



## Program Readiness Checklist

Form completed by: \_\_\_\_\_ representing \_\_\_\_\_  
 (Name) (Name of Program/Institution)

The QM Program Certification process consists of four individual certifications that online Higher Education Programs may seek:

- **Online Program Design**
- **Online Teaching Support**
- **Online Learner Support**
- **Online Learner Success**

The following checklist can help institutions determine if their programs are ready to be successfully reviewed for one or more types of QM Program Certification:

1.  Is there institutional support for participating in the Program Certification process?
2.  Does a senior-level official at the institution support the program's effort to seek certification?
3.  Where more than one institutional unit is involved in the program (e.g., learner support), are all the units prepared to work with the selected Program Liaison - representing the program in the QM review - to meet the evidence requirements?
4.  Are the policies and practices specified in the criteria for the certification being sought (see appropriate link, above) already in place?
5.  Are the data required as evidence of meeting the criteria for the certification sought (see appropriate link, above) currently available?
6.  Have the data been collected for a minimum of three years?
7.  Can supplementary data from the responsible offices be gathered, analyzed, and submitted for sharing with reviewers within a two-to-three-week time frame (to facilitate a timely and manageable review process)?
8.  Would a Review Team have learner access to sample courses, program websites, and learner or instructor support unit websites, as appropriate for the particular certification being sought?
9.  If direct access to any particular website cannot be given to the Review team, will accommodations, such as a guided tour of learner support services by the Program Liaison, be available as an alternative?
10.  Has the Program Liaison taken QM's Preparing for Program Reviews workshop? This last item is not required but is highly recommended.

If the answers to these questions are affirmative, the Program should consider applying for the relevant program certification(s). If some of these conditions are not currently met, we encourage the institution to consider taking some additional time to prepare for program review and certification or apply for Candidacy as pathway to Program Certification.