Inspector CE Elective Course Application Checklist

Provider Name: _____ **Provider License #:** _____

Course Title: _____ **# of Hours:** _____

☐ Course Application - all delivery methods

☐ Correct payment included

☐ Provider information accurate and complete

☐ Course title does not exceed 64-character limit

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

☐ Delivery method identified

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

☐ Number of days and hours per day, **classroom only**

☐ Name printed, signed and dated by an authorized representative of the provider

☐ 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

*Additional requirements for Distance Education courses

☐ Instructions to access course

☐ Current 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

☐ Provide 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

☐ Proctor agreement included

☐ 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 contains a minimum of 4 questions per credit hour

☐ Exam is graded with a minimum pass rate of 70%

☐ Provide copy of final exam and answers