# C-NRPP
# Canadian National Radon Proficiency Program

# Information for Approval of Continuing Education (CE) And Certification Courses

**April 2023**

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

Definitions:

**C-NRPP Course Administrator:** the individual working in the C-NRPP office who received the CE Course application
**Course Provider:** the individual or organization submitting the course application
**CARST Education Committee Chair:** the individual who co-ordinates the review process with the Course Reviewers
**CE Course Reviewer:** the individual(s) selected to review the course application
**CARST Board or Directors**: have final approval or refusal to accept a course as per recommendations of the CARST Education Committee Chair

## 1. Process for Course Application Submission
Step 1 - Complete information required as listed in *Section 1.2 Application Format*
Step 2 - Submit application documents to C-NRPP Administration Office with applicable fees
Step 3 - Submit additional information as requested by C-NRPP Course Administrator

Through the submission process, all communication between the Course Provider and the Course Reviewer, Education Committee or CARST Board of Directors will be channeled through the C-NRPP Course Administrator.

### 1.1 – Application Fees
**First Course Submission –** fee to be submitted will be minimum of $450
- Payment is required before course review will be initiated

**Re-Submission Fee (C-NRPP initiated)** – (if changes have been requested by C-NRPP and course changes are submitted within 30 days of received notice of changes required)
- **$ 25**
- Payment is to be provided with submission of changes

**Re-Submission Fee (Course provider initiated)** – (if the course instructor has changed or if the content of the course has changed greater than 25%)
- **$200**
- Payment is to be provided at time of re-submission

**1.2 – Application Format**
The application must be submitted by email to p_warkentin@carst.ca, or through a document sharing site as chosen by the Course Provider, to the C-NRPP Office.
*(C-NRPP Office can provide some assistance with learning about a document sharing site.)*
Appendix A has been included at the end of the document to assist in the Course Provider submitting all the required material.

The application must include the following:

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

### 1.2.2   Course Provider Information

#### 1.2.2.1 Basic contact information
Company Name
Contact Name
Mailing Address
Phone Number
Email Address
Website of Course Provider

#### 1.2.2.2 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.

#### 1.2.2.3 Biography of Course Instructor(s)
A brief biography must be included with the application which should include the background experience of all course instructors with information relevant to the content they are teaching.

### 1.2.3   Credit Hours Requested

### 1.2.4   Date of First Course Offering (Proposed)

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

### 1.2.6 Course Outline

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

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

### 1.2.7 Course Documents

Include **all documents, handouts and references** to be provided to course participants as part of teaching content.

### 1.2.8 Participant Learning Assessment

The Participant Learning Assessment can be done electronically, in writing or demonstrated by way of hands-on activities to show competency of skills learned in the course.

Include a copy or description of the final participant learning assessment method.

### 1.2.9 Course Evaluation Form

Each course must include an evaluation form to provide feedback to the instructor.

### 1.2.10 Course completion certificate

Each course must include a course completion certificate. Once a C-NRPP course number has been assigned, this should be included on the course certificate.

## 1.3 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 members (representatives) to review the content. The two members will present their findings to the Education Committee for review and will be submitted to the CARST Board of Directors for final approval.

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.

### 1.4 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 the course has not been approved.

If a course is not approved after the 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.

### 1.5 Process for Re-Submission
Once approved, courses will be listed for a period of 2 years, every 2 years, C-NRPP will confirm that the course is still available and applicable and may be removed during the review.

If the content or length of the course is changed, a course must be resubmitted if the changes are greater than 25% or if the course instructor changes.

Fee for Re-Submission will be $200.
Fee for Re-Submission $25

## 1.6 Chart of C-NRPP CE Course Submission Process

**Key for Chart**

| | |
|---|---|
| **Course Application Or Resubmission** | |
| **Course Review Recommendations** | |
| - **Recommendation of Approval or Refuse to Accept** | |
| - **Changes Recommended** | |
| **Notice of Approval** | |
| **Notice of Refusal to Accept** | |

