# QAS Initial Application Omission Errors

You've worked hard to gather your initial QAS self study application materials. Did you know that failure to submit appropriate documentation can delay your application? Don't let omitting key documentation impact your approval date. Here are five common omission errors that we want you to avoid.



## 1 Course Access Information

You must submit a complete program for review. NASBA reviewers look for components that are specific to QAS self study. For this reason, NASBA reviewers must have log-in information to begin the review process. Failure to include this information will result in a longer processing time.

## 2 CPE Calculation Documentation

QAS self study sponsors can choose two methods for calculating CPE credits. The two methods are pilot testing and the word count formula. Each method requires different supporting CPE calculation documentation, which is clearly specified in Standard No. 14.

## 3 Biographical Data

Learning activities must be developed and reviewed by individuals or teams that are subject matter experts. Why have a separate reviewer? The reviewer provides assurance that the program is technically accurate and addresses the program's stated learning objectives. We require biographical information to verify the expertise of the developers and reviewers. Review Standard Nos. 4 and 5 for more details on the requirements of developers and reviewers.



## 4 Review Questions with Answers and Feedback

QAS self study sponsors are required to use program materials that "guide the participant through the learning process." Sponsors provide guidance through the use of review questions that must include evaluative and reinforcement feedback. Be sure to review Standard No. 8 for guidance in determining appropriate review question types and proper feedback.

## 5 Final Examination Questions and Answers

QAS self study sponsors are required to "provide evidence of satisfactory completion of the course." To meet this requirement, self study programs must require participants to successfully complete a final examination with a minimum passing grade of 70%. Be sure to include an answer key with the final examination questions when submitting the application. For more details on final examination requirements, review Standard No. 8, paragraph 4.



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