Self-Study Online Checklist

Course Name:

Provider Number:

- Please check to confirm and acknowledge the following:

	Please check for acknowledgment
Acknowledge you have provided a copy of: 1) Course outline with corresponding course content referenced by page number 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) Text dictation of any video or interactive material 7) Details of how course access is controlled 8) Details of the procedure used to monitor student identity at registration and throughout the duration of the course, including examinations 9) Details of how students are provided access to instructor/qualified experts who can respond to questions 10) Details as to how student progress is assessed and how feedback is provided to the student 11) Details as to how testing is administered to determine the level of the student's comprehension of course material	
Acknowledge that a quiz will be required at the end of each chapter and the course will have a final exam with unique questions (not the same as the quiz questions) that is not accessible to the student until the course content, including chapter quizzes, has been completed.	
Acknowledge that the word count and final exam question count meet the minimum requirement for credit hours. State word count (see chart on last sheet).	`Word Count`
Acknowledge that each student must achieve a grade of 70% or better on the final examination to receive credit for the course.	

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Agree that students will sign an Acknowledgement of their understanding that:
   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.	

Acknowledge the ownership of the source material that will be used as the basis for the course? *If using another vendor's material please include an authorization letter.	`Another Vendor, Authorization letter included` Own Material

Self-Study Word Count and Exam Question Chart

Basic Level			Intermediate Level			Advanced Level		
Min. Word Count	Hours	Min. Exam	Min. Word Count	Hours	Min. Exam	Min. Word Count	Hours	Min. Exam
9,000	1	10	9,000	1	10			
18,000	2	15	14,400	2	15	12,000	2	15
27,000	3	20	21,600	3	20	18,000	3	20
36,000	4	25	28,800	4	25	24,000	4	25
45,000	5	30	36,000	5	30	30,000	5	30
54,000	6	35	43,200	6	35	36,000	6	35
63,000	7	40	50,400	7	40	42,000	7	40
72,000	8	45	57,600	8	45	48,000	8	45
81,000	9	50	64,800	9	50	54,000	9	50
90,000	10	55	72,000	10	55	60,000	10	55
99,000	11	60	79,200	11	60	66,000	11	60
108,000	12	65	86,400	12	65	72,000	12	65
117,000	13	70	93,600	13	70	78,000	13	70
126,000	14	75	100,800	14	75	84,000	14	75
135,000	15	80	108,000	15	80	90,000	15	80
144,000	16	85	115,200	16	85	96,000	16	85
153,000	17	90	122,400	17	90	102,000	17	90
162,000	18	95	129,600	18	95	108,000	18	95
171,000	19	100	136,800	19	100	114,000	19	100
180,000	20	105	144,000	20	105	120,000	20	105
189,000	21	110	151,200	21	110	126,000	21	110
198,000	22	115	158,400	22	115	132,000	22	115
207,000	23	120	165,600	23	120	138,000	23	120
216,000	24	125	172,800	24	125	144,000	24	120

Note: Self-study courses must have a minimum of 10 final exam questions for 1 credit hour with an additional 5 questions for each subsequent credit hour.

CALCULATION FORMULAS		
Basic Level	Intermediate Level	Advanced Level
word count/180 = minutes minutes/50 = basic level hours	basic level hours x 1.25 = intermediate level hours	basic level hours x 1.5 = advanced level hours

Note: Fractional hours rounded up if .50 or above and rounded down if .49 or less