

STANDARDS FOR CPE PROGRAM DEVELOPMENT – Exhibit D

Standard No. 1

Program developers should state learning objectives and specify the level of knowledge of the program.

Commentary:

Learning objectives should specify what participants will be able to perform upon completing a program. A program may have more than one objective, but each objective should be written to be consistent with the program's specified level of knowledge. Levels of knowledge could be described as basic, intermediate, advanced or update.

Standard No. 2

Program developers should state the prerequisites for education, experience or both for all programs.

Commentary:

All programs should clearly identify prerequisites, if any. Prerequisites should be written in precise language so that potential participants can readily ascertain whether they qualify for the program or whether the program's specified level is appropriate for them.

Standard No. 3

Program developers should be qualified in the subject matter and be knowledgeable in instructional design.

Commentary:

Qualification in subject matter and a knowledge of instructional design may be obtained through appropriate practical experience, education or both. The level of technical competence and instructional design skills that the developer(s) should possess will vary depending on certain characteristics of the program, such as the number of times it will be presented, the length of the program, the complexity of the subject matter and the number of participants.

Standard No. 4

Program materials should be technically accurate, current and sufficient to meet the program's learning objectives.

Commentary:

Program materials should be reviewed periodically to ensure compliance with this standard.

Standard No. 5

Program materials should be reviewed to the extent necessary, before the materials are used, by a qualified person or persons other than the person(s) who developed them, to

assure the program's technical accuracy, currency and sufficiency to achieve the learning objectives.

Commentary

To meet this standard, the program materials must be prepared in advance of presentation. The nature and extent of review will vary depending on characteristics of programs. If a review is considered appropriate, the level of technical competence and instructional design knowledge of a reviewer should be at least equal to those of the program developer.