# " "Applying the QM Rubric

# Online Facilitator Parameters

The Applying the QM Rubric (APPQMR) online workshop is a service under the QM subscription agreement. The APPQMR online workshop is the first step in preparing participants to become Peer Reviewers. In the Applying the QM Rubric Online Facilitator Certification course, you will learn how to facilitate the online APPQMR workshop including preparation, navigation, management, and assessment. Upon successful completion of the Applying the QM Rubric Online Facilitator Certification course, with a current APPQMR training license held by your institution, you can offer this workshop as an Independent Facilitator for your institution using the QM-hosted APPQMR course site in QM’s Moodle LMS.

The materials in the Applying the QM Rubric Online Facilitator Certification are proprietary to MarylandOnline, Inc. (MarylandOnline) and contain information that is treated as confidential by Quality Matters and MarylandOnline. For the purposes of the workshop you facilitate, and only on behalf of your institution which must be a QM subscriber with the appropriate non-exclusive and non-transferable license and training license, Quality Matters grants you access and use of the workshop version of the Quality Matters Rubric and other workshop materials. The participant is expressly prohibited from copying, duplicating, or distributing the Quality Matters workshop materials without written permission from Quality Matters (this includes posting the Syllabus online).

Your institution has a subscription agreement in place describing the terms and agreements including services available thru QM.

By signing this document, you acknowledge that you have read and understand the following parameters:

1. Facilitator for the online APPQMR workshop will be an active QM-Certified APPQMR Online Facilitator.
2. Request APPQMR workshop sessions through MyQM with at least 10 working days of notice (14 days total).
3. Cap the online version at 20 participants per session. Multiple sessions must be requested to accommodate more than 20 participants. Recommended minimum number of participants per session is 6 participants.
4. Use the Quality Matters-provided APPQMR course site and content to facilitate the workshop using the QM-hosted Moodle learning management system.
5. Actively engage with participants by meeting all of the Facilitator responsibilities listed in the “Facilitator Guide to the APPQMR workshop.” The file is locate in the Facilitator Resources module of the APPQMR site in Moodle.
6. Deliver the QM-hosted workshop in its entirety with no modifications. (Supplemental information specific to an institution can be added using the institution’s technology.)
7. Conduct the workshop within two weeks and obtain permission from QM to extend this time frame.
8. Meet any institutionally-specific objectives outside of the QM-hosted workshop site.
9. Complete rosters in MyQM upon completion of workshop (within seven days of conclusion) to enable participants who are eligible to register for the QM Peer Reviewer Course.
10. In the event your institution fails to maintain its subscription to Quality Matters with a training license for the APPQMR, cease all training and return all materials to Quality Matters.
11. Certified APPQMR Online Facilitators must comply with new or revised QM parameters as needed, including any Facilitator re-certifications and workshop updates as required.
12. Participants in the Applying the QM Rubric Online Facilitator Certification must register for the Applying the QM Rubric Face-to-Face Facilitator Certification to facilitate on-ground face-to-face workshops, too.
13. Online Facilitators are expected to participate in an annual update and renewal.
14. The Institution can purchase copies of the current Quality Matters Rubric Workbook as a Quality Matters Subscriber.
15. All versions of the QM Rubric are protected and available by permission only.
16. Institution must pay a $25.00 technology fee per enrolled participant (each participant’s QM Coordinator will be billed).

Quality Matters reserves the right to review in-progress and concluded sessions for the purposes of quality assurance and offering constructive suggestions for improvement. QM may deny recognition of participant completion if the Certified APPQMR Online Facilitator does not meet the delivery standards identified in the Applying the QM Rubric Online Facilitator Certification course and available in every online APPQMR workshop.

**Systems**: Any session requested is open to all affiliate institutions in your System. The training license is held by the Lead Institution in the System and is tied to the subscription agreement.

**By accessing the Applying the QM Rubric Online Facilitator Certification course materials and participating in the course activities, you accept these parameters.**

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

QM Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead QM Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** The Lead QM Coordinator signature is only required if your institution is a member of a QM System subscription.

Please scan and email your signed document to QM Professional Development Registrar, Nancy Ragias, **registrar@qualitymatters.org**, within three days. If you do not have QM Coordinator and, if applicable, Lead QM Coordinator approval you will not be allowed to continue in the course.