

Inspector CE Secondary Course Application Checklist

Secondary Provider Name: _____

Provider License #: _____

Course Title: _____

of Hours: _____

All Delivery Methods

- Correct payment received
- Secondary Provider information accurate and complete
- Original Provider information accurate and complete
- Current course information accurate and complete
- Permission from original provider AND author included
- Approved delivery method identified
- Name and signature of the Owner or Operations Manager of the provider

Inspector **Elective** CE Courses **ONLY**:

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 time

Inspector **Non-Elective** CE Courses **ONLY**:

- Check Exam Certification box

*Additional requirements for Distance Education courses

Is the secondary provider using the original provider's platform/LMS?

- Yes *Include **instructions to access course and exam bank** and skip remaining DE questions below*
- No ***Secondary provider include responses to the below DE questions***
- Instructions to access course
- Exam bank with a minimum of 4 questions per credit hour was received
- Current Distance Learning Certification, if applicable
- Acceptable method of ensuring that the student who registered for the course is the student taking the course
 - *If security questions are used - 1 before, 2 during, 1 at the end of the course
 - Provide answers to security questions for reviewer
- 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
- Log student out of course or stop course timer after 10 minutes of inactivity