NAFEMS ACCREDITED TRAINING COURSES APPROVAL PROCEDURE

1.   INTRODUCTION

This section outlines the procedure for NAFEMS accreditation of training courses relevant to engineering simulation. The accreditation procedure applies to the following types of formatted Courses:

- Classroom courses
- Online instructor-led courses
- Pre-recorded On-Demand courses

Decisions relating to the commissioning and scheduling of NAFEMS training fall under the remit of the "NAFEMS Training Manager". The NAFEMS Training Manager is responsible for the initial application, supporting the accreditation process and managing any ongoing issues about the proposed course.

Each course should have a "Course Administrator" who is responsible for organizing, scheduling, obtaining feedback and marketing the course. The Course Administrator is appointed by NAFEMS. As courses may be offered by more than one region and in multiple formats there may be more than one Course Administrator for a given course.

The details of the courses that can currently be offered by NAFEMS are held in the NAFEMS Training Register and maintained by NAFEMS staff. The Training Register contains the accreditation status and names of instructors who are eligible to deliver each course.

2.   PROCEDURE FOR CODE-INDEPENDENT COURSES (NAFEMS ACCREDITATION)

Code-Independence Requirement for "NAFEMS Accreditation"

- NAFEMS Accreditation will only be awarded to "code-independent" courses.
- The use of commercial software codes during a course to highlight examples or case studies is acceptable, but not when the main objective of the course is to cover the use of a specific simulation software.
- Attendees will be asked to state on the Feedback Questionnaire whether "The course was independent from any software code."
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Step 1 (Submission by NAFEMS Training Manager)

The NAFEMS Training Manager is asked to submit the following Course Application information directly to the NAFEMS Technical Officer (using the form provided in the following section).

- **Course details:** Course title, date of the next course, expected frequency, venue
- **Course syllabus:** An outline of the course subject areas and associated delivery time in hours.
- **Self-test quizzes:** These are self-test questions devised to enhance understanding of the material covered in the lectures. They can be either discussed during the course delivery, or issued as optional homework to the course attendees.
- **List of Professional Simulation Engineer (PSE) Competencies** covered by the course.
  https://www.nafems.org/professional_development/competency_tracker/
  The NAFEMS Technical Officer is available to identify the PSE Technical areas that are relevant to the course.

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- **Code-Independence Statement:** Confirmation that the course is **"Code-Independent."**
- CVs of all instructors who are contributing to course (maximum of two pages per CV).
- General statement on teaching facilities (e.g., computer and software availability, visual aids, etc.).
- A statement that the NAFEMS Post-Course review procedure will be adopted (see Step 3 below).
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Step 2 (NAFEMS Provisional Accreditation) - Within 1 month After Step 1

- The NAFEMS Technical Officer will forward the Course Application to the Chairman of the ETWG.
- The accreditation will cover three aspects of the course:
  - (a) Course details and syllabus
  - (b) Course instructor(s)
  - (c) PSE Competencies covered
- The ETWG may request a copy of the training course materials.
- The ETWG may grant **provisional accreditation** of the course based on the submitted Course Application but may interview the NAFEMS Training Manager before granting provisional accreditation. Once formal notice of the provisional accreditation is received by the NAFEMS Training Manager, the phrase "NAFEMS- accredited course" may be included in verbiage to advertise the course.
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Step 3 (Initial Course Offering and Post-Course Feedback questionnaires) - Within 1 month after Course

- The Course Administrator will provide **a Feedback Questionnaire** to each attendee after completing the course (see section 5 for the information that is collected).
- Each course attendee will receive a **NAFEMS Certificate of Attendance** only after submitting the Feedback Questionnaire. The Course Administrator is responsible for informing the course attendees of this requirement when completing the course.
- The Course Administrator must ensure that attendees are directed to information making them aware of the PSE Scheme and the PSE Competencies that the course is addressing before the course begins. An "Introduction to PSE" video is available from NAFEMS; it is recommended that this is shown to attendees, or that they are sent a link to access it remotely.
- Each attendee who completes the feedback questionnaire will be offered a discount for PSE certification that is valid for 3 months from the course end date.

Step 4 (NAFEMS Post-Course Review) - Within 3 months after Course

- NAFEMS will issue an attendance certificate to each course attendee upon receipt of their completed questionnaire and registration.
- The ETWG will review the course documentation and completed questionnaires.
- Following a successful review, full accreditation of the course will be granted by NAFEMS. Any comments from the ETWG will be forwarded to the NAFEMS Training Manager.

3. GENERAL CONDITIONS

- Any changes in the course title, course objectives or the PSE Competencies covered by the course should be documented in the NAFEMS Training Register.
- Changes to the course objectives or PSE Competencies need to be approved by the ETWG.
- Only those instructors approved during the accreditation process for a course may present the course. Requests to add an instructor to the list of those approved for a course should be submitted with a CV to the NAFEMS Technical Officer who will forward the request to the ETWG Chairman for approval.

