

KANSAS DEPARTMENT for AGING AND DISABILITY SERVICES
HEALTH OCCUPATIONS CREDENTIALING

REQUEST 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 this **completed form and documentation requested in the statements below**. HOC will evaluate the test results (for nurse aide and home health aide courses) and 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.

Some home health aide and CMA continuing education courses will not include clinical instruction. Disregard the comments about clinicals for those courses. Please initial your agreement for each attestation statement.

1. The backup instructor to cover in cases of emergency, illness, etc., is _____ Instructor ID # _____
2. _____ **YES** All regular and backup instructors will complete training on the internet technology in advance of the start date of the course.
3. _____ **YES** Locations where the clinical sessions will be held and names of all instructors are included on the course application.
4. _____ **YES** All Instructors know their responsibilities for this course.
4. _____ **YES** An application for a course delivered online may be submitted as a regular course application or as part of the sponsorship program. All requirements for the aide courses will apply.
5. _____ **YES** There is a plan in place for timely coordination with the clinical sessions, i.e., to assure that the relevant content is presented before the clinical session relevant to that content.
6. _____ **YES** The course schedule and content plan is included with the course application.
7. _____ **YES** There is a plan to assure that the clinical instructor(s), if different from the class instructor, knows that the material covered online includes appropriate preparation for the clinical sessions.
8. _____ **YES** A plan has been developed in the event of an equipment failure.
9. _____ **YES** A plan is in place to facilitate student-to-instructor and student-to-student communication.
10. _____ **YES** A plan is in place for monitoring student progress throughout the course and for assistance if the participants fail the tests or do not progress adequately.
11. _____ **YES** A study suggests that the comprehension rate is lower for information read online than read in hard copy. The online text is printable or a hard copy will be provided.

12. _____ **YES** A copy of the course syllabus that will be provided to the students is included with the course application. This syllabus includes information about computer hardware and software requirements and the phone numbers and email addresses for technical assistance and for the instructor.
- _____ **YES** Student orientation about requirements and procedures will be provided, and there is a plan to assure that students get needed assistance in using the system.
13. _____ **YES** Students have opportunities to ask questions of the instructor.
14. _____ **YES** Participants must be required to sign an affidavit attesting to their identity while online.
15. _____ **YES** A plan has been developed to guarantee a minimum of the required hours of didactic and clinical instruction. 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.
16. _____ **YES** Help is readily available to the student. Do the students know up front what happens if they miss the online or clinical sessions?
17. _____ **YES** Evaluations to include the following will 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 Student Evaluation Form for Online Training Courses. **Student evaluations are required.**
 - 1) Were you comfortable asking questions of the instructor(s)?
 - 2) Did the instructor answer your questions?
 - 3) Did you learn in the online presentation what you practiced in the related clinical session?
 - 4) Were you comfortable with the technology?
 - 5) How much time did it take to complete the internet portion of the course?
 - 6) Did you learn from the course?
 - 7) Would you take another internet course?
 - 8) What changes would you suggest to make 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. **Submit all required evaluations.**
18. _____ **YES** The CMA continuing education course is to be updated at least yearly.
19. _____ **YES** Offer each HHA course and CMA continuing education course for no more than a 45-day time period. Rosters, update certification forms and fees will be sent in on the 1st and 15th of the month.
20. _____ **YES** Students will be prescreened and tested at the eighth grade reading level prior to enrollment in a CMA or HHA course. I have verified with the Kansas Board of Regents that the test version used will test reading and comprehension at an eighth grade level.

Signed _____

Title _____

Date _____