

E-Learning Application Submission Guidance Document



OCCRRA recognizes four PD Event format types. The four format types are Face-to-Face, E-Learning: Asynchronous, E-Learning: Hybrid and E-Learning: Synchronous. These types can be designated as Ohio Approved (OA) or Non-Ohio Approved (OA).

This guidance document details the three E-Learning formats and the requirements for submitting an application for review. Each PD Event must select a format type before submitting a Create PD Event submission. [OCCRRA's Instructor and Professional Development Event Application Policy Manual](#) contains the descriptions and requirement for each, as shown below. Regardless of PD Event format, authors and instructors must be Ohio Approved.

Types of E-Learning formats include:

E-Learning: Asynchronous

Asynchronous training, also known as self-paced training, is required to be held virtually and is conducted as asynchronous; the participant is alone, does not require real time interaction, and without an instructor present for the entirety of the PD Event.

[OCCRRA's Instructor and Professional Development Event Application Policy Manual](#)

Policy CE 4.13 All Professional Development Create Event submissions for an E- Learning: Asynchronous event format must meet all the requirements for that format type.

CE 4.13A – All E-Learning: Asynchronous Professional Development Event (PD Event) Create Event submissions are required to be held virtually and are conducted as asynchronous (the participant is alone, does not require real time interaction, without an instructor present for the entirety of the PD Event).

- i. Training must include various interactions and engagements in addition to the functions that advance the training to support adult learning and transference of knowledge.
 - a. Interactions may include, but not limited to clicking on tabs/text/images for additional content, interactive glossary, drag-n-drop activities, interactive timelines, text entry answer fields, graded/non-graded quizzes, and topic/knowledge checks, use of workbooks, handouts.
 - b. Engagements may include, but are not limited to narrated content, use of relevant imagery, various visual and sound effects.

- ii. Training must be timed or locked, preventing users from freely advancing.
- iii. The time needed to complete the training must match the approved hours.
- iv. Contact information must be provided in the training for participant customer service.

CE 4.13B – When submitting an asynchronous PD event for Ohio Approval, the PD Event must be unlocked to allow OCCRRA’s Approval Team to advance freely through the content.

- i. The instructor/training organization designee must provide information on how OCCRRA’s Approval Team can access the training, including links, usernames, passwords, etc.

CE 4.13C – The instructors/training organization designee must utilize an attendance tracking system to track participation, and satisfactory completion of the asynchronous PD Event.

CE 4.13D – It is preferable the training organization work with OCCRRA to establish an Application Programming Interface (API) to interface with the Ohio Professional Registry (OPR). An API allows automatic training verification to a professional’s OPR profile once the training is completed. Direct all inquiries for an API to the OPR Director.

CE 4.13E – Asynchronous PD Events can be Ohio Approved or Non-Ohio Approved.

E-Learning: Hybrid

Hybrid training combines asynchronous, synchronous, or face-to-face formats. Hybrid/blended examples: Participants complete some portions of the training in a self-paced (asynchronous) format and other portions in a scheduled, instructor-led format (i.e. face-to-face or synchronous training).

[*OCCRRA’s Instructor and Professional Development Event Application Policy Manual*](#)

CE 4.14A – All E-Learning: Hybrid Professional Development Event (PD Event) Create submissions must have two formats, asynchronous, face to face or synchronous sessions. All PD Create Event submissions for E-Learning: Hybrid are required to follow each policy for the two chosen formats: Face-to-Face Policy CE 4.12, Asynchronous Policy CE 4.13, Synchronous Policy CE 4.15.

CE 4.14B – Hybrid PD Events can be Ohio Approved or Non-Ohio Approved.

E-Learning: Synchronous

Synchronous training, or instructor-led training, requires the instructor and participants to be present online at scheduled times, for instruction, discussions, and activities. This is a videoconferencing format. User interaction and engagement is required.

Policy CE 4.15 All Professional Development Create Event submissions for an E- Learning:
Synchronous training format must meet all the requirements for that format type.

CE 4.15A – All E-Learning: Synchronous Professional Development (PD Event) Create Event submissions require the instructor and participants to be present online at a scheduled time(s), for instruction, discussions, and activities.

- i. Instructors must provide opportunities for the participants to interact directly with them via real-time video/and or audio communication between the instructor and participants situated at different locations (i.e. video conferencing (preferred), conference call).
- ii. Video conferencing must be interactive between instructor and participants in real time and must include discussion. In addition to discussion, interactions which may include but not limited to breakout rooms, polls, and chat functions.
- iii. In addition to video conferencing and real time interactions, additional interaction may include but not limited to the use of monitored discussion boards or blogs or other forms of communications that do not occur in real time.
 - a. Time for a discussion board, blog activities, etc. held outside of the real-time event cannot count toward the PD Event hours.
- iv. The instructor must provide direct feedback to participant responses and reflections.
- v. Webinars are typically a one-way communication system in which the instructor/presenter speaks to the remote audiences with limited possibilities of interaction with the participants and does not meet the requirement for Synchronous PD.

CE 4.15B – The instructors/training organization designee must utilize an attendance tracking system to track participation throughout the event.

CE 4.15C – Synchronous PD Events can be Ohio Approved or Non-Ohio Approved.