

## Time Study Guidelines and Participant Reporting Form

The guidelines offered by ARELLO<sup>®</sup> are to assist you in auditing this course in order to assess appropriate clock hours. The provider for whom you are auditing may give you additional guidelines. Not properly following these criteria for time study participants may cause the time studies to be considered invalid.

### 1. Course Timing

Please keep detailed records in regard to precisely how much time (minute increments) it takes you to complete the distance education course. We recommend keeping a clock by your side and recording the precise start and completion time. This time should be recorded and reported on the attached form as actual clock hours of instruction time, not fifty-minute instructional hours. Course time should not include the following: a) installation of the course software, b) time spent reviewing documentation in order to connect or access the course, c) breaks, or d) other activities not directly related to completing the course. Instructional quizzes, tests, or other assessments should be included in the time it takes to complete the course. If you must stop for a break or other reason during the course, please stop the clock until you return to continue the course. The provider will need to submit evidence of course completion from the LMS of your time study.

### 2. Participant Information

In order to accurately assess the appropriate number of clock hours for the course you are auditing, it will be necessary to provide a general description of your abilities and technical resources. Please attempt to answer each of the questions on the form below as accurately as possible.

### 3. Participant Affiliation and Qualifications

To be eligible to complete a time study to be used toward ARELLO<sup>®</sup> Certification, participants must fall into one of two categories.

Category one - Ten individuals from the appropriate sample audience.

For example, if you are auditing a continuing education course, you must be a licensee in the applicable industry. If you are auditing a pre-license/qualifying education course, you must be someone who does not already hold a professional license or an individual who has not been licensed within the past year. The provider is required to have ten of these to constitute a valid time study.

Category two - Two professionals within the industry.

Individuals designated as professionals must be familiar with distance education instructional design and the subject matter of the course. These individuals must have professional credentials or appropriate designations that enable them to make a professional assessment of how long it is supposed to take the typical student to complete the course. Examples of individuals that are considered professionals would be a professor from a college or university and someone that would be involved in professional education in the applicable industry. The provider is required to have two individuals of this quality to constitute a valid time study.

***Time study participants may not be relatives or full-time employees of the provider or anyone who has an interest in the course that would constitute a conflict of interest.***

Which option is the provider choosing for fulfilling the time study requirement?

Ten individuals of an appropriate sample group

Two Professionals

**Caution:** Please ensure you are eligible to be included in one of these two groups. Failure to meet the criteria specified may result in the time study being invalid.

## Participant Information

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Participant Name:

Occupation and Employer:

Address:

City:

State:

Zip:

Phone with area code:

Email Address:

1. Please attach a resume of your professional background and experience relative to subject matter and/or delivery method of the course being audited. If you hold a real estate license, please indicate your license experience, name of jurisdiction(s) where licensed as well as real estate education completed on your resume. If you are involved or have been involved in real estate education, please give details.
2. Provide a general description of technology used to complete the course, i.e., Internet connection.
3. Given your experience in the subject matter do you feel you are familiar with the material prior to taking the course? Please explain.
4. How long have you been involved with distance education?

## Course Reviewed

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Course Provider:

Course Name:

Delivery Method:

Date(s) course was audited:

### Course Report and Comments

Your Total Time to Complete the Course (Please ensure you have followed ARELLO®'s Guidelines for Conducting Time Studies): \_\_\_\_\_ hours and \_\_\_\_\_ minutes.

If you are one of two professionals attesting to the appropriate course time, you should have substantial experience with the course content and distance education instructional design principles. University professors or other professional educators often meet the criteria for being a professional capable of making an appropriate assessment of the clock hours being requested for the course.

If you are a qualified professional as defined below, and after your review of the course, in your professional experience, how long should it take the "typical student" to complete this course?

\_\_\_\_\_ hours and \_\_\_\_\_ minutes.

1. What information has the developer provided you (prior to your review) about the number of hours estimated it should take a member of the target audience to complete the course and the level of difficulty for the course?
2. Did you need technical support at any time? If so, was your problem resolved quickly and to your satisfaction?
3. Did you experience problems with any technical aspects of the course; i.e., graphics loading, sound, etc. If so, please explain.
4. Do you have any other general comments pertaining to this course? Include any comments that would be helpful to the course developer regarding relevancy of content, technical aspects of the course, etc.

The IDECC® review team may contact you for additional information as is appropriate during the review process after the course is submitted to IDECC® for certification.

**By providing this completed time study to the course developer for submission to IDECC®, I attest that all of the information provided in this document is true and correct.**

