

E-LEARNING PROGRAM SUBMISSION REQUIREMENTS

1. The online program must be at least one hour in length and include an assessment quiz of at least five questions with a pass rate of at least 70%.
2. A process must currently exist to monitor an attendee's login, logoff, and participation. This process must be included with the program submission.
3. The organization must communicate the software, hardware, or any other technical needs to potential participants prior to their registration.
4. A personalized, unalterable certificate of completion must be delivered to the attendee once it has been determined that the attendee remained online for the entire length of the program and passed the assessment exam. It is preferable that the certificate of completion include the program ID.

WEBCAST PROGRAM SUBMISSION REQUIREMENTS

1. The online program must be at least one hour in length.
2. There is a 20-hour maximum for this category as this is considered "passive learning" along with podcasts, videos, audiocassettes, etc.
3. A process must currently exist to monitor an attendee's login and logoff. And, only an individual who participates for the full length of the program will be awarded credit. This process must be included with the program submission.
4. If more than one individual from an organization views a "live" webcast, the host organization must have a method for recording the other participants and providing each individual with a personalized, certificate of completion.
5. A personalized, unalterable certificate of completion or personalized transcript must be delivered or available to the attendee once it has been determined that the attendee remained online for the entire length of the program. It is preferable that the certificate of completion or transcript include the program ID.
6. Archived webcasts will be awarded credit only if they are within two years of live presentation date and if the organization can verify attendance/ participation and provide documentation to attendee.

SELF-STUDY PROGRAM CRITERIA

Self-study courses will be considered for credit if the following criteria are met at the time that the program is submitted for pre-approval:

1. The organization has the ability to assess the individual throughout the course and track participation/time.
2. There is a post assessment at the end of the course (required).
3. The course has either been assessed by IACET or another applicable organization to determine the number of hours to be awarded, OR there is an equivalent university classroom course in which case hours would be determined by actual classroom contact time.