IAOIP Policy 1041 - LMS Content   28 JUNE 2017

Purpose:

This procedure describes the policies related to the preparation, submission, and remuneration for content provided to the Learning Management System.

Definitions

It is common for professional organizations that issue certifications to also require that individuals keep their skills current through practice and contemporary education. A common system employed uses the "professional units of instruction," which may be labeled as CPE or CEU. The opportunity to earn continuing education credits through a Learning Management System (LMS) is an important component of providing lifelong learning to members and others. The following definitions will be used by **IAOIP** for the purposes of the LMS.

> A continuing professional education unit (CPE) is recognized by the *American National Standards Institute (ANSI)* as 50 contact minutes of instruction provided by individuals qualified in the subject matter who provide instruction consistent with the education, experience, and advanced preparation of the participant. When calculating the credits available in the LMS, each one hour of credit is calculated on a 50-minute hour. Refer to policy 1031 for more details on CPE and CEU.

LMS Overall Policy

The **IAOIP** has adopted a "wisdom of the crowd" strategy in the presentation of LMS content. This means that the content of a course is quality checked with a Curation Committee; however, the committee is not tasked with validating the accuracy of the content. Under this approach, the IAOIP will rely on individuals who have taken the course to both rate the course and comment on the course. This policy also allows multiple courses on the same topic. Potential students are advised to consider course reviews and ratings before purchasing the course. The Association will eliminate low-performing courses from time to time based on these reviews and the recommendations of the curation committee.

This is also possible as we view continuing education as NOT included in preparation for certification, but as outside it or as a "post certification" activity.

Curation Committee

Curation Committee members are discouraged from taking courses they have curated. "Professional Members" ("Professional", "Corporate Sub", or "Academic/not-for-profit Sub", hereby referred to only as "Professional Member") are eligible to serve on the Curation Committee, while "Student Members" and

"Associate Members" are not eligible to serve on the committee.

Eligibility

Content may be submitted by any Professional Member. The purpose of this part of the policy is to recoup the overhead costs related to the submission of content to the LMS system. Accordingly, if Associate Members or Student Members wish to submit content, they must upgrade their membership to Professional Member before submitting content. The Curation Committee is ultimately responsible for accepting or rejecting courses.

Content

- Content authors will attest that their work is free of copyright violations and that all images are submitted royalty free. Since the IAOIP is not able to practically check all images and content for violations, attestation will be relied upon through a contract with the author, and author agrees to indemnify IAOIP against any and all claims of copyright violation. Any notice received by IAOIP regarding copyright violations will result in IAOIP immediately removing content and notifying author.
- At a minimum, content will be submitted in Microsoft PowerPoint or Apple Keynote. The IAOIP prefers that content is submitted in a SCORM compliant format. The benefit to submission in SCORM compliant format is that voice-overs and slide transition timing will be consistent with the authors' wishes instead of the contractor that develops the SCORM compliant course. The IAOIP is utilizing *Adobe Captivate,* but other software may be used. Settings for learning modules in Adobe Captivate will be provided when the content submission agreement is signed.
- Author will recommend the number of education hours offered with the course. The Curation Committee will have final say over the amount of credit offered for the course, and partial course credits may be offered upon pre-approval of the Curation Committee (i.e., a minimum of .5 credits).
- Content submitted will become the property of the IAOIP but may be freely used by the author for training, presentations, and other needs in their normal course of business.

Remuneration

- Due to the IAOIP adopted policy of allowing competition inside the LMS, we wish to offer a significant incentive to create courses that are of high value and quality. One way we will do this is to allow individuals who take the course to write reviews as well as rank the course. We will also offer up to 50% of the course fees to be paid to the author of the course.
- There can only be one author of record for payment purposes.
- Payment for courses taken will be made quarterly.
- Payment may only be made to a PayPal account or via check. Accordingly, one will need to create a PayPal account in order to participate in the program, unless payment is accepted via check. Wire transfers will not be made.
- Payment will only be made to Professional Members in good standing at the end of the quarter in which the revenue is earned. If the member is not in good standing at the end of the term, all revenues will revert to the Association. Should a member bring his membership status back to current, he or she will again earn royalties.
- If your course is translated into a language that you do not speak, the "translator member" will receive translation credit and receive 20% of your agreed upon author fees. This is meant solely to increase your sales to a community whose first language may not be the same as yours.