



## How to Apply for a Distance Learning Course

e-Learning is the computer and network-enabled transfer of knowledge and includes all forms of electronically supported learning and teaching. e-Learning programs are divided into two categories:

**Asynchronous:** The student sets their own learning schedule, works at their own pace, and does not communicate with the instructor or other students.

**Synchronous:** The instructor sets the course schedule, the students meet with the instructor over a period of several sessions, and there is student and instructor communication.

The PDA Department's distance learning course is designed for asynchronous learning. The course is theory-based, didactic information. Psycho-motor skills, techniques, and demonstrations are not utilized because the instructor cannot assess if the student is acquiring the skill correctly, which directly addresses the NCCAOM's mission of public safety. The qualifier for the number of PDA points awarded is the amount of time to complete the assigned learning activities. Passing an end-of-course assessment (quiz) documents that learning was acquired.

### Characteristics

- Theory subjects only. Distance learning courses cannot teach a psycho-motor skill, technique or do a demonstration (e.g., needling, cupping), because the instructor cannot visually assess if the student is performing the skill correctly.
- Learning activities include, but are not limited to reading, writing, listening (audio), research, and/or visual aids (videos, PowerPoint slides).
- During the course, students complete a worksheet (project) and turn it in to the instructor before they receive the end-of-course assessment. The worksheet documents the student's course work and provides the instructor with a review of their level of understanding of the information and if they will successfully pass the quiz.
- The qualifier for issuing NCCAOM PDA points is successfully passing an end-of-course assessment.



### *NCCAOM® PDA Distance Learning Application*

- Course description
- Goals and objectives
- Content outline
- Worksheet assignment
- End-of-course assessment
- Instructor's professional resume or curriculum vitae
- Sample course evaluation (template available in the Resource Center under Forms)
- Sample advertisement (optional)
- Attestation

Step-by-Step instructions for a distance learning course application is available on the [Provider Resources page here](#).

**NOTE:** A live presentation or webinar that is converted to a distance learning course is considered two different program types with different documentation and therefore requires separate course applications.