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IREC use only

Approved: _____

PROVIDER REMOTE DELIVERY APPLICATION

Providers who have not previously been approved for remote delivery must submit this form prior to scheduling any remote delivery class. Providers must also submit the appropriate attachment from this form to IREC for approval prior to using an instructor or moderator that has not previously been approved by the Commission, or when making change to their technology.

Status of this application will NOT be given. Approval or denial will be emailed to applicants. Incomplete applications will automatically be returned without processing.

Provider Name: _____

Provider Director Name: _____

I understand and agree to the following terms:

1. I am responsible to have a minimum of one moderator for up to 25 students in attendance in each remote delivery class offered, and 2 moderators for each class of 26 students or larger.

Yes No

2. I am required to maintain system generated reports for each class session and provide them to the Commission upon request.

Yes No

3. I am required to ensure that the instructor posts or reviews the *Student Remote Delivery Engagement Terms* at the start of each class taught via Remote Delivery.

Yes No

4. I will provide required class outlines, handouts, and other materials to students prior to the start of the first virtual classroom session.

Yes No

5. I am required to work with the instructor to address any concerns regarding the student's engagement or class participation.

Yes No

6. I will provide an end of course evaluation form to students in accordance with the Commission's evaluation policies.

Yes No

7. I will arrange for prelicense students to take the final course exam with a Commission approved proctor.

Yes No

Checklist	Required Attachments	IREC Use Only
	Attachment 1 – Remote Delivery Technology	
	Attachment 2 – Instructor Remote Delivery Agreement	
	Attachment 3 – Moderator Remote Delivery Agreement	

I have reviewed, understand, and agree to the standards outlined in the Commission's *Remote Delivery Standards* found on the IREC website and the Commission's *Minimum Standards for Alternative Delivery Methods*. I understand that if I do not abide by these standards, I forfeit the ability to participate in offering classes through remote delivery. I further understand that I am not authorized to offer courses through remote delivery until I receive written approval from IREC.

Provider Director Signature: _____ Date: _____

ATTACHMENT 1 – REMOTE DELIVERY TECHNOLOGY (to be completed by the provider)

1. Which technology platform will you be using? Check one:

Zoom Pro (or greater) Dearborn RE Campus Other: _____

If you have selected other, you must contact Commission staff before completing this form.

I understand and agree to the following terms:

2. I have verified the technology equipment of the instructor and moderator are sufficient to meet the minimum requirements of this platform.

Yes No

3. I will only use instructors and moderators who have been sufficiently trained in the use of this remote delivery platform.

Yes No

4. I will provide technical support for instructors and students, including a contact phone number for technical support.

Yes No

5. I will take appropriate steps prior to the beginning of class to verify each student’s technology meets the minimum requirements and I will not allow any student to attend who does not have the appropriate technology or equipment.

Yes No

6. Do you have any remote or hybrid delivery classes planned that IREC should program into the system so that you can schedule them? You may attach an additional page to reference additional courses, if needed.

Course ID	Instructor Name	Delivery method

Once your application has been approved by IREC, you will be able to schedule and offer any course for remote delivery that is currently certified by IREC. If a course ID ending in R has not been created for the class yet, or if you wish to use an instructor who does not appear on the drop down list of instructors when you attempt to schedule the class, please send an email to BCRE-Education@dopl.idaho.gov. Provide the name of the course and instructor in the email so that it can be added to the system for scheduling.

ATTACHMENT 2 – INSTRUCTOR REMOTE DELIVERY AGREEMENT (to be completed by the instructor)

1. Instructor Name: _____

2. Instructor Contact Information: _____
(phone) (email)

3. Please list the date that you completed the following training:

CDEI Certification: _____

Commission OnDemand Remote Delivery Training: (must be within the two-year period preceding the instruction of a class through remote delivery): _____

I understand and agree to the following terms:

4. I must maintain a current CDEI certification while instructing classes through remote delivery.

Yes No

5. I will consistently demonstrate instruction techniques consistent with the principles of adult learning theory.

Yes No

6. I will manage classroom time and activities appropriately to ensure the full number of approved hours of instruction are provided and all approved materials are covered.

Yes No

7. I will engage students during remote delivery by asking direct questions, using polls, classroom activities, breakout rooms, and other engagement techniques.

Yes No

8. I will have an environment free from background noise and distraction and I will not use a virtual background.

Yes No

9. I will keep my face in full, clear view of the camera at all times and will keep a continuous audio and video feed during all classroom instruction.

Yes No

10. I will maintain a professional demeanor and engage in professional behavior during the classroom instruction.

Yes No

11. I will interact with other individuals in a way that promotes and enhances learning for all.

Yes No

12. I will ensure that the IREC Attendance Policy is strictly adhered to in the virtual classroom.

Yes No

13. I will post or review the Student Remote Delivery Engagement Terms at the start of each class taught via Remote Delivery.

Yes No

I have reviewed, understand, and agree to the standards outlined in the Commission's *Remote Delivery Standards* found on the IREC website and the Commission's *Minimum Standards for Alternative Delivery Methods*. I understand that if I do not abide by these standards, I forfeit the ability to participate in offering classes through remote delivery. I further understand that I am not authorized to instruct courses through remote delivery until the provider receives written approval from IREC.

Instructor Signature: _____ Date: _____

ATTACHMENT 3 – MODERATOR REMOTE DELIVERY AGREEMENT (to be completed by the moderator)

1. Moderator Name: _____

2. Moderator Contact Information: _____
(phone) (email)

3. Please list the date that you completed the Commission's OnDemand Remote Delivery Training (must be within the two-year period preceding the instruction of a class through remote delivery):

Date of completion: _____

I understand and agree to the following terms:

4. I will have an environment free from background noise and distraction and I will not use any other participant or use a virtual background.

Yes No

5. I will keep my face in full, clear view of the camera at least through the introduction portion of the class.

Yes No

6. I will monitor student and instructor video feeds to ensure that all participants' faces remain clearly visible during classroom instruction.

Yes No

7. I will maintain a professional demeanor and engage in professional behavior during the classroom instruction.

Yes No

8. I will promptly address any disruptive behavior of students.

Yes No

9. I will interact other individuals in a way that promotes and enhances learning for all.

Yes No

10. I will ensure that the IREC Attendance Policy is strictly adhered to in the virtual classroom.

Yes No

11. I will engage each student at least once per hour using an engagement prompt if the instructor has not employed an engagement prompt of some kind.

Yes No

12. During breakout sessions, I will move between rooms during class activities utilizing breakout sessions to help monitor student participation and to help facilitate the activity.

Yes No

13. I will report student attendance and class participation to the instructor and provider **on a daily basis**.

Yes No

I have reviewed, understand, and agree to the standards outlined in the Commission's *Remote Delivery Standards* found on the IREC website and the Commission's *Minimum Standards for Alternative Delivery Methods*. I understand that if I do not abide by these standards, I forfeit the ability to participate in offering classes through remote delivery. I further understand that I am not authorized to instruct courses through remote delivery until the provider receives written approval from IREC.

Moderator Signature: _____ Date: _____