REQUIREMENTS FOR THE ACCREDITATION APPLICATION

Dear applicant, below please find the requirements to comply and submit to request the accreditation of your training program with WACLE. This is a summary of the documents to be submitted and the forms to be prepared.

Requirements:

1. Program basic data (website form)
2. Methodological aspects (attach PDF # 1)
3. Detailed program (attach PDF #2)
4. Complementary aspects (attach PDF # 3)
5. Material used by the facilitator (attach PDF # 4)
6. Materials to be handed to participants (if any, attach PDF # 5)
7. Attached questionnaire for the accreditation of a program with certification (attach PDF # 6)

You should answer all the questions provided in the questionnaires and write the contents completing the answers in two lines maximum (unless specified character details).

The font to be used should be Times New Roman 12 with line spacing of 1.15, top and bottom margins of 2 cm.

Please send us, through the WACLE website, the PDF documents generated by you, using the specific buttons that are suitable for each document under the Accreditations section.

Summarizing:
- If your application is from a program Type A or B, you would have to meet the first 6 requirements.
- If your request is of Type C, you also should meet the 7th requirement.

PROGRAM BASIC DATA

This 1st. requirement is the one you have already filled out using the WACLE web questionnaire in the Accreditation section.
So, welcome to the rest of the accreditation process.

1. Name of the program/training activity.

2. Types of programs:

    Type A (4 - 40 hours) Type B
    (>40 hours)
    Type C (Certification > 40 hours)

3. Number of times the program has been given.

4. Maximum number of participants per edition.

5. Minimum number of participants per edition.

6. Exact number of program hours. (Including presence, practices and online)

7. Who is it aimed at?   Companies, people, educational   Institutions, other: specify.

8. Purpose: Which need does it solve? Which problem does it solve? Is it an innovation?

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Requirement 2

METHODOLOGICAL ASPECTS

From this point, the rest of the requirements have to be attached in PDF format, in the button enabled on the web, in the Accreditation area.

This document should go in button #1.

1. Reference authors: provide the names of authors used as references in the program.

2. Bibliographies used: Provide the names of the books used as a base.

3. Resources and tools used: Please name briefly the tools and resources used.

4. Name of the subjects treated per day. Scheme of training / training action.

5. Skills and capabilities incorporated by the audience at the end of the program.

6. Type of previous agreements established: Codes of conduct, rules, alliances, etc.

7. Previous requisites: If any.

8. Does the facilitator(s) has studies or training related to the topic? Specify.

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DETAILED PROGRAM

(PDF Button #2)

1. Program summary: Maximum 1500 characters, including spaces, this is the summarized information with relevant and main considerations of the program.

2. Explain your personal experience: perception, learning and personal opinion as the creator of the program during its execution. (Max. 1,500 characters)

3. Achievements through program implementation: One or some relevant experiences during implementation that have arisen during the interaction with participants, as well as the conclusions at the end of the program (Max. 1,500 characters)

4. Fundamentals of the program (Max.1,500 characters). Share the theoretical bases, and disciplines or own models on which the program is based.

5. How does awareness is created, and learning is established in the program? (Max. 1,500 characters)

6. How do you establish an action plan for the participants? 500 characters)

7. How would you verify that the objective of the training was fulfilled? (Max. 1,200 characters)

8. Payment plans and fees: (in table format) Please attach an explanatory table clearly indicating payment plans and program fees.

9. Reimbursement or withdrawal policies: (Max. 500 characters) Explain the policies for reimbursement in the case there is a contingency and the program cannot be carried out, as well as the rules established if any participant withdraws from the program.

10. Please provide us with five e-mails of people we may contact to verify their experience with your program.

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COMPLEMENTARY ASPECTS

(PDF Button #3)

1. What is the motivation to carry out this training program?

2. What makes this program different from others?

3. Make a video of a maximum of 3 minutes "selling" us your proposal so we can appreciate the essence of your training program. Please provide the link (ex., YouTube) where this document is hosted.

Requirement 5

MATERIAL USED BY THE FACILITATOR

(PDF Button #4)

Please provide the didactic material used by the facilitator: send a copy of the reinforcement materials, tablets, deliverables, etc. used by the facilitator to give the training program.

Requirement 6

MATERIALS PROVIDED TO PARTICIPANTS

(PDF Button #5)

Likewise, please attach the materials provided to the participants in the training program (if any).

Requirement 7

MATERIALS PROVIDED TO PARTICIPANTS

(PDF Button #6)

1. Please specify where the training and certification are carried out:
   a. Facility (if live): Explain the requirements that must be met by the facility where the program will be carried out in terms of m^2 and resources.
   b. Online platform to carry out the program (if online): Explain what type of online platform is used for the program or its evaluation.

2. Curricular design: Please name and explain in detail the set of themes of each module.

3. Please detail the evaluation instruments (templates, tests, etc.) you have. (Attach used forms)

4. Please detail the methodology or training design used: It would be how it is going to be measured, the total methodology, whether you use a specific model and its author or, if it is your own model, explaining it.

5. Do you have a test or previous evaluation to the program (yes/no) to know the initial "photo" of the participants: if yes, explain and attach the test or evaluation.

6. What kind of performance indicators will be used to assess the competencies, skills and/or abilities of participants?

7. Please explain the quality criteria on which the program is based and how they are measured.

8. Supervision: During the 2 year validity period of this Certification, WACLE may ask you to attend some certification evaluation to verify and guarantee the standards.