

### Criterion 23. Distance Learning

Continuing education courses offered as distance learning may include journal articles, manuals, CDs, DVDs, audio and video tapes, research projects, computer or Internet courses, and other emerging formats. Distance learning programs must comply with all other PACE requirements where applicable. In addition, regardless of format, the provider shall ensure that its distance learning course contains the following features:

- A field-tested method of determining credit hours;
- A method of ensuring the amount of time actually spent by a licensee in obtaining a credit hour is no less than 50 minutes. The program shall ensure the user has earned all of the time required for the program;
- A method to ensure a licensee cannot obtain multiple credit hours from the same provider simultaneously. Programs shall be earned one at a time. The program shall not grant CE credit for multiple windows or programs completed simultaneously;
- a mechanism to ensure that users view each page or component of the program;
- Requisite course deadlines are clearly identified;
- Provision for participant feedback and interaction with instructors. The program shall have a mechanism in place for the user to be able to contact the PACE provider regarding questions about the CE activity;
- Instructor's plan for response time and feedback is reasonable and clearly stated;
- A mechanism by which the participant can assess mastery of subject matter. Longer courses offer frequent progress assessments;
- An interactive system that tracks the licensee's participation through real-time cognitive activity interaction or through periodic knowledge assessments conducted during the course of the program, which ensure that course credit cannot be earned away from the program and shall ensure automatic logout if the keyboard becomes unattended;
- The program shall provide a printed verification or allow the user to print verification only upon completion of the CE activity; such verification must include a time and date stamp of completion
- a time and date stamp of completion must be made available upon request;
- Technical assistance is available as applicable.

If a provider of a distance learning course anticipates that a participant will perform procedures or techniques upon a patient, the instructor shall direct the participant to create and retain appropriate clinical records; such as informed consent, history, X-rays or other diagnostic imaging, examination findings, treatments rendered, materials, methods and outcomes. If the distance learning course is computer-based, the course shall offer ease of navigation, and all features shall be functional. There shall be reliable security measures.