

Inspector Non-Elective CE Course Application Checklist

Provider Name: _____ Provider License #: _____

Course Application - all delivery methods

- Correct payment included
- Provider information accurate and complete
- Delivery method identified
- Exam Acknowledgement
- 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:

- | | |
|--|--|
| <input type="checkbox"/> Closed-Note/Closed-Book | <input type="checkbox"/> Ensure students aren't able to print exam screens |
| <input type="checkbox"/> Minimum Pass Rate of 70% | <input type="checkbox"/> Use promulgated exams as they were created |
| <input type="checkbox"/> Completed within 30 minutes | <input type="checkbox"/> Don't mix questions from the two exams |