NEW YORK STATE | Office of Addiction Services and Supports

**Education and Training Provider Certification Criteria for Submission of
Individual Course Work/Training Distance Learning Format**

Submit an OASAS Education and Training Provider Certification Application Packet, submit a copy of the assessment component(s) (e.g. pre-test; post-test; final assignment) to be completed by the learner to determine successful completion and the following information (**all course content must be current and up-to-date, within five years of issuance.**) Distance learning courses of three hours or more must have a minimum of 50% instructor led interaction either via live or prerecorded video, video chat, interactive online learning module or conference calls. The remaining 50% can be provided through printed materials supplied to the student.

- *Will the course work/training be offered as an/a*

  ☐ **Asynchronous Learning Course:** Any learning event where interaction is delayed over time. This allows on demand delivery to learners to participate according to their schedule, and be geographically separate from the instructor. **OR**

  ☐ **Synchronous Learning Course:** Any learning event where interaction happens simultaneously in real-time. This requires that learners attend class at its scheduled time. (e.g. E-Learning technologies such as a Web Dialog).

- *If this is previously approved course work/training, explain how the original learning outcomes will be achieved via distance learning.*

- Provide the information which will be shared with the learner relative to the type of technology required to complete the course work/training (e.g. internet explorer; adobe flash, etc.).

- *Provide information on how materials will be disseminated to the learner.*

- *Provide rationale for determination of associated clock hours for this course work/training.*

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- *Describe the process for and frequency of instructor/learner interaction and/or accessibility of instructor to learner. (e.g.: Webinar which includes a Q&A or chat feature, Pre-recorded video or DVD with option to ask instructor questions via e-mail etc.)*

- *Provide a description of pass/fail criteria to include information on how the learner will be notified if pass rate is not achieved. Also, will the learner be allowed to complete the final test more than once if successful completion is not initially achieved?*

- *How will the OASAS Standardized Certificate of Completion will be generated to the learner upon successful completion and when this will occur? (e.g.: Standardized Certificate of Completion will be mailed to learner within two days following successful completion of course work/training).*

- *Provide OASAS instructions for how to access to this course work/training to review.*

- *Provide the cost to purchase this course work/training.*

- *How will the course meet the requirement for 50% of the course to be interactive in nature?*