

**193E—17.11(543B) Standards for approval of paper and pencil home-study courses.** The commission may approve paper and pencil home-study courses, subject to the following requirements:

**17.11(1)** Courses must be arranged in chapter format and include a table of contents.

**17.11(2)** Overview statements that preview the content of the chapter must be included for each chapter.

**17.11(3)** Courses must be designed to ensure that student progress is evaluated at appropriate intervals. The assessment process shall measure what each student has learned and not learned at regular intervals throughout each module of the course. The student must complete and return quizzes to the provider to receive credit for the course.

**17.11(4)** Students completing paper and pencil home-study 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.

**17.11(5)** 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.

**17.11(6)** A licensee has six months from the date of purchase to complete all quizzes and assignments and to pass the final examination.

**17.11(7)** The provider must include information that clearly informs the licensee of the course completion deadline, passing score required, chapter quiz completion requirements and any other relevant information regarding the course.

**17.11(8)** The provider shall state in the course materials that the information presented in the course should not be used as a substitute for competent legal advice.

**17.11(9)** The provider shall retain a statement signed by the student that affirms that the student completed the required work and examinations.

**17.11(10)** The provider must be available to answer student questions or provide assistance as necessary during normal business hours.

**17.11(11)** Courses submitted for approval must be sufficient in scope and content to justify the hours requested by the provider.

[ARC 3500C, IAB 12/6/17, effective 1/10/18]