

# IHEA-USA Online Course Delivery Standards

May 8, 2019

## Delivery Standard 1 – Organization of Course Content

**Standard 1.1** – Content within the courses will be presented in a narrative fashion utilizing a consistent style throughout the course in terms of headings, titles, labels and font. “Narrative” is defined as a sequential description of information contained within the IHEA-USA Hunter Education Standards that can be written in paragraph form or provided to the student through narration within audio or video elements.

**Standard 1.2** – A table of contents (or site map for online courses) will be available to show the organization of the course content. In an online course, students will know that they have already viewed the course content upon receiving a cue (i.e. color change, check mark, etc.) that a particular task/section has been completed.

**Standard 1.3** – Courses must be organized into multiple chapters.

**Standard 1.4** - The course will be designed such that any advancement through the course is initiated by the action of the student (for example, by the student clicking on a “next” button or successfully completing an end-of-chapter assessment). There will be no automatic advancement provided.

**Standard 1.5** – If animations or video clips are used within a course, the student must be able to re-play the instructional segments of the animation or video.

**Standard 1.6** – All student learning objectives from IHEA-USA Hunter Education Standards will be thoroughly covered during the course.

Rationale – An online hunter safety course is, essentially, an electronic book that will be read independently by the students without the presence or assistance of an instructor. Therefore, the content must be presented to the students in such a way as to promote comprehension and retention of the material whether the courses are published as a textbook or completed electronically.

## Delivery Standard 2 – Minimum Initial Study Time for an Online Course

**Standard 2.1** - Online courses will be organized so that the minimum time for the course content to be delivered to and completed by the student is at least three (3) hours. Course content is defined as that material meeting the IHEA-USA Hunter Education Standards, not including any course assessments.

**Standard 2.2** - Each page of the online course content will have a minimum time that a student is required to remain on that page (“credited time”) which the course provider will set when the online course is presented for review and will retain through the approved period. The sum of the credited times over all content pages will equal or exceed three (3) hours. The student may not progress to the next page until the credited time has expired, however, students may stay on a page longer than the credited time. Additional time required to re-study the materials if a student fails a chapter assessment does not count as part of the credited time.

**Standard 2.3** – If a student exits or logs off a page before completing its credited time, he/she will be required to complete the remaining time on that page when he/she returns before progressing to the next page.

**Standard 2.4** – If a student leaves an assessment without completing it, the course will be designed to give the student the option of returning to continue taking the assessment at the point in which he/she stopped or of treating the abandonment as a failing score. The passing score and number of questions (beyond the minimum 50 questions as required in Assessment Standard 5.2) on all assessments will be established by the Hunter Education Administrator of each state.

Rationale – Simply following through the minimum content necessary to meet the IHEA-USA Hunter Education Standards should take a minimum of three (3) hours. This provides the opportunity for the individual to absorb the information and discourages bypassing material or skipping to the assessment.

### **Delivery Standard 3 – Interactive Courses**

**Standard 3.1** – Minimum amounts of time for courses and for each section are not required if a course is sufficiently interactive. The requirements of Standards 3.2 and 3.3 will determine sufficiency.

**Standard 3.2** – All content contained in student learning objectives from the IHEA-USA Standards for Hunter Education must be presented during the course as described in the Standards or at a higher level from Bloom's Taxonomy.

**Standard 3.3** – The IHEA-USA eLearning Interactivity Design Requirements will be used for IHEA-USA evaluation and approval of interactive online courses, which do not have timers. A minimum overall score of 50 points is required to meet the interactive standards.

Rationale: Timers are not necessary for eLearning if a course has a sufficient level of interactivity.

### **Delivery Standard 4**

All online courses must provide narration as an option to assist students in learning the material being presented through the course. Any audio option must include closed captioning.

Rationale – Many students need to be able to hear the information in addition to seeing it so that they can better retain the information being presented.

### **Delivery Standard 5**

The online course makes effective use of currently available technology to support different learning styles or preferences, suitably applied to content standards, including video, animations, interactive images, charts, tables and graphs, various font styles and color for text, photos and other images.

Rationale - The online course incorporates a variety of media to provide differentiated instruction that meets the needs of all learners.

### **Delivery Standard 6 – Information Technology Expectations**

**Standard 6.1** – The online course must work equally well on computers and mobile devices using responsive web design (RWD). Also, the online course must provide direct customer service seven days a week at optimal times to meet the needs of students.

**Standard 6.2** – All online courses must conform to the accepted industry standard for protecting the cybersecurity of student’s personal information and maintain compliance with the Federal Information Security Management Act.

**Standard 6.3** – All online courses must be capable of “communicating” with state agencies to ensure student records and course data can be securely transferred from and imported to the State’s records system using the most current industry standard storage and cyber security protocols in a user compatible file format type including but not limited to csv, xml, text, or PDF.

**Standard 6.4** – All online courses must be able to produce a unique identifying number for each student in a manner acceptable to the state agency.

**Standard 6.5** – The online course provider shall maintain a complete database of records for each student who takes the online course. These records must include every student that attempted, failed, and passed the course; including first name, last name, date of birth, address, city, state, zip, phone number, course date, course name, unique certification number, and email address.

**Standard 6.6** – Student information collected by the course provider may not be shared with any other entity without the expressed written permission of the state agency.

**Standard 6.7** – Each student must be required to have a unique account and required to provide an email address and password to access the course. Passwords should be at least eight (8) characters in length.

**Standard 6.8** – The online course provider must securely maintain a secondary, off-site, backup storage system that is updated on at least a weekly basis.

### **Delivery Standard 7 – Course Evaluations**

**Standard 7.1** – ELearning courses must be capable of contacting each student with an automated evaluation survey upon completion of the course.

**Standard 7.2** – The format, timing and content of the evaluations will be determined by each individual state.