



## NATIONWIDE MORTGAGE LICENSING SYSTEM

June 25, 2010

### **Notice to Course Providers: Evaluation Form Used in Technical Evaluation of Online Instructor-Led Courses and to Audit Online PE Courses**

Per the updated Functional Specification for Online Instructor-Led Courses (Version 2.0 dated June 15, 2010, Section 3.6), once a course is granted conditional approval a completed time survey is required prior to granting final approval. During the time survey NMLS will also perform a technical evaluation of the course. The purpose of the technical evaluation is to verify the implementation of technical requirements as called for in the functional specification and to confirm the presence of instructor-to-student interaction. At the end of the course and the time survey, the attached evaluation form is completed and made available to the course provider. Assuming the course passes the technical evaluation the course is granted final approval status. If for any reason the course is not granted final approval, the course provider is given the opportunity to address any deficiencies in accordance with the functional specification and NMLS course approval policies.

The attached technical evaluation form may also be used to perform audits of online PE courses. Individual audit results are shared with the course provider through the NMLS Course Approval Portal.

Questions regarding the technical evaluation and/or audit process should be directed to Terasita Edwards, Auditing Manager, NMLS Education Programs, at (202) 683-7122 or via email at [tedwards@csbs.org](mailto:tedwards@csbs.org).



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**Conditional Approval**

**Final Approval**

The number(s) listed parenthetically reference(s) the functional specification directly connected with each question. This is your citation number that can be referenced back to the "[Online Functional Specification](#)" for a more detailed description of the area of non-compliance.

### **Course Overview and Introduction**

1. Course materials and content are organized for intuitive and easy navigation. (3.2.1)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*
  
2. Course introduction is posted and available for students logging into the course. Information contained in the introduction can duplicate necessary information from the course syllabus. (3.1.1)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*
  
3. Technology requirements are posted listing the minimum requirements necessary for course completion. (2.2.3)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*
  
4. Student introductions are facilitated at the start of the course to aid in course interaction. (3.1.3)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*

### **Learning Management System (LMS)**

5. LMS provides secure access and authentication for students. (2.1.1)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*
  
6. Instructor is able to manage/maintain the progression of the course based on time or work completed by the student. (2.1.7)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*
  
7. Instructor is able to track a student's usage within the LMS. (2.1.8)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*



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8. LMS provides access for the instructor and student to utilize a discussion board, file upload capability, and real-time chat. (2.1.10, 2.1.11, & 2.1.12)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*
9. LMS is accessible through commonly used web browsers (2.1.14)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*

### **Learning Objectives**

10. Each module has its own course objective with specific learning outcomes. (3.3.2)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*
11. Information regarding student success measures, what a student needs to accomplish in order to take the course, is posted and clearly communicated. (3.1.5)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*

### **Assessment and Measurement**

12. The course uses a clearly defined method to verify course completion for students, including but not limited to a final exam; activity participation; or a specified time requirement of interaction with the instructor. (1.11 & 3.3.4)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*
13. Tests and quizzes are comparable to learning objectives listed for the course. (3.3.7)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*

### **Learner/Student Engagement**

14. Course activities facilitate interaction between the instructor and student; student and students; and student and information. (3.3.3)  
 Yes  No  
If no, explain. *(Additional comments if necessary)*
15. Requirements for student interaction are clearly stated/posted. (3.1.5)  
 Yes  No



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If no, explain. *(Additional comments if necessary)*

### **Resources and Materials**

16. The instructional materials are appropriately and logically sequenced, grouped, chunked so that information is related to the stated objective. (3.3.5)

Yes  No

17. The course prohibits students from moving between modules without proper completion. (x.x.x)

Yes  No

If no, explain. *(Additional comments if necessary)*

### **Instructor Effectiveness**

18. Instructor makes available a personal introduction, which includes but is not limited to, contact information and response time. (2.2.1 & 3.1.2)

Yes  No

If no, explain. *(Additional comments if necessary)*

19. Instructor provided content expertise relevant to the course topic. (2.4)

Yes  No

If no, explain. *(Additional comments if necessary)*

20. Instructor maintains quality interaction with the students (2.4.1)

Yes  No

If no, explain. *(Additional comments if necessary)*

21. Instructor made available an appropriate amount of time specifically for course management and interaction with students. (2.4.2)

Yes  No

If no, explain. *(Additional comments if necessary)*

22. The instructor is able to effectively manage the course by planning/leading the course and collecting /using information from various resources. (1.9.1.3)

Yes  No

If no, explain. *(Additional comments if necessary)*

### **Course Technology**

23. Instructors introduce students to various features of the LMS. (3.1.4)

Yes  No

If no, explain. *(Additional comments if necessary)*



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24. Technical support and times of availability are clearly referenced. (2.2.4) (3.1.4)

Yes  No

If no, explain. *(Additional comments if necessary)*

**General Comments/Recommendations:**