NEW YORK STATE OF OPPORTUNITY. | Department of Labor

Division of Safety and Health
Safety Training Program
Harriman State Office Campus
Building 12, Room 154
Albany, NY 12240

Online Mold Refresher Course Requirements

Training providers who wish to offer an online mold refresher course must meet the requirements for a live online course, as well as complete the requirements of the Department's Application for Approval or Revision of a Mold Training Course (Form SH-121), Mold Refresher Course Curriculum (Form SH-130) and the Supplement to the Mold Refresher Course Curriculum. To request a copy of these forms, please contact the Department's Engineering Services Unit at (518) 457-1536 or email labor.sm.sh.esu@labor.ny.gov.

The following are criteria for approved training providers to demonstrate their capability to offer a live online course. All seven items must be described and met.

1. **Attendance**
Describe how you will verify that each student is present at all times during the course. Each student must be verified through a government-issued photo identification. The training software must be capable of recording log-in and log-out times, and such records must be kept for a minimum of three years.

2. **Lectures**
Describe how lectures will be given live according to scheduled dates and times. Previously recorded lectures from the training provider in any format (streaming, DVDs, etc.) are not permitted. Short third-party instructional videos are allowed as long as the cumulative video run-time is an hour or less, and the videos do not take up more than half of the time dedicated to each topic. Students are not allowed to complete the course at their own leisure.

3. **Student Interaction**
Describe how the online training software allows for live student interaction. Students must be able to view the instructor and the teaching aides (slides, videos, projectors, etc.) on their computer screen while the course is being held. At a minimum, all the students in the course must be able to hear each other during the group discussion forum portion of the course. Other assistive technologies like screen-sharing, drawing and annotations are recommended to help promote student learning.   Each student's comprehension and involvement in the online course must be validated through one or both of the following methods:
i) online polls and/or quizzes that detail individual responses from the students.
ii) two-way video interaction, with the ability for the instructor to visually see all the students in the course in real time.

4. **System Technology Requirements**
Disclose a list of all minimum hardware, software and connectivity requirements to the students prior to the course registration. A copy of this list must be provided to the Department as part of the application package. Headsets/microphones are recommended for use by all students to minimize noise interference during the course. It is important for the training provider to deliver good audio and visual feed to the students without requiring unusually high connectivity speeds and/or expensive, dedicated hardware.

5. **Technical Support**
Describe how you will provide technical support to the students for the online course. Specifically, this includes the means of communication (website, phone, email, etc.), expected turn-around time and the types of support. At a minimum, live technical support must be available shortly before, and during the course so that students can be assisted immediately.

6. **Online Course Demonstration**
As part of the approval procedure, the training provider must perform a live demonstration for the Department prior to course approval. The setting for this demonstration must mimic the actual, finalized version of the online course. This demonstration should, at a minimum, include sign-on procedures, audio-visual capabilities and course interactive tools.

7. **Department Audits**
Training providers offering online courses must provide the Department with a fully functioning attendee account with the associated username and password that is valid during all scheduled courses, without cost, so that the Department can audit the training content and website functionality. This attendee account must be set up by the time the course is accepted by the Department.