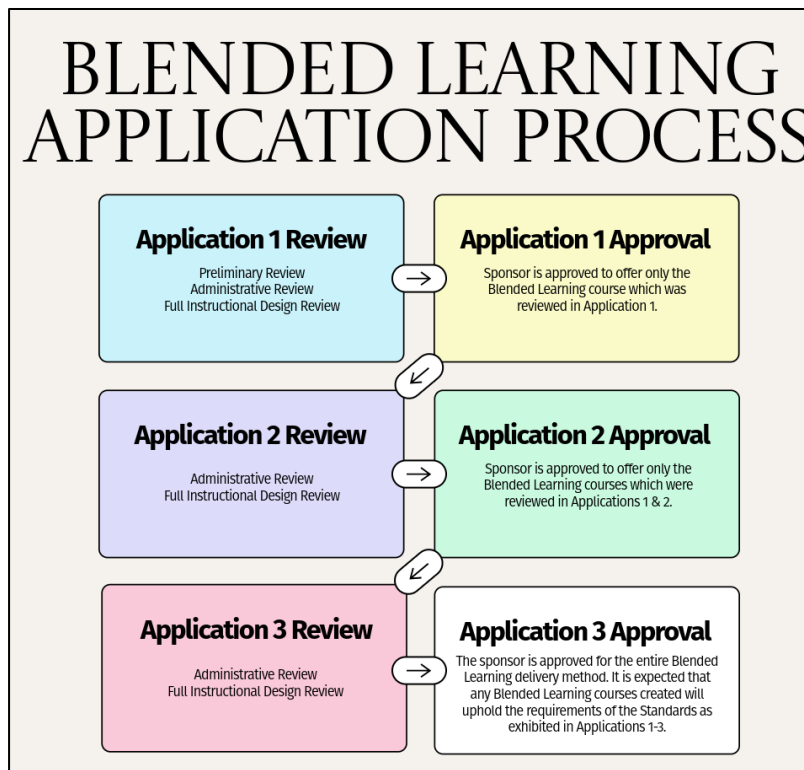


Blended Learning Application Process

Under the National Registry application process, approval for the Blended Learning delivery method is based on a series of three separate application submissions. Blended learning applications should identify whether the program’s primary components are synchronous or asynchronous, because the applicable participant engagement, completion verification, and CPE measurement guidance may differ based on that classification. The courses submitted for review in all three applications must have the same primary component to earn sponsorship for the entire formal learning program/delivery method by the end of application three. If the applicant submits three applications for the Blended Learning formal learning program/delivery method with a synchronous primary component, the application process must start over if the organization also wants to be sponsors for primarily asynchronous Blended Learning programs.

*Formal learning programs under the [2026 Standards](#) are group programs, self study programs, or blended learning programs. For purposes of this application, the Registry uses “delivery method” to refer to the formal learning program type, including any applicable sub-delivery method such as Nano Learning or QAS Self Study, for which the organization is seeking approval and must demonstrate compliance with the applicable Standards.





Preliminary Review:

If the application does not demonstrate the minimum documentation and instructional design elements required for preliminary review, the application may be denied in accordance with Registry application procedures. In this case, the applicant can reapply in the future when the [Statement on Standards](#), the Blended Learning Applicant Checklist, and the templates available on the [Registry website](#) have been reviewed and utilized in course development. If the application is denied upon the Preliminary Review, there is no refund for the application fee. If the program complies with all requirements of the Preliminary Instructional Design Review, you will receive notification that your application is moving forward to the Administrative and Full Instructional Design Reviews.

The Preliminary Review will focus primarily on:

1. Course instructions to the participants: These instructions must summarize the different components of the program and what must be achieved during each component to qualify for CPE credits. For further explanation of what is expected in the course instructions, please consult the templates page of our website.
2. Clearly defined and measurable learning objectives are included in both the synchronous and asynchronous portions of the course.
 - For significant asynchronous components requiring a qualified assessment under Section 6.01.3, the qualified assessment must measure at least 75% of the course learning objectives ([Section 6, Paragraph 6.01.3](#)).
3. Regardless of the primary component, blended learning programs must be designed to drive participant engagement under [Section 5.01.3](#) and must include completion verification appropriate to the significant synchronous and/or asynchronous components under [Section 6.01.3](#).
4. Methodology & Calculation used for the recommended CPE credit: The synchronous portion of the course is calculated based on a 50-minute hour. ([Section 7, Paragraph 7.01](#)) Blended Learning programs may use one of the following methodologies to determine the recommended CPE credit for the asynchronous portion of the course ([Section 7, Paragraph 7.03](#)):
 - Pilot Testing
 - Word Count Formula



Administrative Review

The following documentation is required for Registry application review and/or to demonstrate compliance with the cited Standards, as applicable.

- Administrative Policies ([Section 4, Paragraph 4.01, Section 9, Paragraphs 9.02, 9.02.1, 9.02.2, 9.02.3](#))
 - Record Retention Policy
 - Refund Policy
 - Complaint Resolution Policy
 - Cancellation Policy
 - Course Update Policy
- Program Content Development Policies ([Section 4, Paragraphs 4.01.1, 4.02, 4.02.1, 4.03, 4.03.1, 4.03.2](#))
 - Program Content & Knowledge Level Policy
 - Course Development Policy
 - Course Review Policy
 - Learning Objectives Policy
- Program List
- Course Instructions ([Section 6, Paragraph 6.01.3](#))
- Participant Engagement Documentation ([Section 5, Paragraph 5.01.3](#))
- Completion Verification Documentation ([Section 6, Paragraph 6.01.3](#))
- CPE Credit Methodology ([Section 7, Paragraph 7.01, 7.03](#)): Documentation must be submitted for all of the following:
 - Calculation of the synchronous portion of the course. (Based on a 50-minute hour)
 - Calculation of the asynchronous (Pilot Testing or Word Count Formula) portions of the course
 - Calculation showing the synchronous and asynchronous components added together to determine the total recommended CPE credit for the course, along with any other necessary documentation supporting the program's primary component classification.
- Descriptive/Promotional Material ([Section 8, Paragraph 8.01](#))
- Course Evaluation ([Section 4, Paragraph 4.04.1](#))
- Certificate of Completion ([Section 9, Paragraph 9.01](#))
- Course Author/Instructor/Developer Biography/Resume ([Section 4, Paragraphs 4.01.1, 4.02, 4.03, 4.03.1](#))
- Course Reviewer Biography/Resume ([Section 4, Paragraphs 4.01.1, 4.02, 4.02.1](#))



Full Instructional Design Review

Upon completion of the Administrative Review, the course will go through the Full Instructional Design Review. The program will be reviewed for compliance with the Standards to determine that:

- The course has been developed with learning objectives
- The course includes varied instructional methods like lectures, guided practice, reading, case studies, or simulations
- Completion of each instructional component is adequately documented and measured for the appropriate CPE credit determination.
- Programs with a field of study in Auditing, Accounting, or Taxes will then be reviewed for content and technical accuracy. Typically, this review is performed by an outside, independent CPA, consistent with the applicable Standards and Registry Review procedures.

If the program complies with all the requirements of the review process the applicant will receive notification that the program was approved for the individual Blended Learning program which was reviewed in the application.

To receive sponsorship for the entire formal learning program/delivery method of Blended Learning, this application process will need to be completed three times for three separate programs containing the same primary component (see graphic on page 1 of this document).

If the sponsor then wants to offer Blended Learning programs with a different primary component than initially approved, then the organization will need to apply for approval for that program and follow the same process outlined above until three programs with that primary component have been approved (see graphic on page 1 of this document).