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INSTRUCTIONS

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FACULTY EDUCATION AND EXPERIENCE IN AREA OF CONTENT:

1. Faculty should be knowledgeable about content area. Indicate data to support this.
2. Faculty should have knowledge about adult learning. Indicate data to support this.
3. Indicate degrees earned and in which field.

EXPERIENCE OF PLANNING COMMITTEE:

1. List all who assisted with the planning of the offering, especially discipline.
2. The planning committee must include **1 RN** and **1 LPN** if LPN's are in the target audience.
3. Multi-discipline offerings should have multidiscipline planning members. Indicate areas of expertise.

DESCRIPTION OF RECORD KEEPING SYSTEM:

1. Simply state "The approved applications and attendance records will be kept on file in your training office for at least 7 years".
2. Certificates are given by the sponsoring person at the end of the offerings and should include the contact hours awarded and the required language per providership.
3. You must send a summary of evaluations and attendance sheet to the Intake Nurse within 6 weeks of the offering.

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BEHAVIORAL OBJECTIVES:

Must be:

1. Clearly stated
2. Measurable
3. Attainable in the allotted time
4. Related to the bodies of knowledge which contribute to the appropriate discipline
5. Should describe what the learner will be able to do after participating in the offering (e.g., as a result of the course, the participant will be able to name 5 ways to...)

CONTENT:

Should:

1. Be adaptable to the discipline requesting credit
2. Be attainable within the time frame allotted
3. Evolve from and be consistent with the objectives and teaching methods. (The content and teaching methods should be delineated for each objective.)
4. Be written in enough detail that the reader has a clear idea of the material.

TEACHING METHODS AND TIME FRAMES:

1. A variety of teaching methods can be used.
2. Adult learning principles must be incorporated.
3. The teaching methods should be consistent with the offering format.
4. Time frames should indicate the time devoted to attaining the objectives, content and for development of defined skills.

FACULTY NAME AND STUDENT RATIO:

1. Identify the name of the faculty responsible for each content area.
2. Indicate the maximum number of students with whom that individual will be working.

EVALUATION:

1. Evaluates the expected outcomes using the objectives as a basis (indicates the extent to which the objectives were attained by the learner).
2. May be immediate and/or long term.
3. May be accomplished through discussion, written or oral testing, observation, etc. (with established criteria for meeting objectives).
4. Includes evaluating the individual objectives, facilities, faculty, resources, and services.
5. Request the learner list any future offerings that they would be interested in attending.

TO COMPLETE THE CERTIFICATE

THE CERTIFICATE MUST INCLUDE:

1. Presentation Title
2. Date of Presentation
3. Location of Presentation
4. Contact hours awarded
5. Name of Sponsor
6. Department Approver Number
7. Course Approver Number as assigned by the Intake Coordinator is recommended

THE FOLLOWING STATEMENT MUST BE INCLUDED ON EACH CERTIFICATE:

"This offering has been approved by the Ohio Board of Nursing Approver Unit of the Ohio Department of Mental Retardation and Developmental Disabilities."