GUIDANCE FOR THE EVALUATION AND ACCREDITATION OF SELF-PACED TRAINING

(formally known as Distance Education)

WASHINGTON CERTIFICATION SERVICES
GREEN RIVER COLLEGE

Course Development

- ❑ Delivery format or media is identified.
- ❑ Intended audience is identified.
- ❑ Course is developed by instructional design experts.
- ❑ Course is developed based on needs analysis and is relevant for intended audience.
- ❑ Learning objectives are clearly stated.
- ❑ Content developed by qualified subject matter experts.
- ❑ No product or service endorsements.

Beta Testing

- ❑ Course is beta tested (field tested) for content and length of time necessary to complete by individuals representing the intended audience.
- ❑ Beta-test results are evaluated and revisions implemented.

Accreditation

- ❑ Average completion length is determined based on standard industry formulas* and beta testing results.
- ❑ Credit/CEU** is awarded by course sponsor or other organization responsible for evaluating training, and is based on national accrediting standards.

Sample Accrediting Formula for Correspondence, On-Line, or CD-ROM based training programs:

> *1 page of text or for each screen viewed = 2 minutes of student time*
> *1 practice problem or interactive exercise = 1 minute of student time*
> *1 quiz/exam question = 1 minute of student time*

> *NOTE: For video tape based training programs, substitute actual number of minutes of instructional video for text/screen based student time.*

Results of beta-testing may be used in conjunction with a formula to determine average student time for accreditation purposes.

**CEU is awarded based on guidelines established by the International Association of Continuing Education and Training (IACET).*

Examination

- ❑ Criteria for successful course completion are identified.
- ❑ Question item bank is sufficient to randomly generate multiple exam versions (a minimum of three item bank questions for every one exam question generated is recommended).
- ❑ Quizzes or other forms of review and feedback are included in the course.
- ❑ A final comprehensive examination with a minimum score of 70% is required for successful completion.
- ❑ Opportunity to pass a final comprehensive examination is limited to three attempts per course enrollment.

NOTE: It is recommended that CD-ROM, Video, and Correspondence based Self-Paced Training be administered and/or proctored by a supervisor or other on-site administrator assigned to monitor a students' progress throughout the course. Department of Health requires that all Self-Paced Training examinations be monitored and administered following the Department's guidelines.

Administration

- ❑ Course sponsor can demonstrate knowledge and expertise in developing and delivering Self-Paced Training.
  - Company biography
  - Organizational goals
  - History of activity in Self-Paced Training field
- ❑ Instructor/developer credentials are available for review.
- ❑ Course curriculum and reference materials are available for review.
- ❑ Course sponsor can document an ongoing course feedback, evaluation and review process.
- ❑ Course sponsor has adequate technology and staff resources to administer the training and maintain student records (a minimum of seven years is recommended).
- ❑ A certificate of completion or attendance report documenting credit/CEU awarded is provided upon successful course completion.

Technical Support

- ❑ Students have access to instructions regarding computer system hardware and software specifications.
- ❑ Students have access to instructions about program installation, use and assistance.
- ❑ Timely availability of both technical and content-related instructional support is provided.

Security

- ❑ Course sponsor is able to document security aspects of all transactions:
  - Student identity/passwords
  - Verification of attendance
  - Examinations
  - Authenticity of certificates of completion
- ❑ Course sponsor has the ability to provide, upon request by a certifying authority, attendance, completion, or other student reports.