

**Draft Digital Promise Global Policies and Procedures
Product Certification Program**

I. Introduction

The Policies and Procedures set forth below (“the Digital Promise Global Policies”)¹ shall govern the implementation and operation of Digital Promise Global’s Edtech Product Certification program (the “Edtech Product Certification Program” or “EPC Program”). The EPC Program recognizes products that use research to guide their design and implementation. A product developer also has the option of signing a commitment to consult and incorporate Learning Sciences research to inform product design and attend to the needs of diverse learners.

Digital Promise Global intends for the EPC Program to provide educators and others with public information solely about the extent to which an educational technology product demonstrates:

1. A design driven by Learning Sciences research. This certification does not consider product effectiveness or impact.
2. Features that incorporate research to attend to the needs of diverse learners.
3. Support for educators in implementing the product according to the product’s research basis.
4. A commitment to continually improving through feedback from educators, students, and/or users.

Product developers may apply for the EPC by visiting Digital Promise Global’s website and submitting an online application. All EPCs and other forms of participation are subject to Digital Promise Global’s review and approval. Digital Promise Global intends EPCs to be technology-agnostic and portable across platforms.

II. Summary of the EPC Program

A. A product developer may apply for an EPC, or may sign the Research-Based Product Promise (described below). The EPC application process is described in Section III.

B. Under the Research-Based Design Promise, a product team must affirm that it is committed to consulting and incorporating Learning Sciences research to inform product design and to attend to the needs of diverse learners. The text of the Promise appears on Digital Promise’s website <https://productcertifications.digitalpromise.org/research-based-promise/>

C. A product may earn an EPC when the developer demonstrates through the submission of evidence that the product meets expectations for the desired certification. Cited studies should include appropriate methodologies, such as sampling, instruments, and comparison groups when relevant. The cited studies should be strongly linked to the product and

¹ Capitalized terms are defined in the Glossary attached as Appendix 1. [TO BE INSERTED]

it should be clear how the cited research was used to inform how the product was designed. The product team should be able to show the research basis for the product has been shared publicly.

D. For those products that are close to earning a certification, a product may earn Honorable Mention, signifying that the product is moving toward meeting certification status. Applicants will be invited to resubmit after incorporating the feedback provided by Digital Promise.

III. Application for the EPC

A. Digital Promise Global has sole discretion to determine what organizations shall be allowed to participate in the EPC Program. Digital Promise Global seeks developers that have substantial content expertise, as well as a commitment to research about learning, particularly as learning relates to content areas, cognition, social emotional learning and diverse learner backgrounds. Digital Promise Global will use the qualifications outlined in Section III.B. below to evaluate applicants. Digital Promise Global may continue to review and develop its criteria for applicants and the application materials requested by Digital Promise Global as the EPC Program evolves.

B. Qualifications and Assessment Rubrics

1. An applicant must be an organization, or an individual affiliated with an organization. Government, educational, for profit or non-profit organizations, or individuals associated with such organizations, may apply.
2. An applicant must show how the product supports learning according to research.
3. An applicant must demonstrate how the product incorporates Learning Sciences research throughout its design.
4. An applicant must demonstrate how Learning Sciences research informs the theoretical framework that guides product development, including citations of at least 3 rigorous studies consulted in product design and development.
5. An applicant must demonstrate its commitment to transparency in communicating how Learning Sciences research informed the product. Transparency means sharing the research artifact publicly at no cost on the applicant's website.
6. Digital Promise Global shall develop an application ("Application Materials") to solicit information on the qualifications and assessment rubrics in this Section III.B. Application Materials shall require the

submission of evidence and may seek additional information consistent with this Section III.B.

C. Application Process

1. An organization shall apply for the EPC by submitting Application Materials requested by Digital Promise Global that demonstrate how the applicant satisfies the qualifications and assessment rubrics listed in Section III.B. Application Materials may be published through the open-badges products receive when they earn certification status; applicants will have the option to choose to what extent to share Application Materials.
2. In addition to the Application Materials, each applicant must submit a signed Intellectual Property Agreement (“IP Agreement”), [which may describe what Application Materials an applicant may share though open badging].
3. Assessment
 - a. Digital Promise Global shall use a fair and non-discriminatory system for assessment of each application.
 - b. Each application shall be reviewed independently by at least two trained reviewers designated by the project lead. Each reviewer shall assess independently whether the Application Materials demonstrate that the product meets the qualifications and rubrics listed in Section III.B and any additional requirements listed in the Application Materials.
 - c. Each reviewer shall make a recommendation whether a product has earned the certification, not earned the EPC, or merits Honorable Mention. If the two reviewers reach the same recommendation, then the applicant shall be notified of the decision, along with feedback when appropriate. If both reviewers conclude the product has earned the EPC, that status shall be made public at a time and in a manner to be determined by Digital Promise Global.

