

ARP Education Review Instructions

PURPOSE

This process was established to evaluate applicants who have the same competencies as measured by traditional eligibility routes, but who, for whatever reason, took a different path to gain those competencies. The purpose of the **Education Review Form** is to provide a mechanism for evaluators to review an applicant's educational background to determine which competencies were met during a post-secondary education.

The process is divided into three (3) steps:

1. **Education Evaluation Review**
2. Dossier Review
3. Personal Interview (*if required*)

Note: *If using education, the Education Review process should be completed before your application moves on to step 2 (Dossier Review) if necessary.*

CHECKLIST

- ☐ Applicant must provide a completed **Education Review Form** in electronic format.
- ☐ **Official transcript** or education evaluation (if degree is from outside the US or Canada) must be sent directly from the educational institution or evaluation service to transcripts@cidq.org. If multiple institutions were attended, then a transcript for each must be provided.
- ☐ Applicant must include a copy of **course descriptions** for each course referenced on the Education Review Form. The course descriptions must be from the time courses were taken from the educational institution. The course descriptions should be presented in course number order.
- ☐ Make payment in the amount of **\$595** application fee (non-refundable).

Note: *All documents, including supporting materials, MUST be completed in English. Any required translation must be performed by a certified translator.*

INSTRUCTIONS

1. Complete the **Education Review Form** in electronic form. The form is divided into 4 columns. Columns 2-4 must be completed for all areas. Use N/A (not applicable) where necessary. No courses will be evaluated without a detailed and complete narrative in Column 4.

Column 1: Knowledge and Skill Requirements

Column 1 lists specific topics, experiences and requirements for application of knowledge and skills acquired throughout the course of the curriculum.

Column 2: Course Title, Number and Institution

Column 2 provides an area for you to list course titles and numbers for all courses that addressed the content/activities/experiences and requirements for application of knowledge and skills indicated in Column 1. You may use the same course title and number multiple times throughout this form. If the following method was not used at your campus, provide your college's numbering method on the transcript or catalog, making sure to present course descriptions in numeric order.

- 100-Freshman
- 200- Sophomore
- 300-Junior
- 400-Senior
- 500-Graduate

Note: *If you are submitting multiple transcripts, this column provides an area for you to identify from which institution you obtained the knowledge and skill.*

Column 3: Indicate Class Type

Column 3 provides an area for you to identify if the course was lecture, lab, studio, combination or other (i.e.: internship, community service).

Column 4: Narrative

Column 4 provides an area for you to describe how the courses identified in Column 2 addresses the content/activities/experiences and requirements for application of knowledge and skills indicated in Column 1. Please refer to words such as *identify, apply, provide, and demonstrate* to formulate your narrative. This narrative is critically important and will assist the education review team to understand your educational experience/knowledge of the standard being assessed. Please complete the narrative section as comprehensively as possible. **DO NOT SIMPLY ENTER THE COURSE DESCRIPTION IN THIS SECTION.**

EDUCATION REVIEW FORM EXAMPLE:

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Knowledge & Skill Requirements	Course Title, Number & Institution	Indicate Class Type: Le = lecture St = studio La = lab Ot = other*	Narrative
HEALTH, SAFETY, AND WELFARE			
Identify where in your academic program you acquired knowledge which illustrates your ability to achieve compliance with laws, codes, standards, and guidelines that impact fire and life safety:			
1. Compartmentalization –fire separation and smoke containment	ID170 – BC & STDS ID205 – ID 2	Le Le & St	Reviewed building codes and government ordinances relating to fire separation and smoke containment. Exercises reviewed code requirements for various project types including a 2 story office building, classroom building, a small restaurant and a large multi-family unit.

SEND COMPLETED EDUCATION REVIEW FORM, AND COURSE DESCRIPTIONS VIA DROPBOX OR SOME OTHER DOCUMENT SHARING TOOL TO:

Cornelia Springer at cspringer@cidq.org