KANSAS DEPARTMENT for AGING AND DISABILITY SERVICES
HEALTH OCCUPATIONS CREDENTIALING

Guidelines for Aide Training via the Internet

The first two courses offered by an approved sponsor through a system of training using the internet will be under **pilot status** and will require a **written proposal submitted at least four weeks** before the start date of the course. Proposals should include and describe the items listed below. HOC will review the summary of evaluations for each of two pilot courses. Once the pilot courses are deemed successful based upon a passing rate which is comparable to traditional courses of similar size and generally acceptable evaluations, the sponsor is taken off pilot status and may continue to offer web-based courses following the normal course approval process.

1. Designation of backup instructors to cover in cases of emergency, illness, etc.
2. A requirement that all regular and backup instructors complete training on the internet technology in advance of the start date of the course.
3. The plan in the event of an equipment failure.
4. The plan to facilitate student-to-instructor and student-to-student communication.
5. The plan for monitoring student progress throughout the course. A study suggests that the comprehension rate is lower for information read online than read in hard copy. Will the online text be printable? Or, will hard copy be provided?
6. Information about computer hardware and software requirements. Describe the plan to assure that students get needed assistance in using the system. The students must have access to the phone numbers and email addresses for technical assistance and the instructor. Will there be an orientation about requirements and procedures?
7. Will there be opportunity for instructor to student and student to student communication?
8. Participants must be required to sign an affidavit attesting to their identity while online.
9. Document what has been done to guarantee a minimum of the required hours of didactic. Ask pilot course students to track the time spent on the didactic portion of the course.

> Tell the student that you want the actual number of hours for planning purposes and that the student will not be penalized if it takes less than the required time.

10. What access for help is available to the student? Do the students know up front what happens if they miss the online or clinical sessions?

11. A plan for evaluations to include the following to be sent to HOC within ten days following the end date of the class:

   a. A summary of student evaluations. You may design your own form, including at least the following questions, or use the <u>Student Evaluation Form for Online Training Courses</u>: **Student evaluations are required.**

      1) Were you comfortable asking questions of the instructor(s)?
      2) Did the instructor answer your questions?
      3) Were you comfortable with the technology?
      4) How much time did it take to complete the internet portion of the course?
      5) Did you learn from the course?
      6) Would you take another internet course?
      7) What changes would you suggest making the course more effective?

   b. Evaluations from those involved in instruction to determine what, if any, changes to future course offerings you would make based on this experience and the student evaluations.