

R162-2g-307b. Pre-licensing Course Certification.

- (1) To certify a pre-licensing course, an applicant shall, at least 30 days prior to the course being taught, submit a completed application as required by the division, including:
 - (a) a course outline, including:
 - (i) a description of the course;
 - (ii) the length of time to be spent on each subject area, broken into segments of no more than 30 minutes each; and
 - (iii) three to five learning objectives for every three hours;
 - (b) a description of any method of instruction that will be used other than lecture method, including:
 - (i) webinar;
 - (ii) satellite broadcast; or
 - (iii) other form of distance education;
 - (c) copies of at least three final examinations administered in the course and the answer keys that will be used to determine if a student passes the course;
 - (d) the school procedure for maintaining the security of the final exams and answer keys;
 - (e) the titles, authors, and publishers of all required textbooks;
 - (f)
 - (i) the instructor(s) who will teach each class; and
 - (ii) evidence that each instructor is:
 - (A) certified by the division;
 - (B) qualified to serve as a guest lecturer; or
 - (C) a college or university faculty member who has academic training or appraisal experience satisfactory to the division and the board;
 - (g) nonrefundable applicable fee; and
 - (h) a signed statement agreeing that the course provider will, within 10 business days of completing the class, upload to the division the following information:
 - (i) course name;
 - (ii) course certificate number assigned by the division;
 - (iii) date the course was taught;
 - (iv) number of credit hours; and
 - (v) name and license number of each student receiving education credit.
- (2) Standards for approval of traditional classroom courses. Each course shall:
 - (a) meet the minimum standards set forth in the state-approved course outline governing the course, including minimum hourly requirements;
 - (b) be approved through the AQB course approval program;
 - (c) allow a maximum of 10% of the required class time for testing, including review test and final examination;
 - (d) use texts, workbooks, supplement pamphlets, and other materials that are appropriate and current in their application to the required course outline.
- (3) Standards for approval of distance education
 - (a) A distance education course shall:
 - (i) comply with this Subsection (2);
 - (ii) provide interaction between the student and instructor;
 - (iii) include a written examination personally proctored by an official approved by the presenting entity;

- (iv) meet the course delivery requirements established by the AQB and the International Distance Education Certification Center; and
- (v) offer at least 15 credit hours.
- (b) A distance education course offered by a college or university may be deemed acceptable to meet the credit hour requirement if the course content is approved by:
 - (i) the AQB;
 - (ii) a state licensing jurisdiction; or
 - (iii) a college or university that:
 - (A) offers distance education programs in other disciplines; and
 - (B) is approved or accredited by:
 - (I) the Commission on Colleges;
 - (II) a regional or national accreditation association; or
 - (III) an accrediting agency that is recognized by the United States Secretary of Education.
- (4) Within 10 business days after the occurrence of any material change in a course that could affect approval, the school shall give the division written notice of the change.
- (5) A course certification is valid for no more than 24 months.
- (6) Credit for non-certified pre-licensing education.
 - (a) Division certification is not required for a pre-licensing course that is offered by a school, as defined in Subsection R162-2g-102(17) as long as:
 - (i) the course content:
 - (A) meets the minimum standards set forth in the Utah state-approved course outline; and
 - (B) is approved by the AQB course approval program;
 - (ii) the course provides at least 15 credit hours, including examination(s);
 - (iii) a closed-book, closed-note final examination is administered at the end of each course;
 - (iv) students are not allowed to earn credit from the course provider by challenge examination without first attending the course;
 - (v) credit is not awarded for duplicate or highly comparable classes;
 - (vi) where multiple classes are offered, they represent a progression in a student's knowledge; and
 - (vii) in order to receive credit, a student is required to:
 - (A) attend 100% of the scheduled class hours;
 - (B) complete all required exercises and assignments; and
 - (C) pass the course final examination.
 - (b) Hourly credit for a course taken from a professional appraisal organization shall be granted according to the division approved list.
 - (c) An applicant who wishes to be awarded credit for non-certified pre-licensing education shall:
 - (i) provide to the division a list of the cours(es) taken, including:
 - (A) course title(s);
 - (B) name(s) of the sponsoring organization(s);
 - (C) number of classroom hours completed;
 - (D) date(s) of course completion; and
 - (E) evidence that the cours(es) meet the requirements of:

- (I) the AQB; and
 - (II) if distance education, the International Distance Education Certification Center;
- (ii) request review of the course by the division and board;
 - (iii) establish that the criteria outlined in this Subsection (6)(a) are met;
 - (iv) attest on a notarized affidavit that the courses have been completed as documented; and
 - (v) if requested by the division, provide proof of completion of the courses in the form of certificates, transcripts, report cards, letters of verification, or similar proof.