through NAD approved distance education providers—currently these are Griggs International Academy, Atlanta Adventist Academy, Forest Lake Academy and Alberta and British Columbia programs.
7. \_\_\_\_\_ The decision to operate a distance education program is based upon real and measurable benefits expected to be experience by the host school.

**Organization and Administration**

1. \_\_\_\_\_ An administrative process has been developed to facilitate oversight of the distance education program and to effectively address the specific needs and challenges of such a program.
2. \_\_\_\_\_ The policies related to organization and administration, finance, curriculum and personnel follow guidelines established in the *NAD Working Policy*, the union education code and local conference policy.
3. \_\_\_\_\_ A process in place to ensure that decisions of the local operating school board take into consideration the needs and concerns of partner campus constituencies.
4. \_\_\_\_\_ Adequate record-keeping procedures are available to ensure the safety and confidentiality of all academic records, including transcripts, attendance, etc., of students at partner sites.
5. \_\_\_\_\_ Adequate administrative resources are allocated to ensure effective management and oversight of the distance education program.
6. \_\_\_\_\_ A clearly outlined process has been established for instructors to receive and return student work in an efficient and timely manner.
7. \_\_\_\_\_ The school has appropriate denominational accreditation.
8. \_\_\_\_\_ A plan has been developed to ensure appropriate supervision of partner sites, including regular on-site visits by school/conference personnel. Supervision should cover adequacy of facilities, technology, facilitators, etc.
9. \_\_\_\_\_ *Best Practices* is the foundation for the development and operation of the distance education program.
10. \_\_\_\_\_ The plan to establish a distance education program has been reviewed and approved by the local board, conference, union and division. It is understood that any site wishing to receive distance education services from the school must have the approval of their local conference and union leadership.
11. \_\_\_\_\_ A process is in place to ensure compliance with all state and local regulations regarding distance education for both ends of the partnership.

**Finance**

The school should be prepared to implement a financial plan for the support and operation of the distance education program which includes but is not limited to the following:

1. \_\_\_\_\_ An adequate budget has been developed to operate the distance education program so that it does not negatively impact the local school program by siphoning off resources that would otherwise be committed to local needs.
2. \_\_\_\_\_ Provision is made to meet the requirements of the *NAD Academy Accounting Manual*, including budgeting for funding of partner campus employee retirement, medical, educational, and other benefits.
3. \_\_\_\_\_ Tuition rates and other fees are established to meet budgetary needs specific to the distance education program.
4. \_\_\_\_\_ Rates established for the distance education program have received, or will receive, the formal approval of the financially responsible entity at each partner site.
5. \_\_\_\_\_ A plan for the hiring and compensation of partner sites facilitators has been developed and approved by the local school board, local conference, and partner sites’ boards.
6. \_\_\_\_\_ The plan to establish a distance education program has been reviewed by the local board and conference.
7. \_\_\_\_\_ The host school has a technology plan in place that specifies and funds the needed resources.
8. \_\_\_\_\_ A voted plan is in place to continually upgrade technology resources.
9. \_\_\_\_\_ Provisions are made within the technology plan to standardize, as far as possible. All required hardware and software at the partner sites.
10. \_\_\_\_\_ Provisions are made for technology support services, such as help desk, live chat, email, etc.

**Curriculum**

1. \_\_\_\_\_ The school offers or provides all required courses including electives to distance education students as specified in the union education code to meet denominational and government graduation requirements.
2. \_\_\_\_\_ Any alternation of subjects is in accordance with union policies.
3. \_\_\_\_\_ The content and curriculum of offered courses follow NAD standards.
4. \_\_\_\_\_ Provision has been made to ensure adequate teacher-student interaction.
5. \_\_\_\_\_ An academic standards committee has approved all curricular offerings.
6. \_\_\_\_\_ A process is in place to ensure supervision and review of classroom instruction in the distance education program.
7. \_\_\_\_\_ An assessment protocol has been established to demonstrate effective learning through the distance education program.

**Faculty and Staff**

1. \_\_\_\_\_ All faculty and administrators must meet the requirements of the *NAD Certification Manual*.
2. \_\_\_\_\_ All faculty and staff are Seventh-day Adventists in regular standing.
3. \_\_\_\_\_ Teaching loads must comply with the union *Education Code*.
4. \_\_\_\_\_ All students, local and distance, have equal and adequate access to educational resources including media, library, technology, etc.
5. \_\_\_\_\_ A formal plan is in place to provide ongoing professional development and training for teachers and facilitators.
6. \_\_\_\_\_ Background checks are performed on all school employees and volunteers, including instructors, facilitators, support personnel, etc., *prior to any involvement with students, whether in person or via technology*.

**Facilities and Equipment**

1. \_\_\_\_\_ The technology resources provided for the distance education program are sufficient to ensure consistent adequate access for all students.
2. \_\_\_\_\_ Adequate provision is made for meeting the needs of the physical education and fine arts programs for distance education students.
3. \_\_\_\_\_ Adequate arrangements have been made to ensure that equipment and other resources are available at all sites to support lab courses.