Quality Standards
for Training Design and Delivery

PH LN **N**

**TRAINING AND
REVIEW INFORMATION:**

Title of Training:

Training URL:

Reviewer Name:

Date of Review:

DOMAIN A: **TRAINING SET UP**

1	**Key details about the training are readily available.** The following information is included on the training registration page and/or the introductory pages:		
1.1	*Explanation of what will be offered in the training*	☐ Yes	☐ No
1.2	*Type of training (e.g., self-paced, webinar, etc.)*	☐ Yes	☐ No
1.3	*Learning objectives*	☐ Yes	☐ No
1.4	*Intended audience*	☐ Yes	☐ No
1.5	*If Continuing Education (CE) credits are offered*	☐ Yes	☐ No
1.6	*Creation date*	☐ Yes	☐ No
1.7	*Competencies addressed*	☐ Yes	☐ No
1.8	*Length of training*	☐ Yes	☐ No
1.9	*Learning level and/or pre-requisites (if any)*	☐ Yes	☐ No
1.10	*Technical requirements*	☐ Yes	☐ No

2	**Training registration is easy for *new* users.**		
2.1	*It takes 3 minutes or less to complete the registration process and/or start the training from the most direct link*	☐ Yes	☐ No
	If no, how many minutes does it take to begin the training for new users?	☐ n/a ☐ <3	☐ 3-5 ☐ 5-10 ☐ >10
	If greater than 10 minutes, please explain what caused delay: ☐ Site registration/creation of account ☐ Email authentication ☐ Enrollment in training ☐ Other (please explain) _____	☐ n/a	
2.2	*Instructions on how to obtain training credit, CEs, or other evidence of training completion are provided.*	☐ Yes	☐ No

3	**Training is accessible to participants with special needs.**		
3.1	The training provides other means to access the training content that are **outside the training itself** (e.g., written transcripts).	☐ Yes	☐ No
3.2	The training provides embedded means to access the training content that are included **within the training** (e.g., alternate text for images, sub-titles).	☐ Yes	☐ No

4	**Technical support to access the training or training components is available.**		
4.1	Clear, simple instructions on how to access technical support are provided.	☐ Yes	☐ No

DOMAIN B: **LEARNING AND APPLICATION**

5	**Learning objectives support knowledge and skill acquisition.**		
5.1	Learning objectives are LSMART (learner-centric, specific, measurable, action-oriented, realistic, and time-bound).	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all
5.2	Objectives focus on skill development using application, analysis, or evaluation-level verbs. See example verbs based on Bloom's Taxonomy. Similar verbs are also acceptable.	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all
5.3	Training activities are aligned with learning objectives.	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all

6	**Training content is relevant.**		
6.1	Training explicitly states that the content was reviewed by, or is delivered by, a subject matter expert with appropriate qualifications.	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all
6.2	Research or developments **that impact the content of the training** are recent (published within the past 5 years of current date). *N/A: Training does not include research or developments, OR the research or developments do not impact the content of the training.*	☐ n/a ☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all
6.3	Training content includes real-world examples, including scenarios, stories, and/or data.	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all

7	**Training is oriented to learner's needs.**		
7.1	Training uses practical, simple language, appropriate to training's intended audience.	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all
7.2	Training uses visual aids to reinforce concepts and/or clarify concepts (e.g., maps, photos, video clips, graphs).	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all

8	**Training facilitates application of knowledge and skills.**		
8.1	*Training activity/activities require(s) users to apply new learning/skills through an application, analysis, synthesis, or evaluation exercise.*	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all
8.2	*Training activity/activities require(s) users to apply learning to their professional role (i.e. encouraging learners to answer reflective questions, set goals, or make plans, etc.).*	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all
8.3	*Training provides at least one tool or resource that learners can use after completing the training (e.g., checklists, infographics, templates).*	☐ Yes	☐ No

9	**Training includes learning assessment opportunities.**		
9.1	*Learning assessment(s) relate directly to the training's learning objectives*	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all
9.2	*Learning assessment(s) are offered in more than one format (i.e., not all learning assessments are multiple choice quizzes).*	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all

10	**Training includes opportunity for learner to receive feedback.**		
10.1	*Training includes at least one activity that provides feedback to the learner*	☐ Yes	☐ No
10.2	*The feedback provided is substantive (i.e., rather than saying "incorrect," it says, "try again" and/or provides an explanation of why the response was incorrect).*	☐ Yes	☐ No
10.3	*The feedback provided is immediate, rather than revealing answers only at the end of the training.*	☐ Yes	☐ No

DOMAIN C: **USER INTERFACE**

11	**Navigating through the training is easy.**		
11.1	*When navigating through the training, it takes less than 20 seconds to find what you need.*	☐ Yes	☐ No
11.2	*The navigation features (e.g., buttons, symbols, etc.) are consistent throughout the training.*	☐ Yes	☐ No
11.3	*All links, buttons, and other navigation elements work correctly (i.e., links open correct webpage or document, buttons respond to clicks, etc.).*	☐ Yes	☐ No

12	Training content is grouped into more than one section or segments.		
12.1	*The amount of content per section of the training is digestible.*	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all
12.2	*Sections/segments within the training are logically organized.*	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all

13	Interface design elements facilitate learning.		
13.1	*Graphics and text are visually clear (not grainy/easily-readable)*	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all
13.2	*Text and graphics are balanced with a use of adequate white space for an uncluttered screen.*	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all
13.3	*Text displayed on user's screen highlights key points of essential information.*	☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all
13.4	*Audio is clear (free of noise, distraction, and speaker is easily heard)*	☐ No audio ☐ Fully ☐ Largely	☐ Somewhat ☐ Not at all

14	Training provides an opportunity for learner to evaluate it.		
14.1	*Training provides a timely opportunity (within 24 hours) for the user to evaluate it upon completion*	☐ Yes	☐ No
14.2	*Training evaluation mechanism includes at least one opportunity to provide open-ended feedback.*	☐ Yes	☐ No

FINAL REVIEWER RECOMMENDATION

After careful thought to recommend this eLearning to be featured in the Learning Navigator, I…	☐ Recommend ☐ Do not recommend

Please clarify your recommendation. If you do not recommend, please provide at least 3 concrete suggestions for how the training can be improved.