

MINIMUM STANDARDS FOR ALTERNATIVE DELIVERY METHODS

Remote delivery is live education that is presented by an instructor and attended by students through two-way audio and visual connection via a virtual classroom platform.

Hybrid delivery is live education where some students attend in person in a classroom while others simultaneously attend virtually via remote delivery.

Providers must demonstrate competency of all the necessary qualifications and standards set forth below. Providers must receive approval by the Commission prior to offering courses for credit using these delivery methods.

All Commission law, rules, and policies pertaining to education are in full force and effect for remote delivery.

*(1) The setup and technology at each location must be pre-approved by the Commission. The provider must complete the Provider Remote Delivery Application (REE-12) form and submit it to the Commission to receive **prior written approval**. The provider must use a Commission-approved remote delivery platform. Platforms currently approved are Zoom Pro or higher, REcampusLIVE, or WebEx Meeting (WebEx Training does not meet the requirements). A provider who has previously been approved by the Commission to offer a course via remote, hybrid, or any method other than live delivery must work with the Commission to receive approval for each new location or technology that is added. Any changes to the setup or technology used at existing locations must also be pre-approved by the Commission. After initial approval, a provider may schedule remote delivery classes through the IREC system. If the provider wishes to offer a course through remote delivery that has not been assigned a remote delivery course ID, they must request this via email to IREC staff.*

*(2) Providers offering classes through remote delivery must use an instructor who has filed an Instructor Remote Delivery Agreement with IREC to instruct remote delivery classes. Any instructor teaching a course offered through an alternative delivery method **MUST** hold a current Certified Distance Education Instructor (CDEI) Certification through IDECC. Guest speakers are not required to have this certification; however, they must be directly supervised by a CDEI certified instructor during all portions of the course session they guest instruct.*

(3) Supervision and remote site support. An instructor and separate moderator must be used for each session. For every class or session connecting two or more sites remotely for a video conferencing distance education experience, a minimum

of one moderator shall be present at all times. One moderator is required for up to 25 students present and two for 26 or more students. The moderator is responsible for:

- (a) Ensuring compliance with the Commission's Attendance policy;*
- (b) Ensuring that there is continuous audio and video feed from all students and instructors;*
- (c) Providing technical support;*
- (d) Assisting students in using the microphones (if applicable);*
- Promptly addressing any unprofessional behavior or distractions;*
- (e) Ensuring the faces of all students and the instructor are in continuous camera view;*
- (f) Admitting students from the waiting room;*
- (g) Engaging each student at least once per hour using an engagement prompt (if the instructor has not already employed an engagement prompt of some kind during that hour.)*

(h) Promptly addressing any students who fail to respond to engagement prompts.

(i) Moving between rooms during class activities utilizing break-out sessions to help monitor student participation and to help facilitate the activity.

*(j) Timely reporting student attendance, class participation, and any student concerns to the instructor and provider **on a daily basis**.*

*(4) A student enrolled in the class **may not** be appointed to represent the provider for this purpose.*

*(5) The instructor **may not** serve as a moderator for a remote or hybrid delivery class while also acting as the instructor.*

(6) All moderators must have attended a commission-approved training within the two years immediately preceding use as a moderator. The provider is required to maintain proof that the moderator(s) they use have attended this training.

(7) All students must have full view of at least one monitor at each class location. Additional monitors should be placed, as required, to ensure a clear view of the screen and its contents by all of the audience.

(8) The instructor must have a screen(s) sufficiently large to allow them to have a full and clear view of all students faces. Cell phones, personal tablets and laptop screens do not have screens of a sufficient size to meet this requirement.

(9) All students must be able to hear the question and response when questions are asked. Instructors are expected to repeat any questions asked by student to ensure the entire class has heard the question.

(10) All instructors must explain the required Student Remote Delivery Engagement Terms and IREC Attendance Policy at the beginning of each class.

