**ONLINE COURSE AUDIT FORM**

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| --- | --- |
| Audit Date | Auditor Name |
| Provider Name | Provider Number |
| Course Name | Course Number |
|  |

1. Was the course content preceded by the required Course Introduction  YES  NO

Statement?

1. Was course content accessible without viewing the required Course  YES  NO

Introduction Statement?

1. Was the course outline (and/or course summary statement) provided to  YES  NO

the auditor?

1. Auditor logs In to course & notes start time (mm/dd/yyyy 00:00)  AM  PM
2. Auditor completes course & notes end time (mm/dd/yyyy 00:00)  AM  PM
3. What was the number of credit hours assigned to this course?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Did the final exam contain a minimum of 10 questions for 1 credit hour  YES  NO

With additional 5 questions for each subsequent credit hour and

a score of 70% or greater?

1. Were the final exam questions duplicated from unit/chapter questions?  YES  NO
2. Did Proctor, if required by state, verify identify of student by photo identification

and process affidavit testifying the student received no outside assistance?  YES  NO

1. Was the student required to register and pay fees before starting the course?  YES  NO
2. Was the Final Exam only administered **AFTER** the required number of  YES  NO

course hours of study were completed or the entire course reviewed?

1. Were passwords and security prompts Incorporated into the course to  YES  NO

validate the auditor's identity?

1. Auditor is given exam questions throughout the course?  YES  NO
2. Auditor Is given exam questions at the end of the course?  YES  NO
3. Were the exam questions consistent with the questions included  YES  NO with the course approval form?
4. Was the instructor available to answer student questions during provider  YES  NO

business hours?

1. Auditor confirms the number of sessions allowed to complete the

course, If more than one\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Auditor confirms the number of sessions used by them to complete the course\_\_\_\_\_\_\_\_\_
2. If completed more than one session; how did the provider confirm the identity of the participant for the subsequent sessions (e.g., unique password selected by the student, unique password assigned by the provider, etc.)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Did it take you the same amount of time to complete this course as  YES  NO the number of credit hours for which it was approved?
4. Please compare the time it took you to complete course to the number of credit hours approved.
* Significantly more time than the hours approved (10% or more time)
* Moderately more time than the hours approved (5% or more time)
* No significant difference (+/- 4%)
* Moderately less time than the hours approved (5% or more time)
* Significantly less time than the hours approved (10% or more time)
1. Please provide a written comment based upon your background and expertise on how long the auditor feels it would take for the average agent to complete the same course:

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1. Did the course cover the materials described In the outline?  YES  NO
2. Please provide any comments about the content or materials?

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1. How did the provider confirm successful completion of the course to you as a student?

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1. In your opinion, did the technology used to deliver this course detract or enhance the educational experience?

 Significantly detracted  Moderately enhanced

 Moderately detracted  Significantly enhanced

 Neither detracted nor enhanced  No opinion

If your response above was that the educational experience was either significantly or moderately affected by the technology, please provide an explanation.

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1. Ask the provider their follow-up process for contacting the students who have purchased their course but have not submitted required paperwork/completed test before the deadline In order to receive CE credit. Providers must follow-up with students within 10 days for online courses and 30 days for self-study courses.
2. List Violations if any. Refer to the [insert state] Provider Handbook.

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