



Ohio Administrative Code Rule 4717-9-04 Online continuing education.

Effective: January 10, 2019

(A) As used in this rule:

Online continuing education means education for professional licensees in which instruction occurs when the instructors and participants are not located in the same place. Online continuing education adds technology to instruction through the use of an electronic, cyber, or digital medium.

(B) The course shall be designed and conducted in accordance with paragraph (E) of rule 4717-9-01 of the Administrative Code.

(C) A course provider seeking approval to offer an online course shall submit to the board for review the following no later than thirty days prior to offering the course online:

(1) The course materials and course instructions;

(2) The course agenda;

(3) The question sets with answers.

(D) The board may grant a continuing education online course approval for credit when the course provider can demonstrate to the board the following;

(1) Clear wording stating that a licensee shall not receive continuing education credit unless licensee successfully completes the entire course with a total test score of seventy-five per cent or better;

(2) The course providers shall have adequate security in place to assure that the individual who receives credit for the course is the individual who completed the program or require a signed affidavit/statement from the course participant;



(3) The course providers shall include incorporated tests or post tests consisting of at least four questions per thirty minutes of continuing education;

(4) Maintain a question bank with at least eight questions for each thirty minutes of continuing education. The questions shall be scrambled or randomly selected so that the test questions are not predictable.

(E) Course providers and its employees or representatives and any person with access to the questions and answers shall maintain the integrity of the questions and answers for every course and shall not publish or otherwise publicly or privately distribute or make available course questions and answers to individuals who may take or consider taking the course. Employees or representatives of the board may privately distribute or make available course questions and answers to board members upon the request of the board or committee for the purpose of an audit of the course.

(F) Online course participants shall not reproduce, publish, or otherwise publicly or privately distribute or make available electronically or by other means course questions and answers to any individual. Participants must electronically acknowledge non-disclosure commitment.

(G) Failure to provide any of these items or demonstrate capability may result in denial of a request.