



## Energy Industry Fundamentals Course Provider Application

This application is for educational institutions who wish to offer the Energy Industry Fundamentals course developed by the Center for Energy Workforce Development (CEWD) as an accredited certificate program. Please read the program handbook in advance of completing this application. This application should be submitted with required appendices to Kristie Kelley at [kristie@cewd.org](mailto:kristie@cewd.org)

### **SECTION 1A**

#### **Applicant Information**

**Organization Name**

**Tax ID Number**

#### **Type of Institution**

- ☐ High School    ☐ Community College    ☐ Trade/Technical College    ☐ Union  
☐ Training Provider (Please complete section below and then complete Section 1B)  
☐ Other (please specify) \_\_\_\_\_

\*Please attach a copy of the Articles of Incorporation or other proof verifying your status as a legitimate education operation and label as Appendix 1.

**Address**  
**City, State, Zip**  
**Contact Name**  
**Contact Phone**  
**Number**  
**Email**

**Fax**

### **SECTION 1B**

#### **Training Provider Information (high school and colleges N/A)**

**Target Audience**  
**(please be specific)**  
**Purpose of Training**  
**Funding Source**  
**Do students**  
**directly incur any**  
**costs?**

### **SECTION 2**

All Course Providers must have a partnership in place with a local utility who is a member of CEWD in good standing in order to become an Approved Provider.

#### **Partner Utility**

**Partner Utility**  
**Name**  
**Primary Contact at**  
**Utility**  
**Phone Number**  
**Email**

**Fax**

\*Training Providers: Please complete Utility Partner Verification, Addendum 1.

## **SECTION 3**

### **Course Instructors**

Course Instructors and Qualifications (include name, employer, degree and/or credentials, and year of teaching or training experience)

## **SECTION 4**

### **Course Format**

How will you be offering the Energy Industry Fundamentals course (select all that apply):

#### **Audience**

- ☐ High School (general education)    ☐ High School (career/technical education)  
☐ Community College    ☐ Transitioning Workers    ☐ Pre-apprentice  
☐ Other (please specify) \_\_\_\_\_

#### **Course Format**

- ☐ Year-long course    ☐ Semester-long course    ☐ Bootcamp  
 If you are a high school provider, what grade(s) is EIF being taught and over how many years? \_\_\_\_\_  
☐ Blended Learning    ☐ Other (please specify) \_\_\_\_\_

Please provide details on how the course will be taught, to include the following:

Is EIF being delivered by an instructor in a classroom? Is the online version of EIF being utilized for a blended learning approach? How many contact hours are in EIF? Include any other relevant details on instructional techniques being utilized.

Is EIF part of a CTE Pathway? \_\_\_\_\_

If so, what is the name of the Pathway? \_\_\_\_\_

Please provide a link to the pathway standards. \_\_\_\_\_

## **Credits/CEUs**

Will the course be offered for college credits or CEUs?

☐ College Credit      ☐ CEUs

Who will be awarding the credits or CEUs and how many?

You must follow the provision specified by the agency granting the credits or CEUs. How will you be doing this?

## **SECTION 5**

Describe the resources in place to support this coursework, including the facilities you will use and your personnel and financial resources in place to support the program.

## **SECTION 6**

All Course Providers must have fair and equitable policies and procedures in place for the following items. Please describe how your organization addresses each item.

### **Records Control**

### **Complaints about course administration or grading**

### **Appeal of course grades**

**Where will the information about complaints and appeals be readily available for students?**

### **Privacy, confidentiality, and security of student information**

### **Disclosure of any commercial support**

### **Fees, cancellations, refunds**

### **Compliance with the Americans with Disabilities Act**

### **Non-discrimination policy**

## **SECTION 7**

### **Course Marketing/Promotion**

Course Providers must include the following information in their marketing and/or communication materials for students.

- Standard course description included in the handbook as well as learning outcomes
- Special requirements for participation in the course (such as technology equipment or pre-requisites)
- Qualifications of instructors
- Fees and deadlines
- Cancellation and refund policies
- Academic or continuing education credit being offered
- Commercial support disclosure (if applicable)
- The requirements to earn the assessment-based certificate (completing the course and earning the minimum of 68% on the final assessment). You must also communicate the statement, "The bearer of the Energy Industry Fundamentals Certificate has a foundational knowledge and understanding of the utility industry."
- Any changes to the certificate program purpose, scope, intended learning outcomes, and requisites and the effective dates of changes (PLEASE NOTE: This is only applicable if new versions of Energy Industry Fundamentals are released by CEWD.)

Describe how you will communicate this information to students and include appropriate print materials in Appendix 2, as well as the website URL:

### **Course Provider Agreement**

Once this application is processed and approved, as an Approved Course Provider you must agree to the conditions below. Signature by an authorized representative is required on the last page.

- Provide adequate facilities and staffing to administer the program
- Teach the CEWD curriculum Modules 1-5 and administer quizzes to students for all modules (optional modules—Modules 6 & 7)
- Utilize sound instructional techniques to ensure students are engaging in a variety of learning activities included in the modules (i.e. labs, critical thinking, etc.)
- Follow required protocol for proctoring and accessing student scores for those who qualify to take the assessment. You must also communicate the statement, "The bearer of the Energy Industry Fundamentals Certificate has a foundational knowledge and understanding of the utility industry."
- Credential attainment for the first cohort must not fall below 65% of class. Second and subsequent cohorts must not fall below 75%.
- Agree to submit to optional site visits by CEWD, if determined necessary
- Agree to Approved Course Provider confidentiality agreement and conflict of interest terms\*

### **Addendum 1**

**\* Only to be completed by Training Providers, not high school and college providers.**

#### **Utility Partner Verification for Training Providers**

I attest that (\_\_\_\_\_) has met the necessary qualifications and standards  
*name of training provider*  
for delivering EIF as defined by CEWD. We acknowledge that (\_\_\_\_\_) in  
*name of training provider*  
training students in EIF is providing us (\_\_\_\_\_) with a valuable resource  
*Utility Partner*  
In expanding our talent pool for potential workforce candidates.

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Utility Partner

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Utility Partner Representative Signature

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Printed Name

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Title

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Date

I attest that this information is true and agree to abide by the requirements set forth in the EIF Course Provider Handbook and in this application. I hereby authorize CEWD to validate any or all information included in this application and to conduct such other due diligence as CEWD deems appropriate or necessary in connection with this application.

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Approved Provider Representative Signature

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Printed Name

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Title

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Date

**\*Confidentiality Agreement and Conflict of Interest Terms:**

The Approved Course Provider (ACP) shall safeguard the privacy of individuals, where applicable, and shall hold in confidence and in a secure manner the information obtained in the course of certificate program activities at all levels of the organization, including those of subcontractors acting on its behalf. Information about a particular individual shall not be disclosed to a third party by ACP personnel without the written consent of the individual. Where the law requires information to be disclosed to a third party, the individual shall be notified of the information provided.

The ACP agrees that it will avoid any conflicts of interest or appearance of any conflicts of interest in performing its duties as an ACP. In addition, the ACP agrees to let CEWD know in writing if a conflict of interest exists or potential conflict arises between CEWD and the interests of another organization.