



INTERNATIONAL CHRISTIAN MARITIME ORGANIZATION

**GUIDELINES FOR ACCREDITING
CONTINUING EDUCATION AND TRAINING
PROGRAMS**

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The International Christian Maritime Association (*ICMA*) believes that continuing education enhances participants' commitment to seafarers' ministry, develops their professional skills and broadens their spiritual perspective. In order to meet participants' various educational needs consistent with their professional background and diversity, and to ensure the quality of continuing programs catering to this unique ministry, ICMA has adopted the following guidelines (the *Guidelines*) for programs. The ICMA Standing Committee on Education and Training (*SCET*) will administer the ICMA accreditation program.

1. INDIVIDUAL COURSES OR PROGRAMS

Application for Individual Courses or Programs.

Course providers may seek accreditation of individual courses or programs from SCET by completing the "Application for Accreditation of an Individual Course" attached hereto as Annex 1. A completed application form and supporting information shall accompany all requests for accreditation of Continuing Education courses and programs.

1.1 Supporting Information.

Applications shall be submitted with all required attachments. Required attachments include but are not limited to:

- (a) timed course or program outline;
- (b) faculty biographies, including educational background and degrees;
- (c) complete set of written materials for the course or program;
- (d) financial aid policy as required under section 1.3(i) of these Guidelines;
- (e) attendance verification procedures;
- (f) if participants are assessed, provide assessment procedures; and
- (g) procedures for participants' course evaluation.

1.2 Application Deadline.

Applications submitted by course providers shall be postmarked at least 90 days prior to the occurrence of the course or program. All applications should be submitted as far in advance as possible to ensure a timely response by the SCET.

- (a) Applications submitted less than 60 days prior to the occurrence of the course or program will not be accepted for review except in extenuating circumstances and with prior permission from the SCET. A cover letter detailing the extenuating circumstances shall be included with the late application.

- (b) No application for accreditation will be accepted for review after a course or program has occurred except in extraordinary circumstances. A cover letter detailing the extraordinary circumstances shall be included with the late application.

1.3 Standards for Accreditation.

Certified continuing education courses or programs shall comply with the following guidelines:

- (a) The program shall adhere to ICMA's ethical standards and policies as stated in the ICMA Code of Conduct.
- (b) The program shall have significant intellectual, vocational, or practical content and its primary objective shall be to increase the competency, professionalism, skills and/or areas of ministry.
- (c) The continuing education course or program shall be offered by a provider that has substantial, recent experience in offering continuing education, or that has demonstrated an ability to effectively organize and present continuing education to participants.
- (d) The continuing education course or program shall be taught by instructors qualified by appropriate education, training and experience, and with expertise in the subject matter being taught.
- (e) Thorough, high quality, readable and carefully pre-written materials shall be made available to all participants at or before the time the course or program is presented, unless the absence of materials, or the provision of such materials shortly after the course program, is approved by the SCET.
- (f) Controversial or disputed issues must be presented as such. All activities will be free of commercial bias and balanced discussion of the topic will be ensured.
- (g) Written materials for approved courses and programs shall satisfy the following additional criteria:
 - (i) Materials shall be prepared or compiled specifically for the certified course or program, and shall specifically address each topic presented in the course or program;
 - (ii) Materials shall be prepared or adopted and approved by the speaker and shall be distributed to the attendees at or before the time the course or program is to be held, unless the absence of materials, or the provision of such material shortly after the program, is approved in advance by the SCET;

- (iii) Materials shall reflect that they are timely or that they have been updated with specific reference to the course or program;
 - (iv) Materials shall cover those matters that one would reasonably expect for a comprehensive and professional treatment of the subject matter of the course or program; and
 - (v) Brief outlines without references shall not constitute compliance with Program accreditation criteria.
- (h) The course program shall be conducted in a physical setting that is comfortable and conducive to learning.
 - (i) Except in situations where courses are offered free of charge or where the SCET has determined that a financial aid policy is not appropriate, a financial aid policy shall be submitted with all applications for participants who wish to participate in the course or program, but who are unable to participate due to cost considerations. The types of financial aid available may include, but are not limited to, discounts, reduced fees, scholarship awards or waivers of course fees.
 - (j) The continuing education course or program shall include a procedure to be used by the provider to verify that the participant completed the entire course. A provider's attendance verification procedure may not rely solely on statements made by a participant. Applications that do not include appropriate procedures to verify that a participant completed the entire course shall not be approved.

