

ERW Elective CE Course Application Checklist

Provider Name: _____

Provider License #: _____

Course Title: _____

of Hours: _____

Course Application - all delivery methods

Correct payment included

Provider information accurate and complete

Delivery method identified

Course title does not exceed 64-character limit

Explanation describing the course objective and relevance of the subject matter to activities for which an ERW license is required. For examples of acceptable subject matter, refer to topics included in ERW qualifying courses.

Submit a timed course outline that includes:

- 1. Course topics;
- 2. Assignments and activities, if applicable;
- 3. Topic or unit quizzes, if applicable; and
- 4. Amount of time dedicated for each item

Course author

Permission from the author, if the applicant is not the author

Name printed, signed and dated by the owner or operations manager of the provider

*Additional requirements for Distance Education courses

Instructions to access course

Current Distance Learning Certification, if applicable

Acceptable method of ensuring that the student who registered for the course is the student taking the course

*If security questions are used, need 1 question before, 2 during, 1 at the end of the course

Provide answers to security questions for reviewer

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

Log student out of course or stop course timer after 10 minutes of inactivity