

## Standard Operating Procedures (SOP)

Process Name:	Author (Date):	Approver (Date):	Comments
Content and Instructional Requirements	Michael Boone, PhD (11.27.20)	Teresa Hardee, EdD (11.28.20)	

Responsible Audience	References
Senior Consultant	SOP Manual

This SOP's Purpose/Goal
To ensure that the learning (course) design document reflects the desired learning outcomes and that they follow a logical progression.

Standard Operation:
<p><b>1. During the execution phase of each learning event, the Senior Consultant will obtain and review the proposed learning outcomes from the course to be delivered.</b></p> <ul style="list-style-type: none"> <li>a. Ensure the instructional materials for the learning event are completed in its entirety by the instructor.</li> <li>b. Obtain and review the instructional materials from the instructor for review.</li> <li>c. Inquire the instructor of the instructional method to offer the course.</li> </ul>
<p><b>2. The Senior Consultant will update/develop the Course Design Document with the learning outcomes.</b></p> <ul style="list-style-type: none"> <li>a. Open an Internet browser and navigate to <a href="https://home.mycloud.com/cloud/file">https://home.mycloud.com/cloud/file</a>.</li> <li>b. Navigate to the IACET Certification Materials folder.</li> <li>c. Open the learning event folder and obtain the Course Design Document.</li> <li>d. Update the Course Design Document with the learning outcomes.</li> </ul>
<p><b>3. Incorporate any needed updates or modifications in accordance with client/customer feedback (if any).</b></p> <ul style="list-style-type: none"> <li>a. Update the Course Design Document with any update or modifications per client/customer feedback.</li> </ul>
<p><b>4. Finalize the Course Design Document.</b></p> <ul style="list-style-type: none"> <li>a. Ensure all aspects of the Course Design Document are completed.</li> </ul>
<p><b>5. Submit the finalized Course Design Document for review and approval.</b></p> <ul style="list-style-type: none"> <li>a. Print the completed Course Design Document and submit the document for approval. Print to PDF for compliance documentation.</li> </ul>
<p><b>6. Using the approved Course Design Document, the instructor will then develop the course materials.</b></p>
<p><b>7. Once the course materials are finalized by the instructor, the Senior Consultant will obtain and review the materials to ensure the course materials are in align with the Course Design Document.</b></p> <ul style="list-style-type: none"> <li>a. The Senior Consultant ensures the learning environment supports the learning outcomes.</li> <li>b. The Senior Consultant ensures the course content supports the learning outcomes.</li> <li>c. The Senior Consultant ensures the instructional methods are appropriate.</li> <li>d. The Senior Consultant ensures the instructional methods support learning principles.</li> </ul>

Revision History:			
Version	Revised By:	Date:	CEO Approval Date:
1.0	Michael Boone	5/30/2020	5/30/2020
2.0	Michael Boone	11/20/2020	11/27/2020