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| **Online Classroom/Theory Delivery with Asynchronous Elements** |
| **Instructions** |
| This form lists the requirements for use of online classroom/theory delivery with asynchronous elements in accordance with [WAC 246-841A-440](https://app.leg.wa.gov/WAC/default.aspx?cite=246-841A-440&pdf=true). Program applicants must respond to each requirement and/or identify specific program materials (curriculum, schedule, enrollment agreement, etc.) to demonstrate how they plan to meet all requirements. |
| **General Requirements** |
| * 1. Use of online delivery with asynchronous elements is for classroom/theory content only. Online classroom/theory content is organized in a hybrid format with in-person skills lab and in-person clinical in close correlation.   2. The program must provide the commission with access to all online programming from both the instructor and the student user views including, but not limited to: Lessons, assignments, quizzes and tests, discussion boards, tools for instructor monitoring of student progress and interacting with students, evaluation mechanisms, and electronic gradebook.   3. The student-to-instructor ratio for an online or hybrid program with asynchronous learning elements must not exceed one instructor to 30 students.   4. Except for high school programs with a 10-month calendar, the entire program must be completed by students within three months. |
| **Requirements for Evidence of Meeting Standards** |
| **Applicants must provide evidence of:**   * 1. Ability to provide online training or online educational programs successfully. Examples include details regarding a history of experience and successes; the availability of institutional support for implementation; or external review and certification by a commission-approved quality assurance organization (i.e., Quality Matters).   2. Correlation between the curriculum and text readings for the course.   3. Instructor interaction with and support of students during the classroom theory portion of the class and throughout the entire class.   4. Close correlation of the teaching and learning of classroom theory with teaching and learning in skills lab and clinical.   5. The direct supervision role of an approved instructor in the classroom theory, skills lab, and clinical portions of the class.   6. Student selection process, including entry requirements for the program.   7. Provision of a live online or in-person orientation for all students prior to beginning the program. The orientation will include information about program requirements and policies, time schedule, appropriate online conduct, and how to navigate the learning management system and program content. The orientation hours may not be included in the minimum required program hours.   8. An academic-based assignment related to the course outcome in the first week of class for the purpose of reporting attendance.   9. For each unit, at least one asynchronous online discussion related to a unit outcome that allows instructor feedback, student interaction, and a rubric for grading participation.   10. Facilitation of students' ability to meet independently in a study group.   11. The opportunity for robust and individualized instructor feedback for students needing to improve grades or requiring further instruction. This does not include computer-generated feedback.   12. An organized schedule of classroom theory, skills lab, and clinical activities with paced deadlines to support time management and successful course completion provided to the students.   13. Ensuring the identity of each student completing online examinations and security measures throughout the examination.   14. Adequate technical support to the website and to students, including provisions for: Reliability; privacy; security; addressing technical difficulties; assuring back-up of data; services and training for students to use the website and program; and student technical support services.   15. Meeting requirements for all nursing assistant training programs as described in this chapter.   16. Submit all responses and materials together in one submission (including a full program application for new program applicants) to [WABONEducation@doh.wa.gov](mailto:WABONEducation@doh.wa.gov). |
| **Questions? Contact** [**WABONEducation@doh.wa.gov**](mailto:WABONEducation@doh.wa.gov) |