1. Submit an MOU

No thank you, the course does not qualify or I would like an informal review.

Yes! the course qualifies and I would like extra compensation.

I don't know, what does it take to qualify?



2. Have you been through training?

Not yet!

-Contact ATS for several training options.

Yes! I'm ready to start.

I'm not sure if I'm ready. How can I tell?



3. Is the course fully developed?

No, I'm just getting started.

-Reach out to ATS for help with the entire process.

Yes! The course is fully developed in D2L.

Maybe? What counts as fully developed?



4. Have you completed the self-assessment?

Nope! Where is it again?

Yes, I have!

What self-assessment?



5. Course is reviewed by ATS.

The scoring rubric, comments, and recommendations will be returned and discussed.



6. Did the course pass minimum requirements?

Not this round! ⊗

-Don't worry! This is common. ATS will work with you to bring the score up.

Yes, the course is acceptable!

What are the minimum requirements?



7. Are you satisfied with the final score?

No, I want to improve my score!

- Great! We would love to assist you until you are satisfied with your course.

Yes, I knocked it out of the park!

How long do I have to make improvements?



8. Course is approved and finalized.

If eligible, extra compensation paperwork is initiated. (This process can take up to two months.)