

Course material requirements checklist

Each item references the standard where the requirements are listed.

See Appendix for sample course and conference evaluations, certificates, promotional material and attendance tracking methods.

ALL COURSES:

- Bibliography/Reference list (4.2)
- Timed outline for courses over 2 hours (4.8)
- Learning objectives (4.3)
- Qualified instructor (4.5)
- Certificate of credit (7.5)
- Attendance tracking method (7.5)
- Evaluation (7.4)
- Promotional material (6.1)
- Supporting course materials including, but not limited to, books, handouts, articles, links, etc. (4.6)

DISTANCE LEARNING COURSES, INCLUDE THE ABOVE REQUIREMENTS AND

- Posttest (may not be applicable to synchronous distance courses) (4.10)
- Pilot test, for distance learning courses that require it (4.9)

CONFERENCES (5.4)

- All items listed above under “All Courses” are required for each session being offered for ACE credit. The provider may distribute one certificate of credit per conference session or one certificate that lists sessions completed by attendee.
- Conference promotional material
- Overall conference evaluation