

APPLICATION FORM

*for Prospective Approved Learning Providers (ALPs)
& Certification Preparation Providers (CPPs)*

Strategic Planning Professional Certification Program

ALP/CPP



Confidential Submission to the ASP ALP/CPP Qualification Team

Applicant Name (Print)

Organization Name (Print)

Email Address

Daytime Telephone Number

Date

Note: ASP will comply with all applicable Privacy Laws in the USA.

Association for Strategic Planning

411 Richmond Street East, Suite 200, Toronto, ON M5A3S5

Ph: 1.844.345.2828 www.strategyassociation.org

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This ALP/CPP Application was developed by ASP ALP/CPP Task Force Team.

Instructions

Please fill out and submit this application electronically. Send to the Association for Strategic Planning (ASP). Include any and all handouts. Send to president@strategyassociation.org. If you have any questions contact the ASP Certification Program Coordinator at certification@strategyassociation.org

This Application is correct to the best of my knowledge. I have read and understand the Registered Educational Provider (ALP/CPP) Handbook for ALP/CPP Applicants.

Applicant e-Signature

Print Name

Date

Qualified Registered Educational Provider Electronic Application

Note: All Applications Must Be Electronically Submitted

1.0 ORGANIZATION INFORMATION

1.01 Which best describes your organization? (Check all that apply)

☐ Strategic Planning Consultant/Trainer

☐ Individual

☐ School/College/University

☐ ASP Chapter

☐ Professional Association

☐ Corporate Training

☐ Corporation

☐ Governmental Agency

☐ Other (Please Specify):

☐ Current ASP Member?

☐ Non ASP Member, but planning to join ASP

☐ Current ASP Corporate Member

☐ Current ASP Corporate Sponsor

2.0 BOK QUALIFICATION AREAS OF APPLICATION

2.01 Approved Learning Providers (ALP)

Instructions: Use this page if you are requesting to apply for ALP status.

Name of Course(s):

1. _____
2. _____
3. _____

If you plan to offer more than three courses please attach a brochure including all the courses

Names of Lead Instructors: 1. _____
2. _____
3. _____

How many times do you expect to offer this course (s) in the next 12 months?

Which Body of Knowledge (BOK) component does your course have and at what level do you rank these components? Fill out chart below.

Approved Learning Providers (ALP) Course Content				
BOK Component	Rank High-Medium-Low			Please Explain your Rankings
Lead	H	M	L	
1.1				
1.2				
Think				
2.1				
2.2				
2.3				
Plan				
3.1				
3.2				
3.3				

Act				
4.1				
4.2				
4.3				
Foundation				
5.1				

2.02 Certification Preparation Providers (CPP)

Instructions: Use this page if you are requesting to teach a SMP or SPP certification preparatory course.

I am applying for SMP Certification Preparation ☐

I am applying for SPP Certification Preparation ☐

Name of Course(s): _____

Names of Lead Instructors: 1. _____

2. _____

3. _____

How many times do you expect to offer this course in the next 12 months? _____

Which Body of Knowledge (BOK) component does your course have and at what level do you rank these components? Fill out chart below.

Strategic Planning Professional (SPP) & Strategic Management Professional (SMP)				
BOK Component	Rank High-Medium-Low			Please Explain your Rankings
Lead	H	M	L	
1.3				
1.4				
1.5				
Think				
2.4				
2.5				
2.6				
Plan				
3.4				
3.5				
3.6				
Act				
4.4				
4.5				
4.6				
Foundation				
5.2				

3.0 APPLICANT INFORMATION

3.01 Contact Information

Today's Date (Day Month Year)

Business Name

First Name, Last Name, Suffix

Street Address

City State/Province Zip/Postal Code Country

3.02 Electronic Contact Information

Phone Number

Fax Number

Cell Phone Number

E-mail Address

3.03 Web Information

Web Address

3.04 Documentation of ASP ALP/PPP Qualification (submit as labeled attachments) Instructions: Check all that apply and you agree to do.

