



**THOMAS EDISON STATE UNIVERSITY**

**Educational Provider Review Starter Kit**

**Version 1.2**

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Dear Educational Provider,

As the Assistant Provost for Learning Outcomes at Thomas Edison State University, it is my pleasure to introduce you to the process of Educational Provider Review through the University's Academic Affairs Division. Thomas Edison State University endeavors to be responsive to the needs of students today and in so doing to provide flexible degree-completion options for students. As part of that process, Thomas Edison State University has determined, and so enacted via policy, a need for additional quality assurance efforts relative to non-collegiate educational providers. This Educational Provider Review Process serves as the gateway for educational providers to be placed on Thomas Edison State University's *Approved Provider List* and to ensure successful transfer of credit from your institution to ours.

We look forward to working with you and your team in the spirit of higher education excellence and an ongoing commitment to adult education.

Best,

A handwritten signature in blue ink, appearing to read "J. Harmon", with a long horizontal flourish extending to the right.

Jeff S. Harmon

Assistant Provost for Learning Outcomes

## Educational Provider Review Process

### Educational Provider: A Definition

For the purposes of the Educational Provider Review Process in policy at Thomas Edison State University, an “Educational Provider” is defined as:

**Any entity\* providing higher education courses or similar learning that is both A) not regionally accredited by one of the six (6) federally recognized regional accreditation agencies and B) has been recommended for college level credit by ACE (American College of Education) or NCCRS (National College Credit Recommendation Service).**

Regional accreditors include:

- Middle States Commission on Higher Education,
- New England Association of Schools and Colleges,
- Higher Learning Commission,
- Northwest Commission on Colleges and Universities,
- Southern Association of Colleges and Schools,
- Western Association of Schools and Colleges

\*Exclusions – ACE or NCCRS course recommendations for United States military training schools and those for corporate training are not subject to this review process. TESU reserves the right to make any and all exclusion determinations.

## Process Overview and Instructions

- Step 1:** Prepare a narrative response, and attach any required or selected attachments, to the seven (7) compliance criteria listed below.
- Step 2:** Submit the narrative response plus attachments to: Assistant Provost Jeff S. Harmon via email at [EPR@tesu.edu](mailto:EPR@tesu.edu)
- Step 3:** TESU will review the provided response and response formally to the Educational Provider within 30 business days. Response options include:
- Approval of Educational Provider Materials
    - Educational Provider will be sent a formal approval letter.
    - Educational Provider will be added to the TESU Approved Provider Directory on the TESU website.
  - Request for clarification or additional information.
    - Educational Provider will be sent a formal letter requesting additional clarification or more information.
  - Rejection of Educational Provider Materials w/ Explanation
    - Educational Provider will be sent a formal letter of rejection indicating aspects of non-compliance.
    - Educational Provider will have 30 business days to respond to TESU indicating any changes made or planned.
    - TESU will re-review Educational Provider for compliance.

### If Approved by TESU:

- Step 4:** Approved provider to submit course syllabi for TESU to conduct equivalency evaluation (please see the *TESU Approved Provider Manual*).

**Note:** Being an “Approved Provider” does not guarantee 100% acceptance of courses or learning experiences by TESU. These decisions are made by TESU and communicated to the approved provider.

For all questions, please contact:

Jeff S. Harmon  
Assistant Provost for Learning Outcomes  
Office of Learning Outcomes  
Division of Academic Affairs  
Thomas Edison State University  
Pruitt Hall, 301 W. State St. Trenton, NJ 08618  
(609) 984-1120 x2310  
[jharmon@tesu.edu](mailto:jharmon@tesu.edu)

## Educational Provider Compliance Criteria

Criterion	Narrative Response Requirement	Additional Documentation Requirement	Page Limit
<b>1. Student Identify Verification</b>	Please provide a narrative detailing the method used to verify student identity at the time of application, course enrollment and assessment completion.	As needed.	1/2 page max.
<b>2. Admission Criteria</b>	Please provide a narrative identifying any and all admissions criteria used by the Educational Provider.	As needed.	1/2 page max.
<b>3. Course/Program Outcomes</b>	<p>Please provide a list of all course and program level outcomes.</p> <p><b>Note I:</b> If these exist as part of course syllabi, notate your response to this criterion as such and only submit syllabi as required in Criterion 7.</p> <p><b>Note II:</b> If the educational provider uses other types of learning modalities besides “course” (e.g., module, unit, etc.) please substitute appropriately.</p>	As needed.	No limit.
<b>4. Assessment Methodology</b>	<p>Please provide a narrative detailing the assessment methodology used within courses and programs.</p> <p><b>Note I:</b> If the educational provider uses other types of learning modalities besides “course” (e.g., module, unit, etc.) please substitute appropriately.</p>	Submit a representative sample of assessments used.	1 page max.
<b>5. Instructor &amp; Course Development Credentials</b>	<p>Please provide a narrative detailing what, if any, are the minimum credentials (e.g., degree’s held, experience, non-credit training, etc.) that instructors of courses and course developers must hold to, respectively, instruct and develop courses for the educational provider.</p> <p><b>Note I:</b> If the educational provider uses other types of learning modalities besides “course” (e.g., module, unit, etc.) please substitute appropriately.</p>	As needed.	1 page max.
<b>6. Delivery Methods</b>	<p>Please provide a narrative identifying the learning delivery methods used by the educational provider. These can include distance learning, face-to-face, etc.</p> <p>Additionally, please specify if instruction is provided as facilitated, self-paced, etc.</p> <p>Additionally, please detail how the learning model accounts for seat time, competency based education, or other.</p>	As needed.	2 pages max.
<b>7. Syllabi</b>	N/A (see additional documentation required)	Please provide a copy of all current syllabi for courses expected to transfer to TESU.	No limit.