

Course Submission Application

Please ensure you have the following documents ready to submit prior to completing the application.

Documents Checklist:

- Incorporation document
- Insurance document(s)
- Liability Insurance and Indemnification
- Instructor CV(s)

Yes, I have included all of the above





Course Submission Application

01

Training Provider

Company information

Company Name

Phone

Registration Phone

POC Job Title

POC E-mail Address

Incorporation Document

 Include this attachment when submitting your application

Website

Point of Contact (POC) Name

POC Phone

02

Legal

Course and Provider Information

Cancellation Policy

Privacy Policy

Training Provided Insurer Name

Training Provided Insurance Document

 Include this attachment when submitting your application



Course Submission Application

03

Experience

Instructor teaching experience

Have you delivered a course within 1 calendar year as an instructor?

Yes

No

04

Course

Course information

Title

Course Number

Training Provider URL or E-mail

Prerequisite(s)

Course Cover Image

Include this attachment when submitting your application

(Allowed file format: JPG and PNG. Please do not include your company branding or logo on the cover image and size must be less than 2MB)

Format

Duration

Other (Duration)

Target Audience



Course Submission Application

04

Course (Continued)

Course information

Course Description

Learning Outcomes

Completion Award

Other (Completion Award)

Metrics

Evaluation Method(s)

Other (Evaluation Method)

Learning Level

04

Course (Continued)

Course information

Special Requirements

Language(s) of Delivery

Other (Language(s) of Delivery)

Locations(s)

05

Instructor(s)

Final step: Instructor(s) biography and personal details

Instructor Name

Photo

Include this attachment when submitting your application (Optional)

(Allowed file format: JPG and PNG)

Phone

Biography/CV

Include this attachment when submitting your application

E-mail

Point of Contact (POC) Name

Instructor Name

Photo

Include this attachment when submitting your application (Optional)

(Allowed file format: JPG and PNG)

Biography/CV

Include this attachment when submitting your application

E-mail



Course Submission Application

05

Instructor(s) (Continued)

Final step: Instructor(s) biography and personal details

Phone

Point of Contact (POC) Name

Instructor Name

Biography/CV

Include this attachment when submitting your application

Photo

Include this attachment when submitting your application (Optional)

(Allowed file format: JPG and PNG)

E-mail

Phone

Point of Contact (POC) Name

Please submit your completed application including all desired documents to the following
E-mail: professionaldevelopment@ppdm.org