

DISTANCE LEARNING APPLICATION [Online Course] CHECKLIST

Do not submit this document. Use the checklist as a guide to prepare for the application.

1. Online Course Name:

- Name should match exactly what is being printed on the certificate of completion

2. Online Course Description & Objectives:

- 100-150 Words describing the workshop
- Three measurable learning objectives

3. Online Course Hourly Outline & Course Length:

- Provide course outline
- Provide names of author(s) with resume(s)
- Provide word count for all written materials
- Provide video run time (in minutes) of all videos in total
- Provide number of quiz questions (see FAQ for quiz requirements)
- CEC value will be based on feedback from three reviewers
- Provide estimated length of time it takes to complete the course (based on Reviewer Form feedback)
- Provide login details and URL for accessing the actual course
- Name of each Reviewer (3) with email address and time it took them to complete

4. Course Document Upload:

- Upload the 3 Reviewer Forms (combine into one file or send via email)
Reviewers should be professionals who meet the level of the intended audience
Reviewers cannot be contributors to the course

* File type can be the following extensions only: .pdf, .docx, .doc

* File name must be letters and numbers only (no symbols or the file will not upload)

* File size can be a max of 10 MB in size (larger files can be submitted to educationprovider@acefitness.org)

5. Submission Requires Payment:

- Application has not been submitted until non-refundable payment has been made.
Annual Provider Fee and Distance Learning Application Fee are non-refundable and cover the review process.
Distance Learning Applications review process takes approximately 30 days.
If the application is deemed incomplete the application may be denied or review window extended.
Distance Learning Applications offer an expedited review time for an additional fee.
Approved courses will have a course number valid for the current calendar year (ending Dec 31).
Approved courses can be renewed at the end of the active year if they remain the same.
Approved courses that undergo changes must be submitted as NEW (not renewed) for next year.