

Third Party Development of Courses Guidelines for Engineers

Introduction

The purpose of third party development of on-line courses is to provide an opportunity for professionals to develop on-line courses that will be of interest to their peers. In the process the courses would enable professionals to satisfy regulatory requirements in their particular field. In return for the development of the course the developer or author would receive 50% of the gross proceeds from the course. The price of the course will be determined by Professional Education Services Company, Ltd. (PESC). The course can be of any length with a minimum of one hour, in hourly increments, and the subject of the course must satisfy regulatory requirements. These guidelines are intended to assist professionals in the development of on-line courses so that the courses can be easily integrated into the Professional Education Services web site.

Eligible Courses

Eligible courses must follow the guidelines of the relevant regulatory agency. Individual State requirements are accessible from the PESC web site under the Engineer's link. The responsibility of satisfying these requirements rests with the author of the course.

Credit for course development

The Ohio Registered Professional Engineers and Surveyors Board as do most of the other States recognize developing on-line courses for Continuing Professional Development Hours (CPD or PDH). The author of the course is entitled to the number of hours given. If the course is 3 hours then the author will obtain a one time credit of 3 hours in the year that the course is offered. A letter will be provided to the author of the course by PESC acknowledging the author, the number of hours earned, the title as well as a brief description of the course, and the date that the course was first offered on line. The letter is equivalent to a certificate.

Course Development

Courses must be developed using Microsoft PowerPoint. **If PowerPoint 2010 is used then the presentation must be saved as a PowerPoint 2003-2007 or .ppt file. First create a blank file and save it as a .ppt file before beginning the process of preparing the presentation and narration. Do not save the file as a .pptx file because PESC will not be able to integrate it into its programming.** The course must be divided into approximately one hour sessions and it must be annotated and narrated. Attached is a broad outline that must be used. Optionally PESC will prepare the Power Point presentation including the narration of the course. A cost estimate will be provided upon request. PESC reserves the right to make changes to the course in order to improve its presentation. The final course will be submitted to the author for approval prior to

publication and integration with PESC's web site. Once approved by the author the course becomes the property of PESC. The author of the course assumes all liability associated with the course content including but not limited to any challenge by any regulatory agency regarding the appropriateness or accuracy of the content.

Payment to the Author

Payment will be made to the author by PESC after approximately 10 copies courses are purchased or at least once a year. Payment to the author will be 50% of the gross proceeds from the course. PESC will assume all expenses including marketing the course, credit card fees, and mailing expenses as well as the cost of hosting the course on its servers. Payment will continue as long as the course remains viable and produces revenue. The price for the course will be determined by PESC and may include promotional pricing at times so the price of the course and therefore the payment to the author may vary accordingly. PESC reserves the right to remove the course from its web site at any time and for any reason.

Notification to Author

The author will receive automatic notification via email each time someone registers and pays for his course. This email notification will be the author's record of course attendees. The author will also receive an email on course completion. The email will include the name of the person taking the course. Optionally statistical information can also be made available to the author regarding test scores as well as other information.

Certificates of Completion

PESC will prepare all certificates of completion. Certificates of completion will be signed by an officer or authorized representative of PESC. Certificates of completion will be mailed to the course attendees by PESC. The author of the course must maintain a record of attendees to his course by saving the emails that he receives.

Written agreement

A written agreement embodying these guidelines will be provided to anyone qualified and interested in authoring a course.

Contact information

Contact Nick Georgalis, PE at 216-401-5326 or by email at ngeorgalis@wowway.com.

Course Development Outline

1. Title slide
 - a. Name of author
 - b. Background of author
2. Outline of Course
3. Hour one
 - a. Outline of hour one
 - b. Summary of hour one
4. Hour two
 - a. Outline of hour two
 - b. Summary of hour two
5. Continue for up to six hours
6. Course Summary
7. Review Test
 - a. 35 multiple choice questions
 - b. 4 choices per question.

Note that the review test is a random selection of 10 of the 35 questions each time the course is taken.