NC AWWA-WEA
POLICIES AND PROCEDURES
SELF-PACED ONLINE LEARNING

Date: May 9, 2013
Approved By: Board of Directors
Policy Title: NC AWWA-WEA SELF-PACED ONLINE LEARNING
Number:
Revisions:

PURPOSE
To meet the needs of members and other industry professionals seeking training and continuing education credit, NC AWWA-WEA shall expand its existing training program to include the availability of self-paced online courses. This policy establishes guidelines and procedures for delivery of self-paced online courses.

POLICY
All self-paced online courses shall be conducted using the services selected by NC AWWA-WEA and coordinated through the NC AWWA-WEA office. No self-paced online courses or online training shall be conducted in the name of NC AWWA-WEA without prior written approval of NC AWWA-WEA staff or Board of Trustees.

DEFINITIONS

1. **Self-paced online courses (courses):** Educational instruction delivered via the internet, where progress through the course is dictated by the learner. Once they have registered for the course, learners will have 30 days to login and complete the course. They may stop and start the course an unlimited number of times during the designated time period. Learners may go back and review material (rewind) but they may not move forward and skip content (fast-forward). Instruction may include presentations, pre-recorded audio, supporting documents, video, and interactive activities such as quizzes. Courses may or may not be offered for Continuing Education Credit as determined on a course-by-course basis.

PROCEDURE

SELF-PACED ONLINE COURSE PROCEDURE

1. The selection of courses for addition to the self-paced online course library shall be guided by the eLearning Task Force with direction from the Board of Trustees and Technical Program Council. Courses may be purchased from other existing libraries, created from existing NC AWWA-WEA programs, or developed by NC AWWA-WEA for the sole purpose of creating a new self-paced online course. Regardless of a course’s source, all courses will meet current technical standards, and shall be reviewed to ensure that they provide a high-quality educational experience. Courses offering Continuing Education Units (CEU’s) shall also conform to current agreements between NC AWWA-WEA and North Carolina State Certification Boards regarding the issuing of CEU’s or Professional Development Hours (PDH’s) to learners.

2. Self-paced online courses shall be provided to learners for a fee and that fee shall be structured to distribute actual cost of courses among all anticipated paid learners. Fee structure shall contain discounts for members.
3. Learners may only receive a certificate of completion and therefore CEUs one time for each unique course. Once a learner has successfully completed a course they will not be able to register for the course again.

4. In the event that a learner registers and pays for a course and does not successfully complete the course, they may register and pay for the course again, but they must start at the beginning of the course with no credit for previous progress.

5. Self-paced online courses shall conclude with a brief survey to assess learners’ impressions and seek feedback for future courses.

6. Self-paced online courses are provided with the requirement that there shall be one learner per registration and that the learner shall be the person indicated within the online registration record. Continuing education credit shall only be issued to the individual indicated within the online registration record and shall be subject to fulfillment of all requirements specified by this policy and by State certifying agencies. A representative of NC AWWA-WEA shall not be on-site with each learner to verify their participation or the identity of the learner, therefore ethical conduct is a requirement for participation in the e-learning program and unethical conduct is subject to action under the NC AWWA-WEA Code of Conduct Policy.

Responsibilities of NC AWWA-WEA

1. Develop or acquire self-paced online learning courses.

2. Set-up self-paced online courses within the Association membership management system and in the learning management system. Current continuing education guidelines will be provided during registration and in confirmation emails.

3. Advertise the webinar on the Association web site (www.ncsafewater.org), in monthly Association emails, and in print.

4. Following policies related to continuing education credit, NC AWWA-WEA staff shall submit reports for learners earning continuing education credit to appropriate licensure boards within the designated time period. Learners will receive documentation of the number of continuing education units that they earn.

Responsibilities of Learners

1. Register and pay for self-paced online course through the online registration system or by submitting a paper form and payment to the NC AWWA-WEA office.

2. Ensure that they have the necessary and compatible equipment referenced in their registration confirmation email.

3. Sign-in and complete the course within 30 days, including demonstrating participation in accordance with current continuing education guidelines.

4. Notify NC AWWA-WEA staff if they are unable to complete the course or must substitute a different individual in their place. Substitutions and refunds cannot be issued once a course has been started. Substitutions may be requested at any point during the 30 days after registration that the course is available, provided that the actual course has not been started. Refunds will be processed according to the current refund policy. Refunds may be requested within 5 business days of registering for a course, provided that the actual course has not been started.

5. Self-paced online course participation requires that there shall be one learner per registration and that the learner shall be the person indicated within the online registration record. Continuing education credit shall only be issued to the individual indicated within the online registration record and shall be subject to fulfillment of all requirements specified by this policy and by State certifying agencies.

6. Learners holding licenses from state certification agencies may face penalties for violating policies set forth by those certifying agencies.

Violation of this policy, including ethics violations, may result in disciplinary action by the Board of Trustees consistent with the Association’s policy establishing Code of Conduct Policy.

This policy is subject to revision as necessary to meet technological changes and requirements of State certifying agencies approving continuing education credit.