3.04.1 Administration & Management Competencies

- a. ASP ALP/PPP shall document that they have sufficient resources; financial, facilities, and administrative support to effectively execute the classes.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.1 a**

- b. ASP ALP/PPP shall confirm that they are in compliance with all applicable laws in their geographical jurisdiction.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.1 b**

- c. ASP ALP/PPP shall document that they have been in business as an educational provider for a minimum of one calendar year prior to the time of application.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.1 c**

- d. ASP ALP/PPP shall provide testimonials (with contact information) from past participants or organizations they have assisted in educational prep.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.1 d**

- e. ASP ALP/PPP shall designate a person that is responsible for administration of ASP ALP/PPP functions for the duration of their qualification.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.1 e**

- f. ASP ALP/PPP shall provide current CV's or resumes for all instructors demonstrating expertise in the requisite field. Expertise can be qualified through formal education, experience, or other recognized credentials appropriate to the subject matter.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.1 f**

- g. ASP ALP/PPP shall demonstrate a system of providing participants with appropriate documentation (such as Certificate of Completion, Letter of Attendance, etc.) upon successful completion of each registered course.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.1 g**

- h. ASP ALP/ CPP shall demonstrate a system of providing adequate attendance records for two calendar years after completion.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.1 h**

- i. ASP ALP/ CPP shall designate that they will conduct all operations in an ethical, professional and lawful manner, and shall refrain from any manner of discrimination on the basis of race or ethnic origin, gender, nationality, disability, religion or sexual orientation.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.1 i**

3.04.2 Learning Assessment Competencies (submit as labeled attachments)

- a. ASP ALP/ CPP shall demonstrate course purpose and educational alignment with the ASP Body of Knowledge (BOK) with links to Body of Knowledge Areas on a course by course basis including clearly identified, measurable learning objectives and outcomes and the defined BOK areas of Lead, Think, Plan, and Act.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.2 a**

- b. ASP ALP/ CPP shall provide a course syllabus that is clearly worded and arranged in a logical manner that facilitates achievement of the learning objectives.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.2 b**

- c. The ASP ALP/ CPP shall ensure that all courses specifically intended to prepare candidates for the ASP Strategic Management Professional (SMP), Strategic Planning Professional (SPP), examination are taught by instructors holding the ASP credential. Please Note: For the first two years of the program this requirement may be waived, waived only by request and approval of the qualifications team.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.2 c**

- d. ASP ALP/ CPP shall demonstrate a method of evaluating their success in meeting learning objectives.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.2 d**

- e. ASP ALP/_CPP shall demonstrate a method of obtaining feedback from course evaluations which shall be used to continuously improve courses and demonstrate how this feedback will be shared with the qualifications team.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.2 e**

3.04.3 Quality Control Competencies (submit as labeled attachments)

Instructions: Check all that apply and you agree to do.

- a. ASP ALP/_CPP shall demonstrate that they will calculate the PDU/CEU value of each course delivered via learning instructional methodologies using the currently accepted industry methods of contact hour equivalencies listed below.
 - i. Courses delivered via traditional class methodology shall be assigned one PDU for each contact hour of instructional interaction. One (1.0) PDU is issued for every contact hour of a planned, structured learning activity. Increments of 0.25 PDU may be awarded after the first full hour of learning. No PDUs are to be assigned for extended (>30 minutes) breaks, including lunch breaks. Required Pre/Post course work is included.
 - ii. Courses already approved for Continuing Education Units (CEUs) as administered by the International Association of Continuing Education and Training (IACET), one (1) CEU equates to ten (10) PDUs.
 - iii. Courses delivered virtually (i.e. web-based instruction, video conference, audio conference, etc.) shall be assigned PDUs based on the average time in hours needed to complete the course by a minimum of 10 sample participants. Alternative methods of PDU assignment may be approved on a case-by-case basis. Required pre/post course work is included.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.3 a**

- b. ASP ALP/_CPP shall demonstrate that they will agree to allow one appointee of the ASP Qualifications Team to audit their class free of charge at any time they so choose.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.3 b**

- c. ASP ALP/_CPP shall demonstrate how they intend to market their proposed offerings.

☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.3 c**

- d. ASP ALP/_CPP shall demonstrate that their trainers are capable of delivering the abovementioned courses by attaching a fifteen minute video for each trainer delivering the content.

- ☐ **APPLICATION REQUIREMENT:** Provide separate attachment labeled **3.04.3 d**

4.0 FEES (IN US DOLLARS)

4.01 Application/Partnership Fee & Content Evaluation Fee

- ☐ ALP \$650 application fee
☐ CPP \$1,250 application fee

Total Course Fee =

Note: All Fees are in **US Dollars**

4.02 Payment Method

- ☐ **Online Payment**
Please make a payment online via strategyassociation.org. Please add your invoice(s) to your application.

- ☐ **Check- Payable to:**

Association for Strategic Planning – ALP/CPP and mail to:

Association for Strategic Planning
Attention: ASP – ALP/CPP
411 Richmond Street East, Suite 200
Toronto, ON M5A 3S5

- ☐ **Credit Card**
Phone 1.844.345.2828