

**GLOBAL LEARNING COMMITTEE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved Provider List Criteria Review**

1. **Budget/Contracting**
2. Please describe the status of your organization (for-profit/not-for-profit, country of incorporation, etc.):
3. Is your organization able to bill all program fees charged to CCC in U.S. dollars?
4. **Academic support and oversight**
5. Please describe the training/credentials standards your organization uses when hiring local instructors on faculty-led programs:
6. Can your organization provide, upon request, full CVs/academic qualifications for all instructors who are being proposed as instructors for CCC students as part of a CCC faculty-led or customized program?
7. Please describe your organization’s evaluation process for academic courses taught by local (rather than CCC) instructors:
8. Please summarize your organization’s experience working with U.S. colleges and universities to provide home-institution-credit-bearing programs. If you have existing documents/descriptions of this experience, you may attach it here.
9. **Student and Faculty Preparation and Support**
10. Please describe your organization’s approach to on-site orientation for students and faculty:
11. Please describe your organization’s approach to managing student conduct and discipline issues:
12. **On-Site Support and Risk Management**

Please respond to the following questions. If you have existing documentation of your risk management protocols that addresses these questions, you may attach it here. Note that if specific protocols vary by location, a statement of the range of protocols is acceptable.

**Staffing**

1. How does your organization determine the appropriate participant/staff ratio for a given program or program activity?
2. What protocols does your organization have in place to ensure sufficient staff coverage/support in case of emergencies?
3. What are your staffing protocols for student advising, support, and counseling?

**Housing**

1. How does your organization vet new housing options?
2. How often and in what capacity is program-approved housing visited and inspected to assess whether appropriate safety standards are met?
3. How does your organization determine the appropriate safety standards for a given location?
4. What policies does your organization have in place regarding fire safety and structural integrity of buildings used in program-sponsored or arranged housing?
5. When/if homestays are used, what types of criteria are used to select host families, and how does the organization ensure consistent application of those criteria?
6. How are homestay hosts provided with training in program policies and health and safety protocols?

**Activities and Excursions**

1. How does your organization evaluate the safety of components such as:
   1. Transportation (public or private)
   2. Specific destinations and/or activities included in the excursions
   3. Venues
2. What factors are considered when determining the type of transportation to be used for a program activity?
3. What protocols are used to vet/determine the safety of all types of transportation (public, private, chartered, trains, buses, vans, cars, etc.)?
4. How does the organization ensure that participants receive appropriate information prior to program activities regarding emergency protocols for excursions/activities away from the main program site?
5. How does the organization ensure that up to date information regarding excursion itineraries is collected and kept accessible?

1. What types of protocols does your organization maintain regarding staffing on excursions (ratio of staff to students, emergency backup, etc.)?

**Communication Protocols**

1. How does your organization disseminate local health and safety information to participants during orientation and throughout the program?
2. What mechanisms does your organization utilize to collect, store, and access health information for students/faculty on site, as allowed by local regulations and in accordance with your organization’s policies?
3. What are your organization’s protocols for communicating health issues, including suspected but not confirmed issues such as mental health crisis or substance abuse, to the home campus?

**Health Crisis Protocols**

1. What training and support is provided to staff and faculty within the organization regarding awareness of and response to suspected mental health problems and substance abuse?
2. How does your organization establish and maintain contact with appropriate physical and mental health providers?
3. How does your organization assess health care providers to which you refer students/faculty?
4. How is contact information for these providers maintained and disseminated to students? What information is provided to students/faculty about accessing health resources independently?

**Emergency Management Planning**

1. What protocols does your organization have for maintaining and updating crisis management plans for specific emergencies such as evacuation, natural disaster, political crisis, etc.?
2. What training does your staff undergo relating to crisis response and crisis management?
3. What systems does your organization use to access emergency information for program participants?
4. How and how often are crisis management plans reviewed, tested, and updated?
5. What protocols does your organization maintain for reporting safety incidents to the home campus?
6. What type of incident reporting protocols does your organization maintain?
7. How are students oriented to the emergency plans/protocols?
8. What local response organizations/entities does your organization liaise with?
9. What protocols does your organization maintain for regular assessment of buildings, facilities, equipment, fire precautions, structural integrity, and and security precautions?

**Insurance Protocols**

1. What insurance coverage does your organization maintain for liability risks and occupational safety? What are the maximum coverages and limits?
2. Please provide an EOC or other summary document describing your insurance coverage option(s) for student and faculty participants, including limits for medical, evacuation, and repatriation coverage.
3. **References**

Please provide at least three institutional references from U.S. colleges or universities that currently work with your organization to offer faculty-led and/or customized programs.