

ADA CERP Guidance on Online CE Activities

The following information summarizes ADA CERP requirements for CE activities delivered online, whether live or recorded. Providers should review the [ADA CERP Recognition Standards and Procedures \(PDF\)](#), with particular attention to Standard VI.8-9.

Common requirement for all online CE activities

CERP Standard VI.9 outlines requirements for any CE activity offered online (“electronically mediated”), whether a live webinar, a recording, or a text-based program. All online CE activities must provide:

- A mechanism for participant interaction with instructors—for example, through a chat function or email;
- Participant access to technical assistance for the webinar or streaming platform throughout the activity;
- No “commercial breaks” or embedded advertising within the CE activities; however, any commercial support must be acknowledged at the beginning of an activity (see Standard V).

Providers must also ensure that general CERP requirements for all CE activities are met. These include, but are not limited to:

- Published educational objectives;
- Published information about instructors, their qualifications and disclosures of relevant financial relationships;
- A method for participants to evaluate the effectiveness of the activity and mastery of the material;
- A method for verifying who participated in the activity;
- CE credits issued based on the actual hours of instruction in which the learner participated;
- A verification of participation document issued to learners, including the course title, the method of delivery, the number of CE credits earned and the full ADA CERP recognition statement.

Live, online CE activities

These include webinars, live-streamed activities or other synchronous activities delivered in real time, with opportunities for interaction with instructors. Providers offering these activities must meet the criteria described in the preceding section.

Online, self-study activities, including recordings of live events

CE activities which a learner completes independently, or “asynchronously,” are considered self-study, or self-instructional. This includes recordings of live CE activities that are made available for credit to those who were not able to participate in the live broadcast or event. Recorded activities are considered as separate and distinct from the live event. Pod-casts, journal articles, or other written activities delivered online are also considered online self-study activities.

In addition to meeting the criteria listed above for online activities, self-study CE activities must meet requirements outlined in Standard VI.8, including:

- Opportunities for learners to interact with subject matter experts, such as through chat, email or discussion groups;
- A content-oriented evaluation mechanism for assessing learners’ mastery of the material;
- Audiovisual activities must be supplemented with references for further study and other written materials, such as copies of presentation slides, transcripts, or summaries;
- Self-study activities must be reviewed by the CE provider at least every three years to ensure that content is current and accurate;
- Self-study activities must include the publication or release date and an expiration date (a maximum of three years from the original release date).

Contact CCEPR staff for more information at 312-440-2869 or cerp@ada.org.