Hosting Guide

The purpose of this document is to provide a blueprint of the deliverables needed to successfully launch an activity/course in AAPA's Learning Management System (LMS), Learning Central. All materials must be in the final edited version upon delivery. This document also serves as a resource for completing AAPA's Learning Central Front Matter Template. The form must be completed for each activity/course.

Front Matter: The front matter for the activity/course will serve as the course overview and should include the following.
- **Course Title**
  - Fifty to sixty characters is considered best practice
- **Course description**
  - Five hundred words or less is considered best practice
- **Learning Objectives**
  - Three to five learning objectives is ideal (for help see Bloom's Taxonomy)
  - Avoid non-measurable verbs (e.g., know, learn, understand)
- **Accreditation Statement**
  - Includes the type of AAPA accreditation (Category 1 CME — Regular, Self-Assessment, Performance Improvement)
  - Regular Category 1 CME is the default language provided in the template
  - Includes the number of CME credit(s) designated
  - Includes CME expiration date (AAPA accredited CME is extended to the last day of the expiration month, regardless of launch date)
- **Course Developers**
  - Includes developed by American Academy of PAs and name of partner (if applicable)
- **Disclosures**
  - Includes faculty and all individuals in a position to control content (e.g., activity planners/planning committee, staff)
  - All disclosures must be listed
  - Example format for listing provided in template
- **Disclaimers**
  - Includes opinion and off-label/unapproved product discussion disclaimers
  - Language provided in template (language adjusted accordingly for non-clinical CME)
  - Off-label/unapproved product discussion includes language for two options (if the program discusses off-label use, you must enter the product name)
- **Acknowledgement of Commercial Support**
  - Must list name of funder (if applicable)
  - Language listed in template

Pre-Assessment: Pre-assessments/pre-tests provide a way to gather key information prior to engaging in the lesson/learning material. A participant will not be able to gain access to the lesson until the pre-assessment is completed.
- Optional
- Delivered as test/quiz or evaluation/survey questions
- May include test/quiz questions, confidence/knowledge questions, or a combination

- Non-graded assessment
- Five or less questions with correct answer indicated for the build (if applicable)

Lesson: The digital learning/course materials are accepted in formats including animated/interactive (SCORM file), case-based, podcast, text, and video. Content should be delivered in the final edited version. It is the goal of AAPA to deliver high quality online continuing medical education (CME), therefore, all activities/courses undergo a multiple stage review/testing process and will be returned with suggested edits if needed.

- Podcast (audio) saved as MP3
    - Best practice for the length of a podcast is 15-30 minutes of audio
    - Delivered using a cloud storage service (e.g., Dropbox, OneDrive) — Note: You can also try sending via Compressed (Zipped) Folder, if 10 MB or less
- Text formats include articles, monographs, and/or handouts saved as Portable Document Format- PDF (*.pdf)
- Video saved as MP4 with 5GB maximum file size
    - PowerPoint audio/video presentation saved as PowerPoint Presentation (*.pptx) also accepted
    - Delivered using a cloud storage service (e.g., Dropbox, OneDrive)
- Sharable Content Object Reference Model (SCORM — Articulate Storyline/Rise) — Note: SCORM files can include animation, case-based learning, interactive components, audio, and video
  Required SCORM Settings for AAPA's LMS
    - Output options → LMS SCORM 1.2
    - Pass/Failed
        - For graded and/or non-graded SCORM
    - Browser settings → browser size: Display at user's current browser size
    - Player size → scale player to fill browser window
    - Make sure "launch player in new window" is not checked

Post-Assessment: Post-assessments/post-tests are delivered after the participant engages in the learning/course materials. Post-assessments/post-tests help participants reflect on content consumed.

- Optional
- Delivered as test/quiz or evaluation/survey questions
- May include test/quiz questions, confidence/knowledge questions, or a combination
- Graded quiz questions with 70% passing score
    - Three attempts or unlimited attempts
- Five or less questions, quiz questions should have the correct answer indicated

Evaluation: Evaluations are delivered after the participant completes the lesson and/or post-assessment. Evaluations are used to evaluate the effectiveness of each activity, help us plan future educational programing, and a prerequisite to earn CME. A system requirement prevents credit being awarded or certificates generated unless the evaluation is completed. While we prefer to administer one of the standard evaluations provided by AAPA, we do recognize that additional information may be

needed for your reporting purposes. It is the practice of AAPA not to share any identifying information of participants. A unique identifier is associated with a single entity in the reporting.

- Required
- AAPA's Standard Evaluations

Follow-Up Survey: Post-surveys can be delivered after the participant is awarded credit.
- Optional
- Delivered 30, 45, or 60 days after activity/course is complete
- Very low completion rate