SMEs should complete an approved application that should be part of the data system. Following is an example:

|  |  |  |  |
| --- | --- | --- | --- |
| **SUBJECT MATTER EXPERT (SME) QUALIFICATION APPLICATION** | | | |
| **Name**: | | | **Work #**: |
| **Email**: | | | **Subject(s) of Interest**: |
| **Employer:** | | | **Classification:** |
| **SME, Representing:  Apprenticeship**  **Education  Industry Association**  **Apprenticeship  Employer**  **Other** | | **Please identify the entity:** | |
| **INDUSTRY EXPERIENCE** | | | |
| **Please explain how you have used your education, training, knowledge, skills, abilities in applications similar to what is of an SME in this project.** | | | |
|  | | | |
| |  | | --- | | **Please provide detailed information concerning your experience, which directly relates to the subject matter of the course being developed or modified. Please attach additional sheets, if necessary.** | | | | |
| |  | | --- | | **EDUCATION/TRAINING EXPERIENCE** | | **Please explain how you have used your education, training, knowledge, skills, abilities in any education and training applications similar to what is of an SME in this project.** | |  | | | | |
| **Please list industry-recognized degrees, credentials, and certification(s) in the area of expertise:** | | | |
|  | | | |
|  | | | |
| **ADDITIONAL QUALIFYING EXPERIENCE** | | | |
| **Specialized Training** |  | | |
| **\*PLEASE ATTACH RESUME AND ANY SUPERVISORY REFERENCES ALONG WITH YOUR APPLICATION.\*** | | | |

**Signature**: **Date**: