

Certification Provider Checklist

Provider

Standard

Bonus (retroactive) years Yes – 1 year 2 years

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STANDARDS and LEARNING OBJECTIVES

Learning objectives are clearly defined and explained. They assist the student to focus learning activities

Specific Review Standards:
Standard clearly indicated
Candidate expectations addressed
Performance criteria for judging adequacy of meeting standard clearly addressed
ALL learning objectives addressed
The learning objectives of the course describe outcomes that are measurable.
The learning objectives address content mastery, critical thinking skills, and core learning skills.
The learning objectives of the course are clearly stated and understandable to the student.
Instructions to students on how to meet the learning objectives are adequate and easy to understand.
The learning objectives of the course are articulated and specified on the module/unit level.

Standards and Learning Objectives Comments and Recommendations

Score for Standards and Learning Objectives: _____
 0=cannot assess 1=poor 2=adequate 3=good 4=excellent

CURRICULUM OVERVIEW

General Review Standard: The overall design of the course, navigational information, as well as course, instructor and student information are made transparent to the student at the beginning of the course.

Specific Review Standards:
A statement introduces the student to the course and to the structure of the student learning.
The self-introduction by the instructor is appropriate.
Students are requested to introduce themselves to the class.
Prerequisite knowledge in the discipline is clearly stated.
Resources and materials to be provided by students is clearly stated
Resources and materials to be provided for students is clearly stated
Pre-work, if required, is clearly explained.
Post-work, if required, is clearly stated
Resources are current and appropriate
Contact hours are clearly specified
Timeframe for completion of the course is clearly specified

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Curriculum Overview Comments and Recommendations

Score for Curriculum Overview: _____
0=cannot assess 1=poor 2=adequate 3=good 4=excellent

RESOURCES AND MATERIALS

General Review Standard: Instructional materials are sufficiently comprehensive to achieve announced objectives and learning outcomes and are prepared by qualified persons competent in their fields. (Materials, other than standard textbooks produced by recognized publishers, are prepared by the instructor or distance educators skilled in preparing materials for distance learning.)

Specific Review Standards:
The instructional materials support the stated learning objectives and have sufficient breadth and depth for the student to learn the subject
Instructional materials are presented in a format appropriate to the online environment, and are easily accessible to and usable by the student
The purpose of the course elements (content, instructional methods, technologies, and course materials) is evident
The instructional materials, including supporting materials - such as manuals, videos, CD ROMs, and computer software – are consistent in organization
All resources and materials used in the online course are appropriately cited

Resources and Materials Comments and Recommendations

Score for Resources and Materials: _____
0=cannot assess 1=poor 2=adequate 3=good 4=excellent

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ASSESSMENT AND MEASUREMENT

General Review Standard: Assessment strategies use established ways to measure effective learning, assess student progress by reference to stated learning objectives, and are designed as essential to the learning process.

Specific Review Standards:
The types of assessments selected measure the stated learning objectives and are consistent with course activities and resources
The grading policy is transparent and easy to understand
Assessment and measurement strategies provide feedback to the student
The types of assessments selected and the methods used for submitting assessments are appropriate for the distance-learning environment
“Self-check” or practice types of assignments are provided for quick student feedback
Timeframe for completing assessment is clearly defined
Process for completing assessment is clearly defined

Assessment and Measurement Comments and Recommendations

Score for Assessment and Measurement: _____
0=cannot assess 1=poor 2=adequate 3=good 4=excellent

LEARNER INTERACTION

General Review Standard: The effective design of instructor-student interaction, meaningful student cooperation, and student-content interaction is essential to student motivation, intellectual commitment and personal development.

Specific Review Standards:
The learning activities promote the achievement of stated objectives and learning outcomes
Learning activities foster instructor-student, content-student, and if appropriate to this course, student-student interaction
Clear standards are set for instructor response and availability (turn-around time for email, grade posting, etc.)
The requirements for course interaction are clearly articulated
The course design prompts the instructor to be present, active, and engaged with the students

Learner Interaction Comments and Recommendations

Score for Learner Interaction: _____
0=cannot assess 1=poor 2=adequate 3=good 4=excellent

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COURSE TECHNOLOGY

General Review Standard: To enhance student learning, course technology enriches instruction and fosters student interactivity. **(may apply to online and face-to-face courses with pre- and post-work)**

Specific Review Standards:
The tools and media support the learning objectives of the course and are integrated with texts and lesson assignments
The tools and media enhance student interactivity and guide the student to become a more active learner
Technologies required for this course are either provided or easily downloadable
The tools and media are compatible with existing standards of delivery modes
Instructions on how to access resources at a distance are sufficient and easy to understand
Course technologies take advantage of existing economies and efficiencies of delivery
Navigational instructions make the organization of the course easy to understand

Course Technology Comments and Recommendations

Score for Course Technology: _____
0=cannot assess 1=poor 2=adequate 3=good 4=excellent

LEARNER SUPPORT

General Review Standard: Courses are effectively supported for students through fully accessible modes of delivery, resources, and student support.

Specific Review Standards:
The course instructions articulate or link to a clear description of the technical support offered
Course instructions articulate or link to an explanation of how the institution’s academic support system can assist the student in effectively using the resources provided
Course instructions articulate or link to an explanation of how the institution’s student support services can assist the student in effectively using the resources provided
Course instructions articulate or link to tutorials and resources that answer basic questions related to research, writing, technology etc.

Learner Support Comments and Recommendations

Score for Learner Support: _____
0=cannot assess 1=poor 2=adequate 3=good 4=excellent

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FINAL COMMENTS

Final Comments: Now that you've looked at the entire course, please share your reflections on the degree of coherence of the course as a whole and its potential to promote learning.

APPROVE

RENEW

DATE

SIGNATURES

DISCLAIMER

Sources of Inspiration:

Dea, Don and Hugh K. Lea. Online Learning Strategies: Association Models for Success. 1999. ASAE

Guidelines for Quality in Continuing Education for Information, Library and Media Personnel, SCOLE January 12, 1988 Z668.5.A43

What Makes a Good Continuing Education Course? In the July 2003 volume of School Files. <http://www.hawaii.gov/hirec> from the Hawaii Real Estate Commission

<http://www.esac.org/fdi/rubric/finalsurvey/demorubic.asp>