

Inspector Non-Elective CE Course Application Checklist

Provider Name: _____ Provider License #: _____

☐ Course Application - all delivery methods

- ☐ Correct payment included
- ☐ Provider information accurate and complete
- ☐ Course identified (one course per application)
- ☐ Inspector Legal & Ethics

***Examination Security and Confidentiality Agreement (ECA)**

- ☐ E-mail [TREC Education](#) to request the ECA
- ☐ Completed by Operations Manager or Owner of the provider license
- ☐ Notarized

☐ Standards of Practice Review

- ☐ Copy of course materials
- ☐ [Course Approval Form](#)
 - ☐ Name of text or workbook and author
 - ☐ Form completed with correct page numbers or time stamp of other media where topics are found
- ☐ Copy of final exam and answers
 - ☐ Classroom delivery requires one final exam version
 - ☐ Distance education delivery requires two final exam versions
 - ☐ Each exam must consist of 16 questions
 - ☐ Exam questions must be different for each exam

- ☐ Delivery method identified
- ☐ Name printed, signed and dated by an authorized representative of the provider
- ☐ Acceptable demonstration of a method to engage students in interactive discussions and activities

*Distance Learning Certification satisfies this requirement

- ☐ Minimum of 4 modules to engage students in interactive discussions or activities

Examples include, but are not limited to the following:

- Discussion forums or threads where the student can engage other students or a qualified instructor in real time, or have the ability to read posts of previous students.
- Scenario-based learning exercises.
- Required responses to case studies or discussion questions.

***Additional requirements for Distance Education courses**

- ☐ Instructions to access course
- ☐ Distance Learning Certification, if applicable

- ☐ Acceptable method of ensuring that the student spends the required number of hours completing the course
*Distance Learning Certification Satisfies this requirement
- ☐ Acceptable method available for student to interact with a qualified instructor
*Distance Learning Certification Satisfies this requirement
- ☐ Acceptable method of ensuring that the student who registered for the course is the student taking the course and the final exam
*If security questions are used, need 1 question before, 2 during, 1 at the end of the course (prior to exam)
☐ Answers to security questions for reviewer
- ☐ Log student out of course or stop course timer after 10 minutes of inactivity
- ☐ Exam is proctored by:
- ☐ Provider faculty or staff
- ☐ 3rd Party Proctor acceptable to the Commission
☐ Copy of Proctor Agreement
- ☐ Technology-based
Include procedure to positively identify that the student taking the exam is the student who registered for and completed the course. If security questions are used, courses 4 hours or less need- 1 question before, 1 during and 1 after. Courses greater than 4 hours need 1 question before, 2 during and 1 after.
- ☐ Exam:
- ☐ Closed-Note/Closed-Book
- ☐ Minimum Pass Rate of 70%
- ☐ Completed within 30 minutes
- ☐ Ensure students aren't able to print exam screens
- ☐ Use promulgated exams as they were created (**Inspector Legal & Ethics only**)
- ☐ Don't mix questions from the two exams