INTERNATIONAL HUNTER EDUCATION ASSOCIATION

IHEA-USA

Responsible Hunting

Application for Review of Online Hunter Education Course

Course Title:

Course Provider:

Contact Person:

Address:

City, State, Zip:

Phone # _____ Email: _____

For review purposes, all submissions must be in digital format (PDF preferred).

Application Checklist:

1___ Application Fee ($5,000 per course, additional $300 fee for each state that uses your course billed at time of certification or future state approval of course).

Payment to be made to: IHEA-USA. Send checks to PO Box 1320, Lolo, MT, 59847.

All other material to be sent to Northway Outdoor Consulting at

Jae@NorthwayOutdoors.com.

2___ Electronic PDF copy of all course materials with logins for both timed & untimed courses.

3___ Present course in paragraph form, not outline form, and include supplemental diagrams, graphics or photographs which have been created.

4___ List the title and producer of any videos used in the course.

5___ Any links to the IHEA-USA website should be correct and included in appropriate locations throughout the course.

6___ Submit a completed copy of the IHEA-USA Hunter Education Standards Checklist.

7___ Complete the Goals and Objectives worksheet for the course and estimated time.

8___ Submit an Examination Integrity Plan in accordance with Assessment Standard 3 (see Recommended Topics for Discussion).

9___ Submit a copy of the course exam(s) and complete Test Question Reference Table/Exam Plan.

10 ___ What is the Reading Comprehension level of the course? _____

11 ___ Is there a Course certificate of completion? _____

12 ___ What are your hours of direct customer service to meet the needs of students?

_____

13 ___ Please explain your company's cybersecurity policy and procedures.

_____

_____

_____

By submitting this application for course review, Applicant represents and warrants to IHEA-USA that all course content is either (a) original material, including all text, pictures, drawings, and other intellectual content, such that Applicant has or is eligible to copyright same in its name, or (b) material which is in the public domain sand is not subject to copyright(s) held by others.

_____   _____

Signature of Course Provider   Date

Online Hunter Education Application Guidelines:

Complete the Application for Review of Online Hunter Education Course.

Submit all supporting documents as outlined on the Application for Review of Online Hunter Education Course.

Provide logins:

> One login with Timers

> One login without Timers

Information Technology Expectations:

By submitting Application for Review of Online Hunter Education Course, I attest that:

1. This online course works equally well on computers and mobile devices using responsive web design (RWD).

2. This online course conforms to the accepted industry standard for protecting the cybersecurity of student's personal information.

3. Course provider is capable of "communicating" with state agencies to ensure student records and course data can be securely transferred from and imported to the State's records system using the most current industry standard storage and cyber security protocols in a user compatible file format type including but not limited to csv, xml, text, or PDF.

4. This online course is able to produce a unique identifying number for each student in a manner acceptable to the state agency.

5. This online course provider will maintain a complete database of records for each student who takes this online course. These records will include every student that attempted, failed, and passed this course; including first name, last name, date of birth, address, city, state , zip, phone number, course date, course name, unique certification number, and email address.

6. Student information collected by this course provider will not be shared with any other entity without the expressed written permission of the state agency.

7. This course will maintain that each student be required to have a unique account and that each student be required to provide an email address and password to access the course. Passwords will be at least eight (8) characters in length.

8. This online course provider will securely maintain a secondary, off-site, backup storage system that is updated on at least a weekly basis.

Signed

_____   _____

Course Provider Contact   Date

Position_____