45.306 CONTINUING EDUCATION COURSES OFFERED OVER THE INTERNET.

Subdivision 1. **Appraiser Internet continuing education courses.** The design and delivery of an appraiser continuing education course must be approved by the International Distance Education Certification Center (IDECC) before the course is submitted for the commissioner's approval.

- Subd. 2. **Interactive Internet course requirements.** An interactive Internet continuing education course must:
 - (1) specify the minimum system requirements;
- (2) provide encryption that ensures that all personal information, including the student's name, address, and credit card number, cannot be read as it passes across the Internet;
 - (3) include technology to guarantee seat time;
 - (4) include a high level of interactivity;
 - (5) include graphics that reinforce the content;
 - (6) include the ability for the student to contact an instructor within a reasonable amount of time;
 - (7) include the ability for the student to get technical support within a reasonable amount of time;
- (8) include a statement that the student's information will not be sold or distributed to any third party without prior written consent of the student. Taking the course does not constitute consent;
- (9) be available 24 hours a day, seven days a week, excluding minimal down time for updating and administration, except that this provision does not apply to live courses taught by an actual instructor and delivered over the Internet;
- (10) provide viewing access to the online course at all times to the commissioner, excluding minimal down time for updating and administration;
 - (11) include a process to authenticate the student's identity;
 - (12) inform the student and the commissioner how long after its purchase a course will be accessible;
- (13) inform the student that license education credit will not be awarded for taking the course after it loses its status as an approved course;
 - (14) provide clear instructions on how to navigate through the course;
 - (15) provide automatic bookmarking at any point in the course;
- (16) provide questions after each unit or chapter that must be answered before the student can proceed to the next unit or chapter;
 - (17) include a reinforcement response when a quiz question is answered correctly;
 - (18) include a response when a quiz question is answered incorrectly;
 - (19) include a final examination;
 - (20) allow the student to go back and review any unit at any time, except during the final examination;

- (21) provide a course evaluation at the end of the course. At a minimum, the evaluation must ask the student to report any difficulties caused by the online education delivery method; and
- (22) provide a completion certificate when the course and exam have been completed and the provider has verified the completion. Electronic certificates are sufficient.
- Subd. 3. **Final examination.** The final examination must be either an encrypted online examination or a paper examination that is monitored by a proctor who certifies that the student took the examination. The student must not be allowed to review the course content once the examination has begun.

History: 2009 c 63 s 10,78