

CE Blended Course Checklist

Course Name:

Provider Number:

- Please check to confirm and acknowledge the following:

	Please check for acknowledgment
All blended courses will be submitted and approved as classroom courses. (Previously approved classroom courses must be resubmitted to the Department for approval as a blended course.)	
The title of the course must include the words “blended course”.	
Acknowledge the course will be taught by an approved Florida instructor.	
<p>Acknowledge you have provided a copy of:</p> <ol style="list-style-type: none"> 1) Course outline denoted as to what study method is being used in each section with timing or word count clearly noted 2) Course text 3) Bank of quiz questions with correct answers identified and referenced by page number to course content 4) Bank of exam questions with correct answers identified and referenced by page number to course content 5) Online access document outlining Department access procedures and login information. Permanent access shall be granted for the purposes of review while the course is pending and auditing once approved. 6) Details of how course access is controlled 7) Details of the procedure used to monitor student identity at registration and throughout the duration of the course, including examinations 8) Details of how students are provided access to instructor/qualified experts who can respond to questions 9) Details as to how students progress is assessed and how feedback is provided to the student 10) Details as to how testing is administered to determine the level of the student’s comprehension of course material 11) Student Acknowledgement document 	<p>By checking the above box you are acknowledging that you have submitted all of the items listed</p>
Acknowledge that the word count and final exam question count meet the minimum requirement for credit hours. <i>See chart on 3rd page</i>	

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<p>Acknowledge that a quiz will be offered at the end of each chapter and the course will have a final exam.</p>	
<p>Acknowledge that each student must achieve a grade of 70% or better on the final examination to receive credit for the course.</p>	
<p>Acknowledge that students will sign an Acknowledgement of their understanding that:</p> <ol style="list-style-type: none"> 1) The course examination must be completed unassisted by any person. 2) A violation of such standards shall result in the loss of course credit and administrative sanction by the Florida Department of Financial Services. 	
<p>Acknowledge the ownership of the source material that will be used as the basis for the course?</p> <p><i>*If using another vendor's material please include an authorization letter.</i></p>	<p>Another Vendor, Authorization letter included</p> <p>Own Material</p>

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Correspondence Word Count and Exam Question Chart

Hours	Min. Word Count	Minimum Exam Questions
1	4,500	6
2	9,000	12
3	13,500	18
4	18,000	24
5	22,500	30
6	27,000	36
7	31,500	42
8	36,000	48
9	40,500	54
10	45,000	60
11	49,500	66
12	54,000	72
13	58,500	78
14	63,000	84
15	67,500	90
16	72,000	96
17	76,500	102
18	81,000	108
19	85,500	114
20	90,000	120
21	94,500	126
22	99,000	132
23	103,500	138
24	108,000	144