

New York State Education Department
Office of Adult Career and Continuing Education Services
Bureau of Proprietary School Supervision
89 Washington Avenue
Education Building Addition
Room 560 EBA
Albany, NY 12234

Checklist for Distance Learning

Please **CHECK** if you have done/completed the following:

1. Curriculum title is descriptive and clear, without advertising. Title includes word Distance or Online
2. Prepared a working prototype/online classroom. Provided for the monitoring and archiving of student attendance
3. Disclosed the institution's approval status, in the online classroom. Also stated the name, address, and telephone number of the New York State Education Department, Bureau of Proprietary School Supervision. Provided a link to [the BPSS website](#) as well
4. Provided for adequate safety and integrity of student information, testing, and evaluation. Established measures for authenticating student identity
5. Made arrangements for either synchronous or asynchronous student-teacher interaction
6. School's instructors are employees of the school
7. Determined the number of instructional hours assigned to each module AND in total
8. Specified programs, software names, and versions for **Textbooks and Instructional Aids**, if any
9. Prepared instructional materials designed specifically for distance education use
10. Provided for outside resources, electronic databases, and other library access features. Curricula design encourages students to use resources

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- 11. Created a list-like **Content Outline** (formerly 21a) and workable **Performance Objectives** (formerly 21b)
- 12. Uploaded a separate page specifying URL with host site, mirror site, information on course archive, and details on school liaison person
- 13. Arranged for training of students to access and use course. Made plans for dealing with potential technical online issues. Arranged for any necessary training of faculty/staff
- 14. Made arrangements for routinely updating technology infrastructure
- 15. Planned preventive measures to protect against malware