

ANNEX A – APPENDIX 1
EXTERNAL CREDENTIALING DOCUMENT
EXTERNAL CREDENTIALING FORMS FOR PROGRAM PROVIDERS
ORGANIZATIONAL PROFILE

1. Name of organization

2. Mission, vision, and goals of the organization

3. Organizational operational procedures, customs, and regulations for working with youth (e.g., criminal background check requirements)

4. Address

5. E-mail _____

6. Phone _____

7. Fax _____

8. Name of contact _____

9. Title of contact _____

10. Chair of the Board (if applicable) _____

11. Corporate Registration Information (Please check one, if applicable)

Not for Profit Business

Registration Number _____ Registration Number _____

The organization agrees to provide, upon request, its annual report, including its list of board of directors.

Signed: _____

Date: _____

ANNEX A – APPENDIX 2
EXTERNAL CREDENTIALING DOCUMENT
EXTERNAL CREDENTIALING FORMS FOR PROGRAM PROVIDERS
PROGRAM/COURSE PROFILE

On a separate sheet, please provide the information listed below for each program or course submitted for External Credentialing.

1. Official title
2. Number of hours required to complete
3. Objectives, competencies, and outcomes
4. Method of evaluation (oral, written, experiential)
5. Course materials, author, and/or organization responsible for publication
6. Is there a mark provided, or is it a pass/fail program or course?
7. Do the participants receive a certificate?
8. Does the organization keep a database of the results? If yes, indicate the length of time records are maintained.
9. Does the course have provincial, national, and/or international recognition? If yes, please describe.
10. Describe the documentation provided to the student indicating the successful completion of the program or course.
11. Provide proof of sufficient accident and liability insurance for both the organization and participating youth.
12. Does the program or course instructor require certification? If yes, provide
 - the training required;
 - the provider of the training;
 - the type of certification obtained.
13. Is there a requirement for instructor refresher certification? If yes, please describe.

ANNEX A – APPENDIX 3
EXTERNAL CREDENTIALING DOCUMENT
EXTERNAL CREDENTIALING FORMS FOR PROGRAM PROVIDERS
ESSENTIAL GRADUATION LEARNINGS

Please provide the information listed below for each program or course submitted for external credentialing.

The Department of Education and Early Childhood Development, working with the other three Atlantic Provinces, have developed the Essential Graduation Learnings (EGLs). These areas cross traditional subject boundaries and are not the monopoly of any one discipline. Please complete the table below for each program or course. Indicate with a “yes” or “no” response if the EGL is applicable to the course. Refer to EGL descriptors which follow the table.

Program or Course Title:	
Essential Graduation Learning	Applicable to Program or Course?
Aesthetic Expression	<input type="checkbox"/> Yes <input type="checkbox"/> No
Citizenship	<input type="checkbox"/> Yes <input type="checkbox"/> No
Communication	<input type="checkbox"/> Yes <input type="checkbox"/> No
Personal Development	<input type="checkbox"/> Yes <input type="checkbox"/> No
Problem Solving	<input type="checkbox"/> Yes <input type="checkbox"/> No
Technological Competence	<input type="checkbox"/> Yes <input type="checkbox"/> No

Aesthetic Expression: Graduates will be able to respond with critical awareness to various forms of the arts and be able to express themselves through the arts.

Citizenship: Graduates will be able to assess social, cultural, economic, and environmental interdependence in a local and global context.

Communication: Graduates will be able to use the listening, viewing, speaking, reading, and writing modes of language(s), and mathematical and scientific concepts and symbols to think, learn, and communicate effectively.

Personal Development: Graduates will be able to continue to learn and pursue an active, healthy lifestyle.

Problem Solving: Graduates will be able to use the strategies and processes needed to solve a wide variety of problems, including those requiring language, and mathematical and scientific concepts.

Technological Competence: Graduates will be able to use a variety of technologies, demonstrate an understanding of technology applications, and apply appropriate technologies for solving problems.

ANNEX A – APPENDIX 4
EXTERNAL CREDENTIALING DOCUMENT
EXTERNAL CREDENTIALING FORMS FOR PROGRAM PROVIDERS
PRINCIPLES OF LEARNING

Please provide the information listed below for each program or course submitted for external credentialing.

The public school program is based upon the Principles of Learning. The principles provide direction for educators in planning the experiences for the students. Please complete the table below for each program or course. Indicate with a “yes” or “no” response if the Principle of Learning is applicable to the program or course.

Program or Course Title:	
Principle of Learning	Applicable to Program or Course?
Learning is a process of actively constructing knowledge.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Students construct knowledge and make it meaningful in terms of their prior knowledge and experiences.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Learning is enhanced when it takes place in a social and collaborative environment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Students need to continue to view learning as an integrated whole.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Learners must see themselves as capable and successful.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Learners have different ways of knowing and representing knowledge.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reflection is an integral part of learning.	<input type="checkbox"/> Yes <input type="checkbox"/> No