

Canadian National Radon Proficiency Program (C-NRPP)

Information for Approval of Continuing Education (CE) Category I Courses

April 2014



The purpose of this manual is to provide guidance for submission to have courses approved to qualify for Category 1 C-NRPP Continuing Education credits.

1 – Process for Course Submission

Step 1 - Complete information required as listed in *Section 1.1 Application*

Step 2 - Submit application documents to C-NRPP Administration Office

Step 3 - Submit additional information as requested by Course Review or CARST Education Committee review representatives

1.1 – Application

The application must include the following information clearly laid out for submission by email to C-NRPP Office in a pdf or word document format. All documents submitted must include **Course Title**, **Course Provider Name** and **Date of Submission** in the footer of the documents.

1.1.1 – Course Title

The course must have a clear title which corresponds with content being taught in the course.

1.1.2 – Course Provider Information

1.1.2.1 Basic contact information

Company Name

Contact Name

Mailing Address

Phone Number

Email Address

Website of Course Provider

1.1.2.2 – Name of Course Instructor(s)

Information on all course instructors must be included with submission. This includes instructors who will be providing teaching support or a list of possible instructors who may be teaching the course independently.

1.1.2.3 - Bio of Course Instructor(s)

A brief bio must be included with the application. The bio should include a basic background experience of all course instructors with information with respect to the content they are teaching.

1.1.4 – Credit Hours Requested

1.1.5 – Date of First Course Offering

1.1.6 – Abstract

Include a basic description of the course in one or two paragraphs. Include learning objectives and radon and non-radon related content.

1.1.7 – Course Outline

The Course Outline should list the topics covered in a schedule format. Radon specific information must be included in the description of each topic and a time estimate must be included in the schedule.

The course outline must also include information on how the course will be offered,(if by distance learning or classroom).

1.1.8 – List of Course Documents

Include a list of Course documents to be provided to course participants as part of teaching content. If a teaching manual is provided this must also be submitted. If a document is to be provided for reference but not included in course teaching content, document needs to be noted on list as a 'Reference Document', Reference Documents do not need to be included in List of Course documents.

1.1.9 – Course Examination

The Course Examination can be a paper and pencil exam or a list of hands on activities to show competency of skills learned in the course.

Include a copy of the final course examination or detailed steps and learning indicators of a hands on practical exam. This is a required portion of the course to assess participants comprehension of contents learned from the course.

1.1.10 – Course Evaluation Form

1.1.11 – Course completion certificate

1.2 – Process of Course Review

Once the C-NRPP Office has received the Application it will be reviewed by the C-NRPP Course Reviewer to ensure all information is included and clearly laid out. If additional information is required, the Course Reviewer will contact the Course Provider for re-submission of the Application with complete or more detailed information.

If the Course Reviewer approves the application material submitted, the CARST Education Committee will add the course review to the agenda of their next meeting and assign two representatives to review the content.

The CARST Education Committee will discuss any recommendation or concerns about the course and submit feedback in writing to the C-NRPP Course Reviewer who will then complete an acceptance or refusal to accept letter for response to the Course Provider.

All effort will be made to complete the approval course within six weeks before the date listed as first course offering. If this is not possible a tentative deadline will be provided to the Course Provider of when the course will be reviewed.

1.3 – Confirmation of Approval or Refusal to Accept

Confirmation of approval or refusal to accept will be emailed to Course Provider within reasonable time with reasons or recommendations for acceptance criteria, if course has not been approved.

If a course is not approved after first submission, changes can be made and the application can be re-submitted within 30 days of receipt of Refusal to Accept letter with an additional \$25 processing fee.

Once a course has been approved, C-NRPP will assign a C-NRPP CE ID# which must be included on the course completion certificate. The Course Provider may also include the C-NRPP logo on the course completion certificate.

1.4 – Process for Re-Submission

Once approved, courses will be listed for a period of 2 years. A course must be resubmitted for approval after this time period. If the content or length of the course changes greater than 25% or if the course instructor changes the course must be resubmitted.

