ONLINE COURSE ADDENDUM:

This form is for approval of an **ONLINE CONTINUING EDUCATION** course sponsored by an accredited college or university. This includes courses that are live-streamed, webcasts, or recorded and provided online at a later date. The Addendum must be submitted with a completed continuing education course application and the appropriate fee.

To be eligible for consideration, the course provider must verify their compliance with the enclosed <u>Board-approved parameters</u> by answering the following statements below and submit the required documentation to the Board regarding their review and approval of the standards set by the provider for online learning.

Please initial the following to indicate your compliance:

Please initial the Jollowing to indicate your compilance:	
Provider	
1. An accredited college or university sponsors this course; the sponsorship contract is included with this application.	
2. The course sponsor has been asked to submit documentation of their review of the standards set by this institution for online learning.	
SECURITY	
3. All courses and users are ID and password-protected.	
4. Firewalls and security systems protect our website and network.	
5. All courses establish the learners' ethical responsibilities when earning continuing education credit online.	
Monitoring	
6. Our monitoring mechanism clocks learners' time by the minute.	
7. Our monitoring mechanism confirms ongoing learner participation with an online timer and with completed work and tracks learners' time within each unit of the course in real time.	
8. This course includes a rotating question-and-answer examination for each course hour.	
9. Successful completion of assessments is required for course completion and certificate issuance.	
Examination Questions	
10. Educational instructors review examination questions before uploading.	
11. A statistical analysis of questions is performed reasonably, and frequently missed questions are analyzed against course content to improve content or questions.	
INSTRUCTOR INTERACTION	
12. Learners can interact with instructors via email or other communication and do not wait more than 48 hours to respond to questions or requests for assistance.	



CONTINUING EDUCATION ONLINE COURSE ADDENDUM: THE STATE OF ARIZONA BOARD OF CHIROPRACTIC EXAMINERS

1740 WEST ADAMS STREET, SUITE 2430 |PHOENIX, ARIZONA 85007

TELEPHONE: (602) 864-5088 | EMAIL: Licensing@chiroboard.az.gov | www.ChiroBoard.az.gov

CONTINUING EDUC	CATION CREDIT APPROVAL		
	arn credit for the time and work completed, as the monit on a 4-hour course, the learner is only awarded 2 hours		
COURSE COMPLETI	ON CERTIFICATES		
14. Course completion	certificates are not issued until the learners' work and at	tendance have been verified.	
	tion certificates provided to learners include all of the inf d accredited college or university sends them to the lear	• • • • • • • • • • • • • • • • • • •	
BOARD TESTING			
	ord or staff member of the Arizona State Board of Chirope have attached a user identification number and password ters.	• • • • • • • • • • • • • • • • • • •	
EXPLAIN THE METHOD AWARDED HOUR.	TO CONFIRM THAT THE PARTICIPANT WAS ENGAGED IN 50 I	иINUTES OF CONTINUOUS INSTRUCTION FO	OR EACH
WEBSITE ADDRESS:			
FOR ONLINE COURSES	, YOU ARE REQUIRED TO PROVIDE A USER NAME AND PASSV	VORD FOR BOARD STAFF.	
USER NAME:			
Password:			
	PART IX. ATTESTATIONS:		
course meets all rec	nereby affirm that the preceding attestations contained in Juirements of the Board-approved parameters for continuities. This Addendum shall be grounds for denial, revocation, or	uing online education. I fully understand	d that any
	SIGNATURE OF AUTHORIZED AGENT	DATE	