

NSSTA Self-Study Online Checklist

Course Name:

Provider Number:

Acknowledge you have provided a copy of the following documents:

- Course outline ([using Roman Numerals](#)) referencing to page numbers in the written materials. Submit to NSSTA Word and PDF versions.
- "Written Materials" (storyboard/PPT). Submit to NSSTA Word and PDF versions.
- Bank of 25 quiz questions with correct answers identified and referenced by page numbers to written materials. These questions cannot be used as Knowledge Checks or in the Final Exam.
- Online Access to document (Storyline/Rise file uploaded into LMS) outlining Department access procedures and login information. Permanent access shall be granted for the purposes of review while the course is pending and auditing once approved.
- Text dictation of any video or interactive material (Narration of slide document). Submit Word and PDF versions to NSSTA.
- Details of how course access is controlled.
- Details of the procedure used to monitor student identity at registration and throughout the duration of the course, including during the examination.
- Details of how students are provided access to instructor/ qualified experts who can respond to questions. (Currently using LMS discussion boards.)
- Details as to how student progress is assessed and how feedback is provided to the student (Knowledge Checks with feedback included in course).
- Details as to how testing is administered to determine the level of the student's comprehension of course material.

- Acknowledge that a quiz (Knowledge Checks) are required at the end of each chapter/section.
- The course will have a final exam with 25 questions and include questions from each section of the course. Exam questions cannot be the same as the quiz (Knowledge Check questions nor the Bank of questions).
- The 25 exam questions include 70% application questions and only 30% definitional questions.
- Exam is not accessible to student until course has been completed.

Acknowledge that the word count (Narration document) and final exam question count meet the minimum requirement for credit hours. State word count (see chart on last sheet). Submit Word and PDF versions to NSSTA.

Acknowledge that each student must achieve a grade of 70% or better on the final examination to receive credit for the course.

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Agree that students will sign an Acknowledgement of their understanding that:

The course examination must be completed unassisted by any person. A violation of such standards shall result in the loss of course credit and administrative sanction by the Florida Department of Financial Services.

Acknowledge the ownership of the source material that will be used as the basis for the course. If using another vendor's material, please include an authorization letter.

Self-Study Word Count and Exam Question Chart

Basic Level			Intermediate Level			Advanced Level		
Min. Word Count	Hours	Min. Exam	Min. Word Count	Hours	Min. Exam	Min. Word Count	Hours	Min. Exam
9,000	1	10	9,000	1	10			
18,000	2	15	14,400	2	15	12,000	2	15
27,000	3	20	21,600	3	20	18,000	3	20
36,000	4	25	28,800	4	25	24,000	4	25
45,000	5	30	36,000	5	30	30,000	5	30
54,000	6	35	43,200	6	35	36,000	6	35
63,000	7	40	50,400	7	40	42,000	7	40
72,000	8	45	57,600	8	45	48,000	8	45
81,000	9	50	64,800	9	50	54,000	9	50
90,000	10	55	72,000	10	55	60,000	10	55
99,000	11	60	79,200	11	60	66,000	11	60
108,000	12	65	86,400	12	65	72,000	12	65
117,000	13	70	93,600	13	70	78,000	13	70
126,000	14	75	100,800	14	75	84,000	14	75
135,000	15	80	108,000	15	80	90,000	15	80
144,000	16	85	115,200	16	85	96,000	16	85
153,000	17	90	122,400	17	90	102,000	17	90
162,000	18	95	129,600	18	95	108,000	18	95
171,000	19	100	136,800	19	100	114,000	19	100
180,000	20	105	144,000	20	105	120,000	20	105
189,000	21	110	151,200	21	110	126,000	21	110
198,000	22	115	158,400	22	115	132,000	22	115
207,000	23	120	165,600	23	120	138,000	23	120
216,000	24	125	172,800	24	125	144,000	24	120

Note: Self-study courses must have a minimum of 10 final exam questions for 1 credit hour with an additional 5 questions for each subsequent credit hour.

CALCULATION FORMULAS		
Basic Level	Intermediate Level	Advanced Level
word count/180 = minutes minutes/50=basiclevelhours	basic level hours x 1.25 = intermediate levelhours	basic level hours x 1.5 = advanced level hours

Note: Fractional hours rounded up if .50 or above and rounded down if .49 or less