INVESTMENT CASTING INSTITUTE
INTERACTIVE LEARNING PORTAL

MODULE APPROVAL PROCEDURE

PURPOSE

This document describes the approval procedure for web-based learning modules to be hosted on the Institute's Interactive Learning Portal training ("Learning Portal" or "Portal"). It addresses concept approval, which occurs before module development, and final review of the completed product.

SCOPE

This procedure is limited to providing clear direction to authors wishing to develop web-based learning modules for the Investment Casting Institute, as well as guidance to the committee assembled to conduct the approval process.

PROCEDURE

Prior to developing a training module to be hosted on the portal, prospective authors must first prepare and submit an abstract to the Institute's Interactive Learning Portal Committee ("Committee") for approval. This committee is chaired by the Institute's executive director and is comprised of members from the Education, Strategy and Technology committees.

The abstract should not exceed one type-written page and must identify the following:
1. Title
2. Author
3. Learning Objective
4. Target Audience
5. Brief Synopsis

Submitting authors must also provide the Institute with written assurance that module content is original to the author and not copyrighted, protected, or proprietary information.

Abstract submissions should be made via e-mail to the Institute's member services coordinator, who for the purposes of interactive learning serves as the Learning Portal Administrator ("Administrator").

The Committee will review the abstract to ensure the following:
1. The module is unique in content and does not duplicate materials already available on the Portal
2. That it does not in any way detract from the Institute's already established training programs
3. The module holds applicability to and benefits for Institute members
4. The module objectives are fully aligned with the Institute's strategic direction

Abstracts will be reviewed on an as-needed basis and will be responded to within 10 business days of receipt via e-mail from the Administrator.

On completion of module development, the author must submit the finished product for review via the Interactive Learning Author Portal. The Administrator will be automatically notified via e-mail of the submission and will alert the Committee as to the pending review status of the module.

Upon receipt of notice, Committee members will independently review the module to ensure the following:
1. Abstract criteria has been achieved
2. Processes and methods described in the module are technically accurate
3. Module completeness

4. The absence of advertising (Authors should take care as to avoid highlighting their company's products, services or equipment. It is permissible for authors to identify their company in the Author Profile, title page and closing page of the training module.)

Committee members should indicate their approval to the Administrator via e-mail. Full consensus of all Committee members is required for approval. Once approved, the Administrator will release the module for Member access.

If for any reason a Committee member has reason to withhold unconditional approval, a Committee meeting will be assembled to review concerns, identify appropriate course of action, and respond to the author with specific directions to ensure subsequent approval. Training modules requiring rework must be resubmitted for final Committee approval via the Author Portal as previously described.

REVISION HISTORY

RELEASE	AUTHOR	TITLE	DATE
Initial (Rev 0)	Joseph E. Fritz	Executive Director	August 21, 2014
Rev 1	Joseph E. Fritz	Executive Director	March 30, 2015