



ONLINE COURSE REQUIREMENTS AND GUIDANCE FOR CONTINUING EDUCATION COURSE APPROVAL

When submitting the Drinking Water Education and Training Programs Continuing Education Course Approval Application (form 3428) for an online course, review the “General Guidance on Continuing Education Course Application for Drinking Water Continuing Education Credits” document and the additional online course requirements and guidance below. Examples of online courses include live webinars, slide-driven presentations, and a hybrid of live webinar/slide-driven.

Continuing education courses are intended to continually educate operators and provide applicable learning material for their jobs to maintain and operate public water supplies and ensure public health is protected. For online courses, tracking and engagement are required to ensure the educational material is received by enrollees while allowing for the value and convenience of online education.

ALL COURSE APPLICATIONS MUST INCLUDE A DETAILED AGENDA:

1. A descriptive title.
2. Educational content broken down with times spent on each topic.
3. A few sentences or bulleted items detailing the educational content of the topics/sessions (a heading or one line description is not sufficient).
4. Include all breaks or lunches with times and duration.

LIVE WEBINAR REQUIREMENTS:

Accurate accounting of the contact time of a session is mandatory as follows:

1. Credit is only given to webinars attended live; credit will not be given for viewing recordings of a live webinar.
2. All webinars are required to have at least 60 minutes of educational content.
3. Contact time excludes time spent for registration, introductions, wrap-up, conclusion question and answer sessions, and breaks/lunch.
4. Contact time must be provided in minutes. Total time of the webinar is content time minus the items mentioned above.
5. Quizzes and polling/pop-up questions can be counted towards the overall content time.

Provide a description of the method used to track attendee engagement throughout the entire session. The minimum requirements for tracking engagement are as follows:

1. Provide an explanation of how login and logout time will be tracked.
2. Pop-up/polling questions of qualified educational content are required throughout the presentation with a minimum of one question for every 20 minutes of content delivery.
3. Attendee must respond appropriately/correctly to at least 70 percent of pop-up/polling questions.
4. If using a platform that provides attention ratio tracking, the minimum acceptable ratio is 70 percent.
5. Alternative methods of tracking engagement will be assessed on a case-by-case basis.
6. Explain and detail the platform and tracking being used and submit it with your application.

ASYNCHRONOUS COURSE REQUIREMENTS (NOT LIVE WEBINAR):

These typically include content slides, visual or audio recordings, interactive applications, reading, quizzes, or a combination of these methods.

Submit evidence of IACET accreditation OR conduct beta testing for each course as follows:

1. Submit beta testing of at least ten separate attendees who completed the course.
2. Each hour of qualified educational content must take attendee at least 60 minutes to complete – no less.
3. Submit beta testing data consisting of at least first name and last initial, time to complete qualified educational content, total time spent in course, and average time of all attendees to complete educational qualified content.

Platform description and engagement requirements:

1. Pop-up/polling questions of qualified educational content are required throughout the presentation with a minimum of one for every 20 minutes of content delivery.
2. Attendee must respond appropriately/correctly to at least 70 percent of pop-up questions.
3. Provide a platform description including platform name, applied methods of engagement, and engagement data that the platform provides.
4. The user must not be able to fast forward through content or wait-out a timer for finishing course early.
5. The user must not be able to open multiple courses at the same time.
6. If using a final quiz for engagement, the user should not be able to click through potential answers to find the correct answer. A 70 percent initial response passing rate is needed.
7. If using a platform that provides attention ratio tracking, the minimum acceptable ratio is 70 percent.
8. Provide the Michigan Department of Environment, Great Lakes, and Energy with the ability to demo course(s) before the ABE meeting.

HYBRID (LIVE AND ASYNCHRONOUS) COURSES MUST MEET BOTH SETS OF REQUIREMENTS.