



CURRICULUM COMMITTEE: REVIEW / EVALUATION PROCESS

GUIDING PRINCIPLE:

All submissions received will be processed in accordance with the principles of being fair, candid and transparent.

SUBMISSION PROCESS:

- a. Submission must be made using the respective SurveyMonkey link:
 - i. New Course <https://www.surveymonkey.com/r/MMPPFVP>
 - ii. 2023 Symposium Presentation <https://www.surveymonkey.com/r/MF7GNJV>
- b. The submission will be received by the Executive Director.
 - a. Upon receipt, the Executive Director will assure that within one business day:
 - i. Confirm receipt of the submission to the primary submitter.
 - ii. Forward the submission to the Committee chair requesting the review/evaluation process to begin.
- c. The submission sent to the Committee Chair.
 - a. Upon receipt, the Committee Chair will assure that within one business day:
 - i. Confirm to Executive Director receipt of the submission and sending to committee members.
 - ii. Forward the submission to Committee members.
- d. The submission sent to the Committee members
 - a. Considerations the Committee evaluates include:
 - i. Is the proposed training applicable to LEVA's domain, i.e. DME?
 - ii. Does the proposed training complement LEVA's training program? If so, how?
 - iii. Does the proposed training conflict with any element of LEVA's training program? If so, how?
 - iv. For new courses: is it to be presented by a vendor or non-vendor?
 1. If to be presented by a vendor:
 - a. No display of vendor's logo
 - b. No mention of vendor's company
 - c. Vendor is advised course is not a sales/marketing platform
 - v. What type of software is required?
 - vi. Is any required software manufactured and sold by the instructor(s) employer?
 - vii. Do the proposed instructors appear qualified to teach the proposed training?
 - viii. Can the proposed training be delivered in-person or virtual only or both?
 - b. Each Committee member confers with others on the Committee, via email or other means, to determine if the proposed training is recommended for approval or not.
 - c. Each Committee member responds to the Committee Chair with members' respective determination.
 - d. The Committee Chair reviews the responses and advises the Executive Director of the committee's determination.
 - e. Unless exigent circumstances arise, final determination of the submission must be received by the Committee Chair within 21 calendar days.

- f. The Committee Chair will inform the Executive Director of the final determination.
- e. If the submission is for an approved new LEVA course, the Executive Director will inform the Board of the course and determination of the committee before scheduling it on LEVA website.