



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

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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 [Board-approved parameters](#) 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:

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| 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. | |



PART IX. ATTESTATIONS:

DATE _____