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- Changes to the title of a course may be made by NAFEMS with the agreement of the NAFEMS Training Manager.
- The ETWG reserves the right for a representative to attend all or part of a course, free of charge, to monitor the course delivery.
- The ETWG reserves the right to interview the NAFEMS Training Manager to discuss the course materials and objectives.
- The ETWG reserves the right to withdraw accreditation of a course once granted.

4. NAFEMS TRAINING MANAGER'S APPLICATION FOR NAFEMS COURSE ACCREDITATION

NAFEMS Training Manager	
Course Title	
Total number of delivery hours	
Course dates	
Course Venue	
Names of all instructors	
Date of submission	

Please include the following in the application:

1	**Course Objectives** A brief statement of the aims and objectives of the courses and who should attend it.
2	**Course syllabus** Subject areas and associated delivery time in hours per subject.
3	**Self-test quizzes** A brief description of self-test quizzes and questions pertaining to the course.
4	**Code-Independence** Statement to confirm that the course is "Code-Independent." If a software code is used, please provide more details on how it is used in the course.
5	**Teaching Facilities** General statement on teaching facilities (e.g., computer and software availability, visual aids, etc.).
6	**Post-Course Review** Agreement to follow the NAFEMS Post-Course review procedure
7	**Appendix 1: PSE Competencies** List of Professional Simulation Engineer (PSE) Competencies covered by the course.
8	**Appendix 2: CVs** Brief CVs of all instructors contributing to the course highlighting their expertise in engineering simulation (maximum of two pages per CV).

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5.   NAFEMS COURSE FEEDBACK QUESTIONNAIRE

To receive the **NAFEMS Certificate of Attendance**, a course attendee must complete an electronic survey that will be sent to them by NAFEMS. The information collected by the questionnaire is described below. It is the Course Administrator's responsibility to ensure that the questionnaire is distributed to attendees.

Classroom Course Feedback Questionnaire

(a) Technical Content	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
1. The course material was clearly constructed	★	★★	★★★	★★★★	★★★★★
2. The explanations given were clear	★	★★	★★★	★★★★	★★★★★
3. The examples given were relevant	★	★★	★★★	★★★★	★★★★★
4. The instructor was well prepared	★	★★	★★★	★★★★	★★★★★
5. The instructor answered questions	★	★★	★★★	★★★★	★★★★★
6. The course syllabus was covered as advertised	★	★★	★★★	★★★★	★★★★★
7. The course notes were of good quality	★	★★	★★★	★★★★	★★★★★
8. The course was independent from any software code except to highlight examples or case studies	★	★★	★★★	★★★★	★★★★★
9. The advertised Professional Simulation Engineer (PSE) Competences were covered by the course	★	★★	★★★	★★★★	★★★★★
(b) Course Organisation	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
12. The course was relevant to my organization	★	★★	★★★	★★★★	★★★★★
13. The course was good value for money	★	★★	★★★	★★★★	★★★★★
14. The registration procedure and pre-course organization were good	★	★★	★★★	★★★★	★★★★★
15. The venue room was good	★	★★	★★★	★★★★	★★★★★
16. The venue location was good	★	★★	★★★	★★★★	★★★★★

eLearning Course Feedback Questionnaire

(a) Technical Content	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
1. The course material was clearly constructed	★	★★	★★★	★★★★	★★★★★
2. The explanations given were clear	★	★★	★★★	★★★★	★★★★★
3. The examples given were relevant	★	★★	★★★	★★★★	★★★★★
4. The instructor was well prepared	★	★★	★★★	★★★★	★★★★★
5. The instructor answered questions	★	★★	★★★	★★★★	★★★★★
6. The course syllabus was covered as advertised	★	★★	★★★	★★★★	★★★★★
7. The course notes were of good quality	★	★★	★★★	★★★★	★★★★★
8. The course was independent from any software code except to highlight examples or case studies	★	★★	★★★	★★★★	★★★★★

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
9. The advertised Professional Simulation Engineer (PSE) Competences were covered by the course	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★
10. During the online session, questions were answered adequately	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★
11. After the online session, questions were answered within a reasonable time	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★
(b) Course Organisation	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
12. The course was relevant to my organization	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★
13. The course was good value for money	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★
14. The registration procedure and pre-course organization were good	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★

onDemand Course Feedback Questionnaire

(a) Technical Content	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
1. The course content was easy to follow.	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★
2. The examples given in the course were relevant and helped clarify the learning objective.	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★
3. The course was of good quality.	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★
4. The course was independent from any software code.	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★
5. The advertised Professional Simulation Engineer (PSE) Competences were covered by the course	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★
6. The length of the course was appropriate	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★
(b) Course Organisation	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
7. The course was useful to my professional development.	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★
8. The Learning Hub was a platform that was easy to access and navigate.	★	★ ★	★ ★ ★	★ ★ ★ ★	★ ★ ★ ★ ★