

Tips for Designing a Home Study Program

A home study program should allow participants to easily navigate through all components of the program. Let's walk through the essential components of an on-demand program. The participant should be able to:

- 1 easily access the **program advertisement**
- 2 review the **program information** required by [Policy Section C.15](#) before registering for the program
- 3 register on a secure site, ensuring **participant confidentiality** (Policy Section C.11)
- 4 easily access all required course **learning materials**, and the related reference list
- 5 access, complete, and submit a **program evaluation** that complies with Policy Section H.1
- 6 access, complete, and submit a **learning assessment** prior to receiving the certificate of completion (Policy Sections I.4 c and J.6 (a) (3))
- 7 obtain a **certificate of completion** in a timely manner without having to take extra steps (Policy Section I.5)

A home study program may be designed with **all essential components available online**. Optimally, this type of design includes directional signs, buttons, or instructions to help a participant transition easily from one component to the next and allows the participant to quickly access a certificate of completion when finished. Many participants have grown to expect this type of design.

Although less common, a program may be designed **without the use of technology or with only certain components available online**. In this case, the CE provider (the organization) must thoroughly explain the process for accessing each component so that participants know what to expect prior to registering for the program. The process must be user-friendly, and participants must obtain their certificates of completion in a timely manner.

Credit Measurement of Enduring Materials

As the organization designs a home study program to be offered for NBCC credit, it should consider the following credit measurement requirements and prohibitions:



Audio/visual learning materials

One hour of NBCC credit may be given for each 60 minutes spent listening to and/or viewing qualifying content. NBCC credit must be issued in hours, based on one-quarter (.25) hour increments for a minimum of 15 minutes of listening and/or viewing time, and you may not round up the measurement.

CE providers offering NBCC credit may not count time spent completing the program evaluation or taking the learning assessment.



Text-based learning materials

One hour of NBCC credit may be awarded for each 6,000 words of qualifying home study program text. Text of less than 6,000 words will be measured on a proportionate basis; e.g., 3,000 words of text will be measured as one-half (.5) hour. ACEPs must issue NBCC credit to text home study program participants in NBCC hours, based on one-quarter (.25) hour increments for a minimum of 1,500 words of text. CE providers may not round up the measurement.

The word count may not include materials such as reference lists, citations, the program evaluation, learning assessment instruments/post-tests, indexes, or any other materials that do not provide an opportunity for learning.

Additionally, NBCC credit measurement standards do not allow you to count time designated for an activity based on the estimated amount of time needed to complete the activity. For example, NBCC credit may not be awarded for time designated for self-reflection, journaling, or other activities.

CE providers may not double count credit. For example, CE providers may not give NBCC credit for reading the transcript of a video if NBCC credit is awarded for viewing the video (Policy Section I.4).

Other Points to Consider

- ✓ If a CE provider uses a learning management system (LMS) to deliver a home study program, make sure the LMS allows the CE provider to customize each component to satisfy Policy requirements.
- ✓ The learning assessment should be designed to demonstrate learning and program completion. Per Policy Section I.4 c, the completion of a home study program must be verified by the completion of an assessment.
- ✓ If the CE provider uses a recorded program in a home study program, make sure that participants are not identifiable by name or image unless the provider has obtained proper consent (Policy Section C.11).
- ✓ CE providers must ensure that all program materials do not violate or infringe upon any privacy or intellectual right of any other party, including copyright, trademark, or license rights (Policy Section C.9).
- ✓ Include a procedure for systematically reviewing a home study program to ensure that the content remains current (Policy Section C.8).

Related Resources

[Tips for Converting Live, In Person Programs to Online Programming](#)

[Tips for Developing a Learning Assessment](#)