1.4 Non-Traditional Format Courses.

A non-traditional format is any format other than the live classroom format. Non-traditional formats include, but are not limited to, audio recordings and video recordings, live broadcasts, teleconferences, videoconferences, Web conferences and online courses. In addition to the requirements set forth in these Guidelines, Course providers that wish to have a course approved in one or more non-traditional formats shall submit the following for each format:

- (a) A description of the method of participation;
- (b) A description of the procedures used by the provider to verify that a participant completed an entire course or an entire session of a course, noting that a provider's attendance verification procedures may not rely solely on statements made by participants, and must be appropriate for both the method of presentation and the format;
- (c) A sample of each type of non-traditional format (compact disc, audiotape, etc.) or for an online program, a password and instructions for online access. Where submission of a sample may not be possible (e.g., for a teleconference or Web

conference), the provider shall submit a description of the technology used (including whether the program is live or archived and the level of interactivity).

1.5 Announcement.

Providers of accredited courses and programs may announce in informational or registration materials the following:

“This course or program has been accredited by the International Christian Maritime Association.”

2. HYBRID ACCREDITATION OF INDIVIDUAL COURSES OR PROGRAMS

2.1 Application.

Course providers may seek hybrid accreditation for repeat presentations of individual courses or programs from SCET by completing the “Application for Accreditation of an Individual Course Activity” attached hereto as Exhibit 1. Applicant shall indicate that it is seeking hybrid accreditation of its course or program. A completed application form and supporting information described in paragraph 1 above shall accompany all requests for accreditation of continuing education courses and programs.

2.2 Accreditation Period.

Continuing education courses that are granted hybrid accreditation by the SCET may be approved for a period of one (1) to three (3) years from the date of the grant of such status.¹

2.3 Modifications or Updates.

Modifications or updates that substantially change the course during the accreditation period, including, but not limited to, substantial changes to the course material or to the faculty presenting the program, must be submitted to the SCET for approval, prior to the date of the program.

¹ **Example 1.** Multiple presentation of continuing education courses given over the course of a year (e.g., single course or program presented five (5) times a year) meeting the Committee’s accreditation criteria may be approved for one (1) year without separate application to the Committee for each presentation within the year.

Example 2. Repeat presentations of a continuing education course given over the course of several years (e.g., single course or program presented twice a year over the last four (4) years) meeting the Committee’s accreditation criteria may be approved for a period of up to three (3) years.

2.4 Application Deadline.

Applications for hybrid accreditation of individual courses or programs shall be submitted at least 90 days prior to the occurrence of the course or program. All applications should be submitted as far in advance of the date of the course or program as possible to ensure a timely response by the SCET.

2.5 Standards for Accreditation.

Hybrid accreditation of individual courses or programs may be granted at the discretion of the SCET to applicants satisfying the requirements of Section 1.3 of these Guidelines.

2.6 Non-Traditional Format Courses.

A non-traditional format is any format other than the live classroom format. Non-traditional formats include, but are not limited to, audio recordings and video recordings, live broadcasts, teleconferences, videoconferences, Web conferences and online courses. In addition to the requirements set forth in these Guidelines, Course providers that wish to have a course approved in one or more non-traditional formats shall submit the following for each format:

- (a) A description of the method of participation;
- (b) A description of the procedures used by the provider to verify that a participant completed an entire course or an entire session of a course, noting that a provider's attendance verification procedures may not rely solely on statements made by participants, and must be appropriate for both the method of presentation and the format;
- (c) A sample of each type of non-traditional format (compact disc, audiotape, etc.) or for an online program, a password and instructions for online access. Where submission of a sample may not be possible (e.g., for a teleconference or Web conference), the provider shall submit a description of the technology used (including whether the program is live or archived and the level of interactivity).

2.7 Announcement.

Providers of courses or programs that have been accredited for hybrid accreditation may announce in information brochures or registration materials the following:

“This course or program has been accredited by the International Christian Maritime Organization.”

2.8 Extension of Hybrid Accreditation.

- (a) A provider may request extension of its hybrid accreditation for an additional period of up to three years. The request shall be made in writing to the SCET at least 90 days before the end of the accreditation period.
- (b) The SCET shall determine if there are pending or past breaches of these Guidelines, and the Committee, at its discretion, may condition extension of the hybrid accreditation period upon the provider meeting additional requirements specified by the SCET. The provider shall be furnished with written notice by first class mail of the SCET's determination to approve, conditionally approve, or deny the request for extension of its hybrid accreditation.
- (c) If a request for extension is timely, the hybrid accreditation shall continue until the SCET acts on the request.
- (d) If a request for extension of the hybrid accreditation is not received by the SCET at least 90 days before the end of the accreditation period, the provider's hybrid accreditation will terminate at the end of the period. Any request received thereafter shall be considered by the SCET as an initial application for hybrid accreditation.

3. REVOCATION.

Hybrid accreditation of courses may be revoked by the SCET if the requirements of these Guidelines are not met or, if upon review of the provider's performance, the SCET determines that the content of the course, the program materials, the quality of the activities or the provider's performance does not meet the standards set for in these Guidelines. In such event, the Committee shall send the provider a 30-day notice of revocation containing a written statement of the reasons for the revocation and affording an opportunity for the provider to request a review of the revocation by making an explanation and submitting facts in opposition. The SCET shall provide such additional hearings as thereafter may be required. Unless there are special circumstances, the SCET shall determine the request within 180 days of receipt of such request. The decision of the SCET shall be final after such review.



