

Qualifying Distance Education Course Application Checklist

Provider Name: _____ Provider #: _____

Course Title: _____ Course #: _____

Course Application

- Course type identified
- Correct payment included
- Provider information accurate and complete
- Qualifying course title
- Delivery method identified
 - Distance Learning Certification, if applicable
 - Instructions to access course

***If secondary provider using an approved course, complete #6**

- Permission letter
- Distance education questions complete and accurate, #8a-d
- Name printed, signed and dated by an authorized representative of the provider

Course Approval Form

- Name of textbook, author, publisher, edition is included
- Form completed with correct page numbers or time stamp of other media where topics are found and time is allocated for each topic

Instructor Manual - includes all information required by the [TREC Instructor Manual Guidelines](#)

Timed Course Outline (at least 1500 minutes)

- Daily course segments do not exceed 12 hours
- Devotes the time prescribed for each topic (main subject category) on the course approval form
- Includes the following:
 - Topics quizzes
 - SBL's
 - Final exam (not included in the 1500 minutes)

***Topic Quizzes**

- At least three questions related to subject matter of each course **topic** (main subject category)
- If a question is answered incorrectly, rationale is provided for the correct answer and a subsequent, related quiz question is presented that will count toward passing the quiz.

***Scenario-based Learning (SBL)**

- Exercise bank from provider
- Course contains at least one SBL for every 10-hours of course credit. (A 30-hour course requires three SBLs)

Student Authentication/Validation

- Provider included an explanation of how they will ensure the student taking the quizzes/exercises is the same person receiving course credit
 - If security questions are used:
 - At least one before the start of the course and one at the end of the course (prior to the final exam)
 - At least one for every five hours of course work

- Verification of clock/course hours
 - Course is scheduled for the full clock hours of time for which credit is awarded and presented in full hourly units.
 - Include an explanation of the method used to determine credit hours. (*e.g. timers, word count documentation*)
 - *Distance Learning Certification may meet this requirement*
- Course Progression
 - Student cannot move on to next topic until student correctly answers all topic quiz questions (100%)
 - Student cannot move on to next topic until a passing grade is received for the SBL
 - Student cannot move to final exam before completion of all regular course work, quizzes and SBLs
- Final Exams/Final Exam Question Bank
 - Four versions of the final exam
 - Final exams cover all topics
 - No true/false questions
 - Distractors should appear as reasonable answers
 - Each final exam does not repeat more than 1/3 of the questions from any other version of a final
 - A final exam matrix or other acceptable documentation has been provided as evidence
 - Final Exam consists of at least 2 questions per credit hour (A 30-hour course must have 60 questions)
 - Exception: Real Estate Math final exams must be at least 20 questions w/ a question bank of at least 40 questions*
 - Question bank must be at least 120 questions for a 30-hour course (four questions per credit hour)
 - Final exam questions must be significantly different from quiz questions/exercises
 - Final exam instructions explain that the final exam is a proctored, closed-book/closed-note test.
- Final Exam Proctoring Explanation
 - Student Verification - Explain exam proctoring including the procedure to positively identify the student taking the exam is the student who registered for the exam
 - Exam is proctored by/through:
 - Provider faculty or staff 3rd party proctor acceptable to the Commission Use of technology
 - Copy of proctoring agreement that includes the exam is closed-book with no notes allowed
 - Provide specific information about how the proctoring will take place including the instructions for both parties
- Instructor Interaction
 - Explain how a qualified instructor answers student questions/provides assistance in a timely manner
 - Explain how a qualified instructor provides answers & rationale for grading any written course work
- Course Completion Certificate
 - Provider name and license number
 - Instructor name
 - Course title and course number
 - Number of credit hours
 - Dates student began and completed the course
 - Printed name and signature of an official of the provider on record
 - Delivery method (Online, Correspondence, Combination - Online or Combination - Correspondence)
- Course Evaluation
 - Includes all questions per the [TREC Course/Instructor Evaluation Form](#)
 - Providers may add questions to the end or use the TREC promulgated form and include an additional evaluation of their own design*