

**193E—17.10(543B) Standards for approval of distance learning courses.** The commission may approve distance learning courses, subject to the following requirements:

**17.10(1)** The provider's purpose or mission statement is available to the public.

**17.10(2)** The course outline must include clearly stated learning objectives and desired student competencies for each module of instruction and a description of how the program promotes interaction between the learner and the program.

**17.10(3)** The course content must be accurate and up-to-date. The provider must describe the plan in place to periodically review course material with regard to changing federal and state statutes.

**17.10(4)** The course must be designed to ensure that student progress is evaluated at appropriate intervals and mastery of the material is achieved before a student can progress through the course material.

*a.* Students completing distance learning continuing education must complete a final examination containing 10 questions for a one-hour course, 20 questions for a two-hour course, 30 questions for a three-hour course, 40 questions for a four-hour course, and 60 questions for a six- or eight-hour course.

*b.* A passing score of 80 percent is required for course credit to be granted. There is no limit to the number of times a final examination may be taken to achieve a passing score.

**17.10(5)** The provider must show that qualified individuals are involved in the design of the course.

**17.10(6)** The provider must list individuals who provide technical support to students and state the specific times when support is available.

**17.10(7)** A manual shall be provided to each registered student. It shall include, but not be limited to, faculty contact information, student assignments and course requirements, broadcast schedules, testing information, passing scores, resource information, fee schedule and refund policy.

**17.10(8)** The provider must retain a statement signed by the student that affirms that the student completed the required work and examinations.

**17.10(9)** The provider must state in the course materials that the information presented in the course should not be used as a substitute for competent legal advice.

**17.10(10)** Courses submitted for approval must be sufficient in scope and content to justify the hours requested by the provider.

**17.10(11)** Courses that have obtained approval from the Association of Real Estate License Law Officials (ARELLO) are automatically approved in Iowa.

**17.10(12)** All computer-based continuing education and prelicense courses must be completed within six months of the date of purchase.

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