

STANDARDS AND INDICATORS

**National Community Education Association (NCEA)
Applied Professional Program Leadership Endorsement (APPLE)
Adopted by NCEA Board, April 2003
Revised June 2005**

There are five standards and each standard has several indicators that further identify and define the base of skill and knowledge expected of those completing the APPLE process. Each standard has a minimum number of indicators that must be completed by the candidate. **Candidates are required to complete all indicators which are in bold face type and identified with an asterisk *.**

Standard #1: PROGRAM DEVELOPMENT FUNCTION

(5 * Required. Candidate must complete 6 of 7 indicators)

- A. **History and Philosophy of Community Education***
- B. **Program Needs Assessment***
- C. Resource Identification and Acquisition
- D. Programming Trend Analysis
- E. **Program Planning***
 - a. **Diversity programming**
 - b. **Long range planning**
 - c. **Developing course/program description**
- F. **Program Collaboration/Coordination***
- G. **Program Evaluation***

Standard #2: PROGRAM OPERATIONS FUNCTION

(1 * Required. Candidate must complete 5 of 6 indicators)

- A. **Program Scheduling***
- B. Registration Practices and Procedures
- C. Facilities & Equipment
- D. Inventory Control
- E. Program Budgeting
- F. Strategic Planning

Standard #3: PERSONNEL FUNCTION

(1 * Required. Candidate must complete 7 of 10 indicators)

- A. Recruiting
- B. Hiring
- C. Training
- D. Supervision
- E. Evaluation
- F. Work with volunteers
- G. **Human Relations***
- H. Developing job descriptions
- I. Knowledge labor laws
- J. Internal organizational relationships

Standard #4: PUBLIC RELATIONS FUNCTION

(None Required. Candidate must complete 3 of 4 indicators)

- A. Promotion/Marketing
- B. Internal and External Communications
- C. Customer Service
- D. External Organizational Relationships

Standard #5: GOVERNANCE FUNCTION

(None Required. Candidate must complete 2 of 3 indicators)

- A. Federal and state laws
- B. Local policies and procedures
- C. Advisory committees, task forces, boards, etc.