

QM Higher Education Course Recertification Policy

Rationale

QM Certification is valid for up to 5 years. This policy document outlines the reasons for recertification.

Criteria for Recertification

While QM promotes a continuous improvement model in course design and expects incremental changes in order to stay current, if any of the following criteria is met, a course would require recertification.

For example, changes to the course that affect **any** of the 6 alignment Standards would require a new review to maintain certification.

- More than 20% of the course level objectives have changed. Std 2.1
- More than 20% of the module level objectives have changed. Std 2.2
- More than 20% of the assessments in the course have been changed. Std 3.1
- More than 20% of the instructional materials have been changed. Std 4.1
- More than 20% of the learning activities (including assignments) have been changed. Std 5.1
- More than 20% of the tools used in the course have been changed. Std 6.1

or

- More than 20% of the course as a whole has changed as assessed or calculated by the institution
- Original certification is expiring

If the answer to *any* of the above questions is yes, the course needs to have either a Recertification Review or a QM-Managed/Subscriber-Managed Review in order to maintain certification. A Recertification Review may be conducted only once for any course, and is valid for up to an additional 3 years. Institutions may opt to conduct another QM-Managed/Subscriber-Managed Review, valid for up to 5 years or until any of the criteria listed in this policy apply, whichever comes first.

Additional Scenarios and Considerations

If any of the conditions below leads to more than 20% changes to the course, the recertification requirement applies. Please refer to the “Criteria for Recertification” section above.

- The institution has changed its learning management system where the course is hosted. Changing the LMS may have a significant impact on course design.
- Learning activity changes would not automatically require a new review if the same types and amount of activities were substituted and if the new activity meets the same objective as defined in the course (e.g., reports, group activities, problem solving, etc.)
- A textbook change would not constitute a significant change, since the Rubric does not facilitate a detailed review of content. If the course design was constructed around the textbook and if any of the Alignment Standards are changed due to a textbook update or a new textbook, a new or recertification review would be required.
- Redesign of a course due to increasing or decreasing credit hours may impact certification.

- If the course has recently gone through a review process by a curriculum committee as a result of a regular course review cycle (e.g. every 5 years in most institutions.)

Recertification Review Structure:

- Is initiated prior to the original certification expiration and completed within 3 months of initiation
- Uses one Master Reviewer who is also a Subject Matter Expert and external to the institution submitting the review
- All QM Standards reviewed
- Is available only once for the life of a course (a full review required after one Recertification Review completed)
- Available as a QM-Managed or a Subscriber-Managed Review
- Must have amendments completed within 30 days