

CONTINUING EDUCATION REVIEW

Connect Your Reviewed Course

with an extensive network of certification programs across North America.



ABC

Association of
Boards of Certification

Thank you for submitting your continuing education course for program approval. In order to meet the demand for course approval our Program is utilizing the Association of Boards of Certification's Continuing Education Review Program to pre-screen courses.

Please visit <http://www.abccert.org/cer> to register your company and submit your course for review. Along with our program, all ABC Certification Program members will have access to your reviewed courses.

Please contact ABC at 515.232.3623 or email ContEd@abccert.org if you have additional questions.

Association of Boards of Certification Guidance for the Evaluation and Accreditation of Continuing Education

The following is an excerpt from ABC's *Policies & Procedures*, Chapter 12, Article I, which outlines the major elements to be considered when reviewing or evaluating continuing education. General guidance criteria have been provided so that it can be expanded or modified to meet the needs of individual certification programs.

COURSE DEVELOPMENT

- Delivery format or media is identified.
- Intended audience is identified.
- Course is developed by instructional design experts.

- Course is developed based on needs analysis and is relevant for intended audience.
- Learning objectives are clearly stated.
- Content developed by qualified subject matter experts.
- No product or service endorsements.

BETA TESTING

- Course is beta tested (field tested) for content and length of time necessary to complete by individuals representing the intended audience.
- Beta-test results are evaluated and revisions implemented.

ACCREDITATION

- Average completion length is determined based on standard industry formulas and beta testing results.
- Credit/CEU is awarded by course sponsor or other organization responsible for evaluating training, and is based on national accrediting standards.

EXAMINATION

- Criteria for successful course completion are identified.
- Question item bank is sufficient to randomly generate multiple exam versions (a minimum of three item bank questions for every one exam question generated is recommended).
- Quizzes or other forms of review and feedback are included in the course.
- A final comprehensive examination with a minimum score of 70% is required for successful completion.
- Opportunity to pass a final comprehensive examination is limited to three attempts per course enrollment.

ADMINISTRATION

- Course sponsor can demonstrate knowledge and expertise in developing and delivering continuing education.
 - Company biography
 - Organizational goals
 - History of activity in distance education field

- Instructor/developer credentials are available for review.
- Course curriculum and reference materials are available for review.
- Course sponsor can document an ongoing course feedback, evaluation and review process.
- Course sponsor has adequate technology and staff resources to administer the training and maintain student records (a minimum of seven years is recommended).
- A certificate of completion or attendance report documenting credit/CEU awarded is provided upon successful course completion.

TECHNICAL SUPPORT

- Students have access to instructions regarding computer system hardware and software specifications.
- Students have access to instructions about program installation, use and assistance.
- Timely availability of both technical and content-related instructional support is provided.

SECURITY

- Course sponsor is able to document security aspects of all transactions:
 - Student identity/passwords
 - Verification of attendance
 - Examinations
 - Authenticity of certificates of completion
- Course sponsor has the ability to provide, upon request by a certifying authority, attendance, completion, or other student reports.

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A SOLUTION FOR CERTIFIERS & TRAINERS Developed by your peers, this program allows trainers and educators to submit their courses for review against evaluation criteria developed in partnership with ABC's member network, continuing education developers, and training evaluators.

The results from the course review are provided in an online database to ABC's program members who represent over 40 U.S. states, 10 Canadian provinces and territories, as well as several international programs. Trainers can request course approval from certifiers while directing them to ABC's website to see an already completed course review. Certifiers can use the review to assess and quickly determine if the course meets the needs of their certification program.

SUBJECT-MATTER EXPERT REVIEWERS Tapping into ABC's extensive SME network, all reviewers are veteran subject matter experts representing the major fields of the water and wastewater industries. Most reviewers are former certifiers and trainers who handled numerous course approval requests for their programs.

REVIEW FEES

Course Length (in hours)	Non-Member Trainer	Member Trainer	Member Savings
1-3	\$185	\$155	\$30
4-9	\$245	\$205	\$40
10-19	\$330	\$275	\$55
19-29	\$445	\$370	\$75
30-39	\$565	\$470	\$95
40+	Every hour over 39, add \$11.50	Every hour over 39 add \$9.50	\$97+

Courses Submitted	Discount Percent
1-50	0.0%
51-100	7.5%
101-150	10%
151-200	12.5%
200+	15%

WHY SUBMIT YOUR COURSE TO ABC FOR REVIEW?

Development of training courses is an investment of time, money and resources. We know that in many cases your extensive development efforts can be lost if the proper approval is not received from certification programs who are often overwhelmed by the sheer volume of trainers seeking course approval. This program is designed to assist both the trainer and certifier by providing an initial review for the certifier, and giving the trainer a review that can be presented to certifiers across the globe.

WHAT OUR MEMBERS ARE SAYING Over the years, one message on continuing education has resonated loud and clear from our members: conducting critical and credible course reviews is labor intensive and requires time and resources that operator certification programs just don't have at their disposal.

Submit Your Course Today!

1

visit:
www.abccert.org/cer
and complete the online registration form.

2

Once login credentials are granted, enter your course information and upload required documents. Payment must be received before review can begin.

3

After receiving notification of review completion, contact certification authorities and invite them to view your course!