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Guidelines for submitting online courses for BON approval (CE Broker)

Please refer any questions or comments via email – bonita.jenkins@dc.gov

First determine if the course will be offered **Synchronous**, meaning all participants are logged in at the same time and the course is online for that specific time. Indicate in course description. For these courses, consider the time frame so that the participant's attention is maintained. It is not expected that a live course is more than 3 - 4 hours in one sitting. There should be some type of measurement of stated objectives. These courses are designed as if in person but offered in an online format. All participants receive same number of contact hours. If the is not live course and will not address questions, consider designing a quiz or an evaluation form as a measurement of stated objectives.

If offered as **Asynchronous** – *most online courses are asynchronous*, meaning participants can go online anytime and complete the course or view the speakers/lectures at a convenient time. Indicate in course description. These courses must have some type of assessment of learning. If the quiz measures all stated course objectives, there is no need for an evaluation. However, if the quiz is brief, an evaluation must accompany the application. Apply for these courses individually even if a group of courses make up a conference; so that the contact hours awarded are per course completed. Consider that participants may not complete all segments.

See additional information below.

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CE Broker Application Process

Synchronous
- Yes

Live
- Yes

Indicate online as instructional method

No changes to CE Broker Application Process
- Participants receive the same number of contact hours.

Asynchronous
- Yes

Course is individual or part of a Group
- Yes

Complete separate application for each course
- Participants awarded contact hours based on actual course completed