

MINIMUM REQUIREMENTS  
FOR  
ONLINE COURSES

- I. Sponsor will require applicant to supply at least 8 personal questions to be used as pop ups throughout the course. This information must be blocked so that the individual cannot print the information in any manner including as a screen print;
- II. Pop up questions should be individual specific, for example pop ups may include the following or any other information deemed appropriate:
  - A. Place of Birth;
  - B. Height;
  - C. Weight;
  - D. Last four digit of their SS #;
  - E. Shoe Size;
  - F. Name of Grad School Attended
  - G. Favorite Soft Drink;
  - H. School Mascot;
  - I. Name of High School Attended; and
  - J. Mother's Maiden Name
- III. Pop ups should appear randomly throughout the course and the test and the number that appears per section should vary, such as none the first hour to three (3) the second hour, then perhaps one (1) the next hour (cannot duplicate an answer);
- IV. When the applicant has completed their application, they will be assigned a pin number to access the course material;
- V. Once the applicant accesses the course, there must be activity within the program at least every 10 minutes or the applicant will be required to re-enter their pin number to continue and during the time the computer is dormant applicant will not be accruing time towards completion of the course until they are logged back in;
- VI. A pop quiz is required at the end of each section of at least five questions and the program cannot tell them where to locate the information. The applicant may be allowed to scroll back to look for the answer, however, they must locate the information on their own. Applicant cannot move on to the next section until the quiz has been completed;
- VII. A test will be required for each approved course an applicant registers to take. The following requirements must be included in the test:

- A. Each approved course must have a test of a minimum of 25 questions that the applicant must complete and pass at a level of least 70% or better;
  - B. The sponsor must establish a pool of a minimum of 100 questions from which the 25 questions for the test will be randomly selected for each applicant;
  - C. Upon completion of the final section of the coursework according to the time-frame established for that course by the Office of the State Bank Commissioner (OSBC), the applicant will be asked if they are ready to take the test with the following explanations:
    - 1. The applicant will have 90 minutes to complete the test, but once they start they cannot exit the program until they have completed the test or they will be locked out and have to retake the course;
    - 2. They will be given the opportunity to take the test immediately or later;
    - 3. Pop up questions will appear randomly throughout the test;
    - 4. Student will be given a warning when they have fifteen (15) minutes to complete the exam. If a student does not complete the exam in 90 minutes, he or she will be locked out of the exam and will be required to contact the education sponsor to re-enter the exam; and
    - 5. Upon completion of the test the applicant will be given the opportunity to print a certificate.
- VIII. The sponsor is required to submit an electronic course roster to the OSBC weekly. The OSBC will have the option of requesting rosters more often at their discretion. Rosters must include the following information:
- A. First & Last Name (Be sure applicant gives their legal name);
  - B. Social Security Number or their Loan Originator Registration Number;
  - C. Company Association;
  - D. Course Name;
  - E. Course Number Assigned by the OSBC; and
  - F. Date of Course.