(11) All individuals instructing a course through remote or hybrid delivery must file an Instructor Remote Delivery Agreement with the Commission prior to instructing any course through remote or hybrid delivery. If a provider wishes to use an instructor, moderator, or technology that has not previously been approved by the Commission, the provider must submit the appropriate attachment from the REE-12 form to IREC for approval prior to making the change.

(12) Individuals who are found to be out of compliance with one or more of the Minimum Standards are not eligible to instruct or participate in a class offered via an alternative delivery method until they have demonstrated full compliance with all the Minimum Standards.

Requirements for all participants (students and instructors)

- *All participants are required to engage in the same behavior, decorum, and attire as they would in a live classroom.*
- *Must have appropriate equipment and technology that meets the minimum standards of the chosen platform. Equipment and technology must be tested with the provider prior to the first class session unless the provider has prior, recent knowledge that the student's technology is sufficient. Cell phone use is not permitted.*
- *Must attend 100% of the course as outlined in the IREC Attendance Policy and remain actively engaged for the duration. Must have their face in full, clear view of the camera at all times. Must keep a continuous video feed during all classroom instruction.*
- *Must maintain a professional demeanor and engage in professional behavior during the classroom instruction.*
- *Must respond to every engagement prompt during every class session. If an engagement prompt is missed, they must provide justification to the moderator for why they missed the prompt.*
- *Must not engage in any distracting behaviors during the classroom instruction.*
- *Must interact with other individuals in a way that promotes and enhances learning for all.*
- *Must ensure that the IREC Attendance policy is strictly adhered to in the virtual classroom.*
- *Participants must be given instruction on how to navigate the platform and respond to and ask questions.*
- *May only turn off or pause video feed, use a virtual background, or assign an avatar during scheduled breaks.*

Provider Requirements

- *Must provide technical support for instructors and students including a contact phone number for technical support.*
- *Must ensure the instructor and moderator have adequate training on the chosen delivery platform prior to using the virtual classroom.*
- *Must explain the Student Remote Delivery Engagement Terms at the start of each class taught via Remote Delivery.*
- *Must make arrangements to provide required class outlines, handouts, and other materials to students prior to the start of the first virtual classroom session. All participants must have access to all materials.*
- *Must work with the instructor and moderator to address any concerns regarding the student's engagement or class participation.*
- *Must provide an end of course evaluation form to students in accordance with the Commission's evaluation policies.*
- *Must keep remote delivery system generated timing reports which include the column headings: meeting ID; topic (class title); participant name and email address; class start time, end time and duration; and participant join time, leave time, and duration for each participant log in. These timing reports must be provided to the Commission upon request.*
- *Must maintain all documentation in the provider's files.*
- *Must make arrangements for prelicense end of course testing that meet with the Commission's approval. Electronic devices used to take the exam remotely must allow the instructor and moderator to maintain a full view of the student's face while they take the exam and provide appropriate means to protect the security of the exam questions must be used.*

Instructor Requirements

- *Must hold current CDEI certification. Must demonstrate instruction techniques consistent with the principles of adult learning theory.*
- *Must attend training with the Commission on remote delivery through a virtual classroom within the two-year period preceding the instruction of a class through remote delivery. It is a provider's responsibility to ensure instructors take this every two years. Providers are to keep documentation on file and provide to the Commission upon request.*
- *Must manage classroom time and activities appropriately to ensure the full number of approved hours of instruction are provided and all approved materials are covered.*
- *Must utilize all required class resources frequently in the virtual classroom.*

- *Must engage students by asking direct questions to them, use polls, classroom activities, and other engagement prompts.*
- *Must be able to see and hear all students.*
- *When using breakout rooms, must give students instructions on how to get started on the activity and must visit each breakout session in turn to answer student questions and ensure they are engaged in the activity.*
- *Must assign, track and report make-up work for student absences for prelicense classes.*

Moderator Requirements

- *Must be made co-host of the meeting.*
- *Must identify themselves to students by including “moderator” in their screen name. For example – Bob Smith: Moderator or Moderator Bob Smith.*
- *Must keep their own video feed on at least until the class introductions have been completed.*

Revised 07/11/2022