**Section 3125.110 Continuing Education Course Design**

a) The certification of a continuing education course must be received by the Director at least 30 days prior to any course being offered.

b) For purposes of this Section, "full credit" shall mean the reasonable amount of time, as certified by the Training Provider, that is necessary for a student to study for and pass an examination or, in the case of a course with no examination, the number of documented classroom attendance hours.

c) Courses shall be intended to increase the knowledge and understanding of private and public insurance principles, applicable laws and regulations, Medicaid and Marketplace policies and operations, and outreach and education skills. The following courses shall not be considered for continuing education:

1) Courses used for pre-certification training or insurance qualifying examination preparation.

2) Courses with less than one hour of certified continuing education credit.

d) For purposes of this Section, the minimum number of hours may be made up of any combination of classroom, on-line course, or self-study hours.

e) One credit will be awarded for each 50 minutes of online instruction.

f) No credit shall be given for a self-study course if the student does not successfully complete the examination.  If the student fails an examination and successive examinations are given, the successive examinations must be substantially different from each other.  Self-study courses are subject to the following additional requirements:

1) No students shall evaluate their own examination.  The evaluation of the examination must be completed by the Training Provider;

2) No Training Provider shall furnish the answers to an examination prior to the student completing the examination;

3) Self-study exams must contain at least 25 questions.  The number of questions must increase proportionately as the amount of material increases;

4) No more than a third of the questions shall be true/false; and

5) Credit hours shall be determined by the time it may take a student to study the material using 10 8½" by 11" full pages per credit hour (10-12 point font text), single line spacing with 1" margins.

g) Interactive Online Courses

Interactive online is a type of self-study course.  Interactive online courses are, by definition, only presented on the Internet and do not require a proctored final exam.  To be eligible for certification under Section 3125.90, an interactive online course must meet the following additional requirements:

1) The course must provide an exam at the end of each course;

2) The course must provide clear instructions on how to navigate through the course;

3) The course must provide the ability to go back and review any unit at any time prior to the examination;

4) The course must provide online viewing access to the Department at all times;

5) The course must include a statement that the student information will not be sold or distributed to any third party without prior written consent of the student.  Taking the course shall not constitute consent;

6) The course must provide some type of encryption.  All personal information, including credit card number and name and address of the student must be encrypted so that the information cannot be read as it passes across the Internet;

7) Students must affirm that they, and only they, completed the course; and

8) The course must include the ability to contact an instructor (i.e., automated e-mail).