**“APPLYING THE QUALITY MATTERS RUBRIC” TRAINING**

**REQUEST FORM**

The Quality Matters “Applying the Quality Matters Rubric” (APPQMR) training is a two-week, online training offered directly through the Quality Matters organization. You should expect to spend, at minimum, 8 – 10 hours per week on completing the training requirements. If you do not successfully complete the training, you will be responsible for repeating it at your own expense. The current cost of the APPQMR training is $300. For additional information on the Quality Matters program, go to [www.qmprogram.org](http://www.qmprogram.org).

Submit the completed APPQMR training request form to your division chair.

Name:

Discipline:

Full-time faculty \_\_\_\_ Adjunct faculty \_\_\_\_

I would prefer to take the APPQMR training in the:

Fall Semester \_\_\_\_ Spring Semester \_\_\_\_ Summer Term \_\_\_\_

I understand that completion of the APPQMR training does not guarantee assignment to teach an online course.

Signature Date

Approved to complete the Quality Matters APPQMR training. Yes \_\_\_\_\_ No \_\_\_\_\_

Comments:

Division Chair Signature Date

Approved to complete the Quality Matters APPQMR training. Yes \_\_\_\_\_ No \_\_\_\_\_

Comments:

Vice President of Academic Affairs Signature Date

Cc: Faculty member

Division Chair

Distance Education Coordinator