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## WHO IS “THE” PROVIDER

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**(a) - Background:** CTEC has education standards implemented in course policies with which CTEC providers are required to comply and CTEC is required to monitor. The purpose of this course policy is to define who is the provider for purposes of CTEC educational and administrative policies.

**(b) - Offering courses developed by others**—CTEC’s policies do not include any restriction related to a CTEC approved curriculum provider offering courses developed by others, provided that the courses otherwise comply with policies and meet the education standards and requirements of CTEC (CP31 – Purchased Course Policy).

**(c) - Only one provider**—When a CTEC approved curriculum provider offers a course developed by others, that CTEC approved curriculum provider must meet **ALL** CTEC educational standards and adhere to all provider responsibilities, functions, and requirements for offering that course. The CTEC approved curriculum provider of the course is determined by who collects the course fees, makes refunds, advertises the course, responds to student’s questions, establishes CE and QE credit by pilot testing or word count formula, facilitates enrollment, is subject to CTEC sanctions and penalties, uses their provider number on the course, tracks attendance, grades exams, maintains student lists, collects and maintains student evaluations, provides the provider course completion certificate to the students and reports the CE and QE credits to CTEC.

Approved: November 15, 2013

**Responsibility: Curriculum Provider Standards Committee**