Fee for Re-Submission will be \$200.

Fee for Re-Submission within 30 days of Refusal to Accept Letter \$25

2 – Criteria for Courses

Courses submitted for approval will be reviewed based on the following criteria.

2.1 Radon Industry Relevance

It is intended that Category 1 courses are courses which will be directly connected to professional services offered by a Radon Measurement or Mitigation Professional. Information in the application needs to include information which clearly indicates skills,

information, research or data which will assist a radon professional in providing their services.

2.2 Radon Specific Information

Special care needs to be taken to note in application relevance of material to radon industry.

2.3 Assessment of Learning

A Category 1 course also needs to provide a tool to assess the learning of class participants. This will ensure that participants are improving their skills and knowledge base.

3 – Advertising of Approved Courses

Once a course is approved, it will be added to the C-NRPP Approved Continuing Education Course List located on the C-NRPP website at www.c-nrpp.ca.

The Course Provider may also advertise the course stating it has been approved or as a C-NRPP Approved CE course. The Course Provider may also use the C-NRPP logo when advertising the course, but only in conjunction with the approved course.

4 - Audit of Approved Courses

C-NRPP may sit in on a course that has been approved for audit purposes. If the C-NRPP Course Auditor has concerns about the course, concerns must be submitted to the C-NRPP Course Reviewer in writing with recommendations for improvement. The C-NRPP Course Reviewer will contact the Course Provider and discuss the recommendations and follow up actions, if required.

5 – Process of Complaint Review by Course participant

If a course participant reports a complaint to C-NRPP Administrative offices, the complaint must be submitted in writing within 30 days of course attendance. Written complaint must include name of the course, name of the course instructor, date and location of the course and reasons and details of complaint.

The complaint will be reviewed by the Course Reviewer, if deemed necessary correspondence will be initiated with the Course Provider and a course of action will be agreed upon, if necessary. A letter will be sent/emailed to the complainant with confirmation that correspondence has been initiated and information of actions, if appropriate.

6 – Process of Revoking Approval of Course

A course approval status may be revoked by C-NRPP if it is found, through audit, complaint or otherwise that the approved course does not meet the required C-NRPP Criteria for Category 1

courses.

6.1 Initiating Process of Revoking Approval

If C-NRPP Course Reviewer finds that a course on the C-NRPP CE Approved list does not meet the required criteria, the C-NRPP Course Reviewer will contact the Course Provider to discuss amendments required to meet required criteria.

The C-NRPP Course Reviewer will provide details in writing to the Course Provider of amendments required within 7 days of contact. If attempt to contact Course Provider is unsuccessful, first contact will be by official registered letter.

The Course Provider needs to respond in writing with confirmation of changes completed to meet required criteria within 45 days of receiving written confirmation by the C-NRPP Course Reviewer.

6.2 Revoking Approval

If C-NRPP Course Reviewer has not received written confirmation of changes within time frame required, the C-NRPP Course Reviewer will remove the course from the Approved Course list and written confirmation of this removal will be sent to the Course Provider and all listed Course Instructors. C-NRPP Course Reviewer will also record in Course file the date of removal.

All C-NRPP Professionals who submit course certificate with an attendance date prior to this date will still receive credit for CE hours.

Current Version 1.0 – March 6, 2014

Appendix A: Application Cover Form:

All documents submitted must include **Course Title**, **Course Provider Name** and **Date of Submission** in the footer of the documents.

Course Title:

Course Provider Information:

Company Name: _____
Contact Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____
Website of Course Provider: _____

Name of Course Instructor(s)

Bio of Course Instructor(s) – Attached

Credit Hours Requested: _____

Date of First Course Offering: _____

Abstract – Attached

Course Outline – Attached

List of Course Documents – Attached

Course Examination - Attached

Course Evaluation Form – Attached

Course completion certificate - Attached

