

MINIMUM STANDARDS FOR ALTERNATIVE DELIVERY METHODS

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

(1) The setup and technology at each location must be pre-approved by the Commission. A provider who has already been approved by the Commission to offer a course via Interactive Video Conferencing (IVC), remote, or hybrid 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.

(2) Any instructor teaching a course offered through an alternative delivery method must hold a current Certified Distance Education Instructor (CDEI) Certification. 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. For every IVC 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 each site at all times. For remote and hybrid delivery, 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) Providing technical support

(c) Ensuring the faces of all students and the instructor are in camera view

(d) Promptly addressing any unprofessional behavior or distractions

(e) Assisting students in using the microphones (if applicable)

(f) Ensuring that there is continuous audio and video feed from all students and instructors

(g) Timely reporting student attendance and class participation to the instructor and provider daily.

(4) A student enrolled in the class cannot 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 be able to see and hear all students.

(9) 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.

(10) Due to the brief time delay in transmitting audio, students and the instructor should allow others to finish speaking before responding.

(11) 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.

(12) All instructors must read or publish the required Student Remote Delivery Engagement Terms and IREC Attendance Policy at the beginning of each class.

(13) 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.

(14) 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 of the Minimum Standards.

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