

1052. Requirements for Course Certification Review

[(a) Instructor-Led Training: ...continued]

(b) ~~Self-p~~Paced ~~t~~Training (e.g., CD-ROM or Web-based training):

Each self-paced training course certification request shall be evaluated in accordance with the following ~~factors~~ criteria:

- (1) Need and justification for course
- (2) Course description and content outline
- (3) Proposed Continuing Professional Training hours
- (4) Estimated ~~completion time for a~~ required to complete the course
- ~~(5) Estimated completion times for individual learning activities and evaluations~~
- ~~(6)(5) Qualifications of course developers (Reference Regulations 1070 and 1071 for minimum training standards)~~
- (6) Qualifications of content subject matter resource(s)
- (7) ~~Potential clientele and volume of trainees~~ Description of target audience
- (8) ~~Course~~ Instructional objectives
- (9) ~~Learning~~ Student activities that support the course-instructional objectives
- (10) Evaluation activities that ~~determine if~~ assess when the course-instructional objectives were met
- (11) Cost per student for the course
- (12) Definitions

Instructional objectives are statements that specify in behavioral (measurable) terms what a learner will be able to do as a result of instruction. At minimum, the objectives should include the behavior and the conditions under which that behavior is measured. The level of the behavior used in the objectives should match the performance level desired of the student upon completion of the course.

Student activities are exercises in which the learner engages, that are designed to change his/her knowledge, skill, and/or attitude around a particular area of performance. Student activities provide practice in meeting the instructional objectives and give learners corrective/confirming feedback regarding their performance in the activity. The action the student performs in the activities should match the level of performance defined in the instructional objective for the topic.

Evaluation activities are activities designed to measure whether the learner has achieved a sufficient change in his/her knowledge, skill, and/or attitude. The action the student performs in evaluation activities should match the level of performance defined in the instructional objectives for the topic. Evaluation activities may measure the learner's performance regarding several instructional objectives.

- (13) The following forms and related materials constitute a complete course certification request package for self-paced training, including the self-paced portion of a blended learning course:

TEXT OF PROPOSED REGULATORY ACTION
Course Certification Requirements and Process for Self-Paced Training
 Regulation 1052(b)

(A) Self-Paced Training Course Certification Request (POST 2-124, 01/2012)

(B) Access to the course

For review purposes, the presenter shall provide POST with the Uniform Resource Locator (URL) or any other access resource (e.g., CD-ROM or DVD disc), log-on requirements, and any other information or media that would be supplied to a student taking the course.

(C) Need and justification for course

(D) Course description and content outline

The expanded course outline will minimally include subject topics to the third level of detail to sufficiently indicate the technical information in the subject areas.

(E) Proposed Continuing Professional Training (CPT) hours

(F) An estimation of the total time required to complete the course

(G) Resume for each course developer creating the submitted self-paced course (POST Form 2-125, 01/2012)

(H) Resume for each content subject matter resource (POST Form 2-112, 01/2012)

If the course topic is defined in POST Regulation 1070, requiring specific training for the instructor (POST Regulation 1082), at least one of the subject matter resources must meet this requirement. Attestation of this qualification must be reflected on his/her resume.

(I) Description of target audience

(J) Matrix of instructional objectives, student activities, and evaluation activities. A generic example follows:

	<u>Student Activity #1</u>	<u>Student Activity #2</u>	<u>Student Activity #3</u>	<u>Evaluation Activity</u>
<u>Instructional Objective #1</u>	<u>Activity description and location</u>			<u>Activity description and location</u>
<u>Instructional Objective #2</u>	<u>Activity description and location</u>	<u>Activity description and location</u>		<u>Activity description and location</u>
<u>Instructional Objective #3</u>	<u>Activity description and location</u>			

(K) Cost per student for the course

[(c) In addition to the criteria specified in Regulation 1052(a) or (b),...continued]

Authority cited: Sections 13503 and 13506, Penal Code.

Reference: Section 13503(e), Penal Code.