

## On-Line Curriculum Requirements

In addition to the required topics listed in the content area guides for each type of curriculum and learning objectives for each section, on-line curriculums must also provide the following:

1. An on-line demonstration of the program that enables the reviewer to view the material as it will be presented to the learner.
2. Documentation that a live trainer will be available to answer student questions and to certify that required training has occurred and that the entire curriculum was reviewed.
3. Instructions to learners which specify the following:
  - a. Days and hours that the live trainer is available.
  - b. Contact information for the live trainer.
  - c. The process by which a learner submits post-test results.
  - d. The process by which a learner obtains their certificate of completion.
4. Curriculum preparers are required to create a post-test and designate which questions are intended to test which required content area.
  - a. All required content areas must have questions.
  - b. The object of the test questions is to ensure that learners have reviewed all material. We therefore expect that questions and choices provided will be suitably demanding and reflect the content covered.
  - c. Specify where questions are inserted in curriculum, if the questions are not presented in one final post-test.
  - d. An answer key must be provided.

After clinical review and requested changes have been completed, the curriculum preparer must demonstrate that 2 trainees from the target audience completed the program, including post-test within the legislated time required for the curriculum submitted. Documentation of such completion must include:

- the initials of learners
- their position (CNA, RN, etc.)
- actual time each student took to complete the course

These 2 responses must average the required time as listed in the chart below before the curriculum will be approved.

ALF Level 1	4 hours
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ALF Level 2	4 hours
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Home Health	2 hours
1-Hour for NH, ADC & Hospice	1 hour
3-Hour for NH, ADC & Hospice	3 hours
SAADC Level 1	4 hours
SAADC Level 2	4 hours