# Web-Based CE Course Guidelines for Michigan

Web-based courses may be submitted and approved as classroom courses. The course material must be complete and in compliance with the Department of Insurance and Financial Services (DIFS) guidelines listed below.

1. The title of the course must clearly state that the course is web-based.

2. The instructor teaching the course must be approved by DIFS. If the course has multiple instructors teaching, each instructor must be approved. Approval is requested by submitting an FIS 2327 Application for Insurance Education Instructor Approval form.

3. The class must be conducted in real time in all locations. The participants and instructor in all locations must be able to interact in real time.

4. The approved provider must verify the identity and license number of all participants.

5. The approved provider must verify the attendance and sign-in/out of all participants and maintain a record of their attendance in accordance with DIFS rules. This includes obtaining affidavits from each participant attesting to their identity and participation.

6. The approved provider must maintain records of all affidavits from participants verifying their identity and active participation in the course.

7. The approved provider must send DIFS the course schedule (offering) at least 30 days in advance of each web-based program.

8. The approved provider must send DIFS an invitation to each of their web-based CE courses at the following email address: DIFS-CEOfferings@michigan.gov. This invitation may be used for auditing purposes.

9. All materials required for the web-based course must be provided to all participants.

10. Monitoring software must be used for delivering web-based CE courses.

11. At least 3 polling questions and/or attendance verification codes must be randomly asked per credit hour.

12. The approved provider must have a process to identify when a participant is "inactive", when the screen has been minimized, or when the participant does not answer the polling questions or attendance verification codes correctly, or at all.

13. The approved provider must have a policy that states when a participant is deemed "inactive" and/or not fully participating in a course, and when CE credit will be denied.

14. Any web-based participant must be able to submit a question or comment to the instructor at any point during the program. Questions and/or comments must be in writing and submitted through the web-based program.

15. The approved provider must have a policy for "group" web-based programs.

16. The approved provider must have guidelines for the web-based course that are shared with each participant in advance of participation. The guidelines describe course interaction requirements and consequences for failing to actively participate in the course.