



Host Application for Organizational Members

Outdoor Leadership Training Course & Certified Outdoor Leader Credentials

Thank you for your interest in hosting the WEA Outdoor Leadership Training Course (OLTC) and/or Certified Outdoor Leader (COL) programs! The WEA has a series of requirements in place for the approval of OLTC and COL Hosts, instructors, and individual courses. All applicants must be current Organizational Members of the WEA. Involvement with the WEA Accreditation program is not a prerequisite for operating as a WEA OLTC or COL Host.

Please note: The OLTC is a “certification of completion” program only — NOT a “certification” program. The COL is a program that leads successful students toward “certification” by meeting credentialing requirements — certification is not guaranteed by participation in the program.

To apply for WEA OLTC and/or COL Host status please complete the following questions and submit to the WEA National Office as instructed below.

1. The Organization Name and Contact name with an email address and preferred phone number.
2. The Organization is applying to host the following credentialing programs (check one or both, as applicable):
 - _____ Outdoor Leadership Training Course (OLTC)
 - _____ Certified Outdoor Leader (COL)
3. State why the organization is interested in offering an OLTC and/or COL including the rationale for pursuing this relationship with the WEA.
4. How does the OLTC and/or COL complement the organization’s mission, vision, and current programming?
5. Describe the intended frequency of the OLTC and/or COL the organization intends to offer annually.
6. Describe the organization’s target market/audience for the OLTC and/or COL.
7. Explain if the WEA credentialing programs will be open for public enrollment, closed to public enrollment, or a combination.
 - a. If the organization will offer any open enrollment options:
 - i. Please describe in detail how the organization will market the courses.
 - ii. Provide a sample registration, link to a current program registration on the organizational website or digital copies of the registration paperwork.

8. A current Certified Outdoor Educator (COE) must manage, supervise and otherwise be responsible for the design and delivery. The COE is not required to be present during course field time for the Outdoor Leadership Training Course. The COE is required to be present for the minimum course field time for the Certified Outdoor Leader program.
 - a. Please provide the names of the individuals at the organization who are currently approved as COEs.
 - b. If no one at the organization is a COE please provide:
 - i. Who the organization intends to use as COEs and current contact information.
9. Provide a list of groups/individuals within the organization that support the development and administration of the WEA credentialing programs. Please include Name, phone number, email address, and their role or function within the organization.
10. Please provide a description of the organization's structure.
11. Please provide the organization's website address.

Please submit your materials electronically:

To: nationaloffice@weainfo.org

Subject: **[the organization name] WEA Course Host Application**

After the WEA National Office reviews the proposal, the applicant will be notified by the WEA National Office of its status, including any requests for clarification or omission of information. If the organization is approved as a WEA OLTC and/or COL Host, a letter will be issued to the organization with notification of this status. Approved WEA Credentialing Program Hosts must sign and return the [WEA Organizational Member Credentialing Programs Agreement](#) prior to offering any programs. In addition, all approved WEA Host organizations must submit the required pre- and post-course paperwork in accordance with the WEA guidelines. The WEA reserves the right to revoke the Host status at any time. Any questions about the application, guidelines, agreement or other can be directed to the WEA National Office: nationaloffice@weainfo.org or 740-607-9759.