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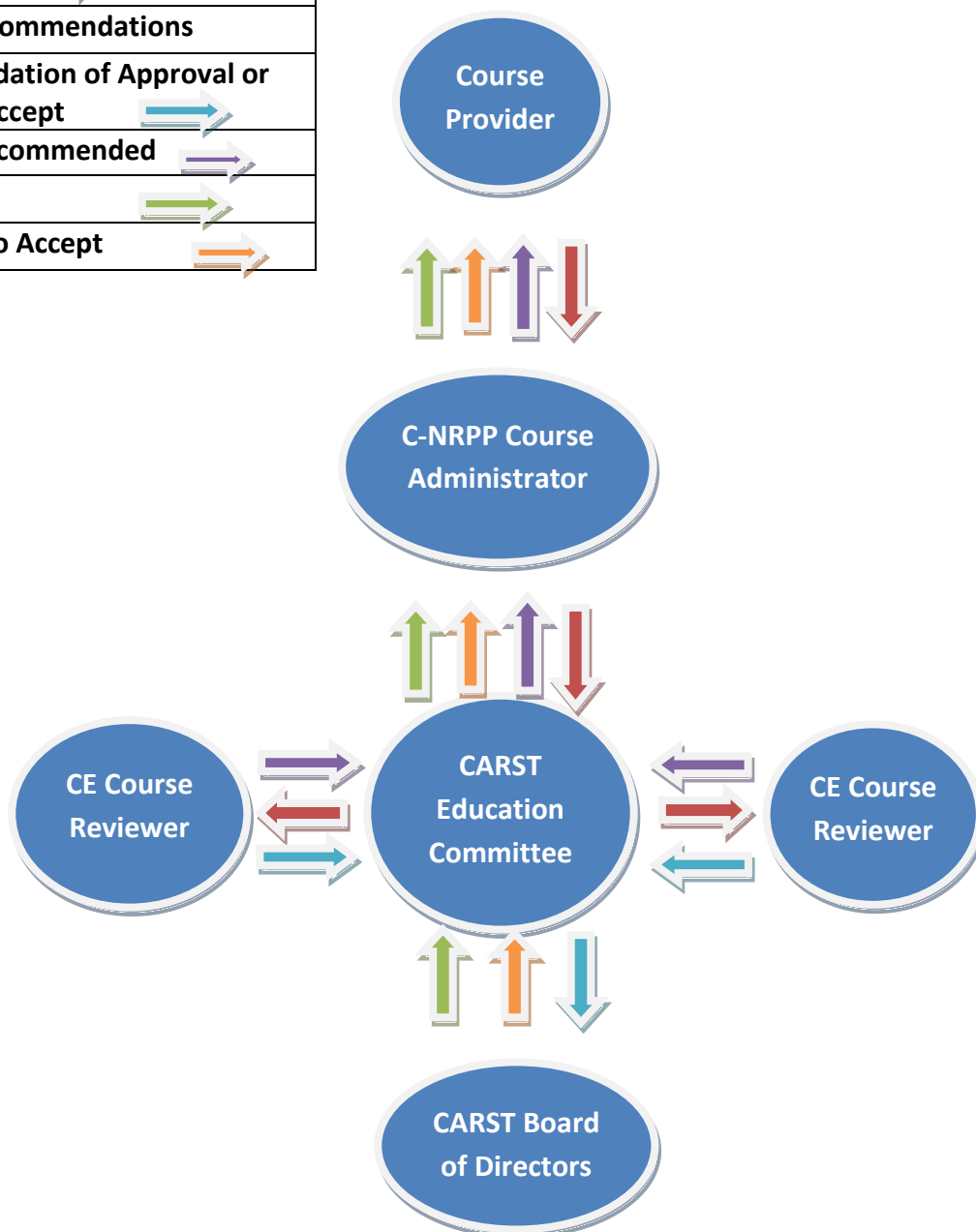
2. **Criteria for Continuing Education Courses**

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

2.1 **Radon Industry Relevance**

It is intended that Continuing Education courses are courses which will be directly connected to professional services offered by a Radon Measurement and/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 course application, relevance of material to radon industry.

2.3 **Assessment of Learning**

A Certification and Continuing Education 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. **Criteria for Certification Courses**

4. **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.

5. **Audit of Approved Courses**

A C-NRPP Course Auditor may sit in on a course that has been approved, for audit purposes. If the C-NRPP Course Auditor has concerns about the course, details of the 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.

6. **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

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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.

## 7. 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 Continuing Education courses.

### 7.1 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 working 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.

### 7.2 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 – April 30, 2023**

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**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.

**1.2.1 Course Title:**

**1.2.2 Course Provider Information:**
    **1.2.2.1 Company Name**: _____

        **Contact Name**: _____

        **Mailing Address**: _____

        **Phone Number**: _____

        **Email Address:** _____

        **Website of Course Provider**: _____

    **1.2.2.2 Name of Course Instructor(s)**

    **1.2.2.3 Bio of Course Instructor(s) –** ☐ **Attached**

**1.2.4 Credit Hours Requested:** _____

**1.2.5 Date of First Course Offering:** _____

**1.2.6 Abstract:**_____
_____
_____
_____
_____
_____

**1.2.7 Course Outline – Attached** ☐

**1.2.8 List of Course Documents – Attached** ☐

**1.2.9 Course Examination - Attached** ☐

**1.2.10 Course Evaluation Form – Attached** ☐

**1.2.11 Course completion certificate - Attached** ☐

## Appendix B: CARST Education Committee Review form

Name of Course for Review:_____

Date of Material Received for review: _____

Date of Review form Returned to C-NRPP Course Reviewer: _____

CARST Education Committee Number: _____

COURSE REVIEW:                                    Check appropriate row

| | |
|---|---|
| Course is Accepted | |
| Additional Information is Requested before course will be Accepted, | |
| Course is Accepted with Changes Suggested Below | |

Credit Hours Requested: _____          Accepted as Requested ☐          Not Accepted ☐

- if Not Accepted suggested Hours Suggestion: _____

Reviewers Comments:

(include suggestions for Additional Information requested before course will be accepted and Changes Suggested before course is accepted)

_____

_____

_____

_____

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Appendix C:  C-NRPP Course Reviewer Criteria


Continuing Education (CE). Course Reviewers should meet the following General Requirements:

1.     Commitment to Review Courses according to:

   a.     Standards, policies, codes and guidelines relevant to the Canadian radon industry
   - should include, but not limited to required documents listed on the C-NRPP website
   http://c-nrpp.ca/resources-for-trainers


   b.     C-NRPP CE Course Submission Document

2.     Minimum Education Background

   a. C-NRPP certified in area of course content **or** demonstrated equivalent knowledge or
experience in course area (C-NRPP approval required if not C-NRPP certified in area)
   c. Must have taken at least one previous C-NRPP CE course or relevant industry CE course,
   or have experience in providing a CE course


3.     Minimum Professional Experience
   a. 2 years minimum relevant experience in area of course subject matter


4.     No Conflict of Interest

   a.     Reviewers shall hold all course information in confidence
   b.     Reviewers shall not participate in any course review if a conflict presents itself

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