**ICMA APPLICATION FOR ACCREDITATION OF AN INDIVIDUAL OR
HYBRID COURSE ACTIVITY**

(FOR USE BY SPONSORING ORGANIZATION)

SPONSORING ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ FAX: _____

E-MAIL: _____

TITLE OF COURSE: _____

ANTICIPATED DATE(S) OF COURSE: _____

LOCATION(S) OF COURSE: _____

ACCREDITATION

(A) Sponsor acknowledges and agrees to comply with all SCET Guidelines. Sponsor understands that [the SCET Guidelines are available on the ICMA Web site and that] printed copies are available by contacting the SCET.

(B) Sponsor certifies that this application is complete and includes all required attachments.

(C) Sponsor understands that once reviewed, this application will not be re-reviewed to consider additional materials supplied at a later time that should have been submitted with this application.

(D) Sponsor certifies that the above information (including all information contained in attachments) is true.

SPONSOR REPRESENTATIVE (*print name*) TITLE

SIGNATURE DATE

Required Attachments – In support of your application:

1. Attach a final version of the timed agenda or timed outline of the course. The agenda/outline must indicate breaks, if any, and identify the presenter(s) of each session.
2. Attach a course description.
3. Provide faculty name(s) and credentials, including educational background/degrees.
4. Attach a printed copy of the *complete set* of written materials distributed for the course. You must organize/label the material so that they correspond to each session listed on the agenda. If the written materials are not available in advance, you may submit such materials immediately following the course.
5. Indicate total hours of instruction.
6. Describe the audience to which the course is directed and advertised.
7. If you charge a registration fee, attach a copy of your financial aid policy including the specific procedures participants must follow to request financial aid and the specific criteria for award of aid.
8. Indicate method of presentation of course (faculty in room with participants, CD, DVD, teleconference, web conference, online, etc.).
9. If the method of presentation is *not* faculty in room with participants, submit a sample (a copy of the CD or DVD, a password and instructions for online access, etc.). Where a sample is not possible, describe technology (interactive, live or archived, broadcast to numerous sites, etc.).
10. Indicate method of participation (group activity and/or self study).
11. Describe how you will verify that participants attended/completed the course.
12. If participants are to be assessed, describe how assessment will be accomplished
13. Describe how participants will evaluate the course. Annex 3 is an example of an approved participant evaluation sheet.

INCOMPLETE APPLICATIONS WILL BE RETURNED



ICMA CERTIFICATE OF ATTENDANCE

(This is an example of a certificate of attendance for an ICMA accredited course.)

**MAY BE USED ONLY FOR PROGRAMS ACCREDITED BY THE ICMA
TRAINING AND EDUCATION COMMITTEE**

ALL INFORMATION MUST BE ENTERED BY THE COURSE PROVIDER

Name of Participant: _____

Title of Program: _____

Date(s) of Attendance: _____ **Location:** _____

– CONTINUING EDUCATION PROVIDER INFORMATION –

Provider Organization: _____

Address: _____

Telephone:

Provider Representative Signature: _____

(Print Name) _____



COURSE EVALUATION SHEET

(This is an example of an approved course evaluation sheet for student evaluations. The requirements for course evaluations shall be included in the application for accreditation. See paragraphs 1.)

Please complete the following at the close of the session and return it to [●].

Title of Event: [●]

Date of Session: [●]

Speaker/Contributor: [●]

How to answer: Circle the number beside each statement that most accurately reflects your view.

- 1 means that you definitely disagree
- 2 means that you tend to disagree
- 3 means that you are not sure or it does not apply
- 4 means that you agree but with reservations
- 5 means that you definitely agree

- | | | | | | |
|---|---|---|---|---|---|
| 1. The course was structured and organized well. | 1 | 2 | 3 | 4 | 5 |
| 2. The course materials were helpful for the course and for future reference. | 1 | 2 | 3 | 4 | 5 |
| 3. The course content was interesting and relevant to my work. | 1 | 2 | 3 | 4 | 5 |
| 4. The course increased my knowledge on the topic. | 1 | 2 | 3 | 4 | 5 |
| 5. The speaker was knowledgeable and well prepared. | 1 | 2 | 3 | 4 | 5 |
| 6. The speaker's presentation was clear and effective. | 1 | 2 | 3 | 4 | 5 |

7. The speaker answered questions. 1 2 3 4 5

8. The course was appropriate for my knowledge and experience level 1 2 3 4 5

9. The course provided good interaction between participants. 1 2 3 4 5

10. If you circled a number less than 3 for any item please explain why.

11. Please provide comments regarding the suitability of the venue and facilities.

12. Please provide any additional comments you may have for improving this session in the future.