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- d. If the two trained reviewers make different recommendations about a product, then a third Digital Promise Global reviewer not previously involved in the assessment shall be brought in to review the application together with the original two reviewers. The three reviewers shall jointly make a determination as to what status the product has earned, and the applicant will be notified of the result. If the product has earned the EPC, such status shall be made public at a time and in a manner to be determined by Digital Promise Global.
 - e. Products awarded the EPC must earn “certified” in each of the requirements listed in Section III.B.2-4.
 - f. Products awarded Honorable Mention must earn Honorable Mention or “certified” in each requirement under Section.III.B.2-5.
 - g. Digital Promise Global may provide applicants which did not earn the EPC suggestions on how to improve the product. Products may re-submit applications after incorporating this feedback.
4. Fees/Charges
- a. Digital Promise Global intends to charge a fee for participation in the EPC Pilot Program. Digital Promise Global in its sole discretion may modify, waive or change such fee.
5. No Obligation to Continue the EPC Program
- a. Digital Promise Global shall have no obligation to continue the EPC Program or to continue to issue EPCs or Honorable Mentions for any specific time period. However, in the event that Digital Promise Global decides to terminate the EPC Program or modify or eliminate any significant aspect of the EPC Program, it will provide at least sixty (60) days’ notice on Digital Promise Global’s website and assess all applications that have been submitted at or by the date of notice.
 - b. In the event the EPC Program is terminated, holders of an EPC may continue to display their earned EPCs.
6. Appeals

- a. An applicant which did not earn a certification may appeal that decision to Digital Promise Global's Director of Digital Certifications and Credentialing. The applicant shall state in writing that it is requesting an appeal and explain specifically why it believes the product meets the requirements for the EPC in Section III.B. The Director of Digital Certifications and Credentialing shall consult with the previous trained reviewers to determine whether the initial assessment process was fair and nondiscriminatory and followed the procedures outlined in Section III.C.4.
- b. The Director of Digital Certifications and Credentialing's decision whether the assessment process was fair and nondiscriminatory shall be final, and no further appeal shall be permitted.
- c. If the Director of Digital Certifications and Credentialing determines that the review process was unfair or discriminatory in the case of any appeal, the Director of Digital Certifications and Credentialing shall fashion appropriate relief to resolve the problem.

D. Withdrawal of Recognition under EPC Program

1. Digital Promise Global may withdraw any form of recognition (for example, an EPC, Honorable Mention, or the Research-Based Product Promise) that a product or its developer has received under the EPC Program for cause.
2. If Digital Promise Global seeks to take action under this Section III.D, Digital Promise Global shall give the developer reasonable notice and an opportunity to explain why the product in question should continue to be recognized under the EPC Program.
3. An applicant may appeal DPG's decision to withdraw its certification to Digital Promise Global's Director of Digital Certifications and Credentialing. A decision on the appeal by the Director shall be final, and no further appeal shall be permitted.

E. Privacy/Confidentiality/Terms of Use

1. All EPC applicants shall adhere to the privacy and confidentiality provisions in the IP Agreement, as well as all privacy policies and terms of use applicable to the Digital Promise Global website. Those policies and terms of use can be found at <https://productcertifications.digitalpromise.org/>.

As specified in the Digital Promise Global website, the website is intended for use by persons eighteen (18) years of age and over.

2. All EPC applicants own their Application Materials, which are subject to the IP Agreement and the privacy policies and terms of use governing the Digital Promise Global website.
3. Digital Promise Global shall adhere to the privacy and confidentiality provisions of the IP Agreement, as well as all privacy policies and terms of use in the Digital Promise Global website.

IV. Amendment of Policies and Procedures

A. Digital Promise Global, in its sole discretion, may change, modify, add or remove portions of the Digital Promise Global Policies at any time. Among other things, Digital Promise Global may modify the Policies to apply to additional certifications that Digital Promise Global may issue. Digital Promise Global will post notice of such changes on its website, and it is the responsibility of applicants, developers and other users to check the website for such changes.