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REE-012-03  
 01/2021

**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 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: \_\_\_\_\_