****

**Curriculum Development and Education Experience Worksheet**

Please electronically complete the information below in order to assist in assessing your experience in curriculum development.

**Program Name**:       **Program Number**:

**Learning Concentration(s):** [ ]  **Abdomen-Extended** [ ]  **Adult Cardiac** [ ]  **Breast** [ ]  **MSK**

(*select all that apply*) [ ]  **OB/GYN** [ ]  **Pediatric Cardiac** [ ]  **Vascular**

**Personnel Name**:

**Personnel Position Title**: [ ]  **Program Director** [ ]  **Concentration Coordinator** [ ]  **Clinical Coordinator**

**Note: When completing this form, if the name on the DMS credential does not match the name on the form, please provide documentation of legal name change such as Marriage Certificate, etc.**

**PROGRAM DIRECTOR**

**Qualifications:**

**The program director must:**

1. **possess a minimum of a Baccalaureate degree;**
2. **possess the appropriate credential(s) specific to one or more of the concentration(s) offered;**
3. **have documented experience in supervision, instruction, evaluation, student guidance and in educational theories and techniques; and**
4. **have a minimum of two years of clinical experience as a registered sonographer in the professional sonography field.**

**Provide Documentation of the following below. If you are not able to provide documentation of a qualification, please provide a detailed action plan on how this qualification will be met.**

|  |  |
| --- | --- |
| Qualifications | Documentation |
| Academic degree with Major and year conferred |       |
| DMS Credentials with Certificate Number |       |
| Experience in supervision |       |
| Experience in instruction |       |
| Experience in evaluation |       |
| Experience in student guidance |       |
| Experience in Educational theories and techniques |       |
| Number of years as registered sonographer in the professional sonography field |       |

*Documentation of experience in educational theories and techniques may include completed college courses, seminars, or in-service sessions on topics including, but not limited to, learning theory, curriculum design, test construction, teaching methodology, or assessment techniques.*

**CLINICAL COORDINATOR**

**Qualifications:**

**The clinical coordinator(s) must:**

1. **possess an academic degree no lower than an Associate degree and at least equal to that for which the graduates are being prepared;**
2. **possess the appropriate credential(s) specific to the concentration(s) that s/he coordinates;**
3. **have documented experience in supervision, instruction, evaluation, student guidance and in educational theories and techniques; and**
4. **have a minimum of two years of clinical experience as a registered sonographer in the professional sonography field.**

**Provide Documentation of the following below. If you are not able to provide documentation of a qualification, please provide a detailed action plan on how this qualification will be met.**

|  |  |
| --- | --- |
| Qualifications | Documentation |
| Academic degree with Major and year conferred |       |
| DMS Credentials with Certificate Number |       |
| Experience in supervision |       |
| Experience in instruction |       |
| Experience in evaluation |       |
| Experience in student guidance |       |
| Experience in Educational theories and techniques |       |
| Number of years as registered sonographer in the professional sonography field |       |

*Documentation of experience in educational theories and techniques may include completed college courses, seminars, or in-service sessions on topics including, but not limited to, learning theory, curriculum design, test construction, teaching methodology, or assessment techniques.*

**CONCENTRATION COORDINATOR**

**Qualifications:**

**The concentration coordinator(s) must:**

1. **possess an academic degree no lower than an Associate degree and at least equal to that for which the graduates are being prepared;**
2. **possess the appropriate credential(s) specific to the concentration(s) that s/he is designated to coordinate;**
3. **have documented experience in supervision, instruction, evaluation, student guidance and in educational theories and techniques; and**
4. **have a minimum two years of clinical experience as a registered sonographer in the professional sonography field.**

**Provide Documentation of the following below. If you are not able to provide documentation of a qualification, please provide a detailed action plan on how this qualification will be met.**

|  |  |
| --- | --- |
| Qualifications | Documentation |
| Academic degree with Major and year conferred |       |
| DMS Credentials with Certificate Number |       |
| Experience in supervision |       |
| Experience in instruction |       |
| Experience in evaluation |       |
| Experience in student guidance |       |
| Experience in Educational theories and techniques |       |
| Number of years as registered sonographer in the professional sonography field |       |

*Documentation of experience in educational theories and techniques may include completed college courses, seminars, or in-service sessions on topics including, but not limited to, learning theory, curriculum design, test construction, teaching methodology, or assessment techniques.*