

ONLINE COURSE APPROVAL REQUIREMENTS:

- The organization/training provider submitting the application shall own the course content. If the applicant does not own the course content, the content owner shall apply for the course approval as the training provider.
- If the organization/training provider applying for course approval is IACET-accredited, the organization/training provider may be eligible to receive a more streamlined review.
- Online courses, previously been awarded college credit through an accredited college or university, may be eligible for a more streamlined review.
- Online courses shall be fully-tested and ready to go “live” at the time of the approval request.
- Log-in credentials shall be provided to Operator Certification staff at the time of application. These credentials shall remain active while the course is being reviewed for potential approval and, if approved, for the duration of the term of that approval.
- The number of contact hours requested shall match the *average* time it takes a student to complete the course content.
- Online courses shall have adequate technical support and/or help available, and clearly indicate contact information for operators requiring assistance.
- Online courses shall include interactivity for participants. Scrolling or clicking “next page” does not constitute interactivity. (i.e. periodic quizzes/tests)

These requirements are in addition to the requirements specified for course approval on the Application for PGH/CE Approval.

1. Does your organization own the content for this course?

Yes – Continue with Question 2.

No – You are not eligible to apply for course approval. Content owner must apply.

2. Is your organization IACET accredited?

Yes

No

3. Has course been accredited by an institution of higher learning and awarded CEUs?

Yes

No

4. Has the course been BETA or field tested for content and time necessary to complete the course?

Yes

No

5. Is your course ready to go live?

Yes – Please provide log-in credentials: **USER NAME:** _____ **PASSWORD:** _____

No – Course is not eligible for review/approval.

6. Does the number of contact hours requested on the application match the average time it takes a student to complete the course content?

Yes

No

7. Please describe the methods in place to prevent a student from either skipping or clicking through course content: