

Course Format	Guided Learning	Instructor Led Online	Live	Self-Paced Elearning	Virtual Classroom
Format Feature					
Book	√	√ ⓘ	√	No	√
Extensions (fee)	√	√	No	No ⓘ	No
Instructor Assistance	√	√	√	No ⓘ	√
Live Interaction	No	No	√	No ⓘ	√
Transfers (fee)	√	√	√	No	√
Weekly Assignments	No	√	√	No	√
Withdrawal (fee)	√	√	√	No	√
Can Start Any Time	√	No	No	√	No
Online/Internet Aspect	√	√	No	√	√
Course Completion Reminder <small>February/May/August/October</small>	√	√	N/A	√	N/A

ⓘ There are ILO courses without textbooks.

ⓘ MindEdge/some CFTEA courses have instructor

ⓘ Check with the CFTEA Office for unique student situation options.

ⓘ Live Delivery of Self-Paced Content Available.

CFTEA Guided Learning Extension Policy

Courses Earning 1 Credit or Less:

- Extensions are not granted for courses that earn 1 credit or less.
- Any course not completed within six months will be automatically closed.

Courses Earning 2 and 3 Credits:

- Extensions for 2 and 3 credit classes allow for one three-month extension with no fee.
- Extensions are granted for 2 and 3 credit courses only when course work has been submitted by the original completion date. (That is generally the first quiz set.)
- Any 2 and 3 credit class requiring an extension past nine months from the start of date of the class will be assessed a \$50 extension fee per three-month period up to 18 months past the original start date.

CFTEA Withdrawal Policy

Withdrawal from a course is required in writing to the CFTEA office. A student may withdraw from a class with no fees assessed up to ten business days prior to the start of the class. Within the ten business days, refunds will deduct a \$25.00 cancellation fee, cost of materials and postage/handling. No shows at the start of class receive no refund. To avoid a cancellation fee, the course may be transferred to another student for \$50 prior to the start date.

Additional cancellation charges:

- Instructor Led Online 8-16-week classes..... \$130 Cancellation Charge
- Instructor Led Online short classes..... \$75 Cancellation Charge
- Self-Paced Elearning All Vendors No refunds
- Any student who registers for a class, does not inform the CFTEA office of withdrawal and does not attend the class will be charged the full tuition rate.

Guided Learning

If you find attending live classes difficult with your busy schedule and family obligations, Guided Learning is a powerful option. For each Guided Learning class you will be required to study on your own; however, you will have an instructor available to assist with material. Upon registering for a Guided Learning class your textbook will be mailed to you and your completion window along with access to the new CFTEA Workplace will be emailed to you. On the CFTEA Workplace site, you will find everything you need to complete the course including a suggested syllabus and downloadable versions of the activities you will need to complete. Open book exams will be taken on the CFTEA Workplace and can be taken from any computer. No more waiting on your instructor for corrections or the mail for course exams. With Guided Learning you are free to work at your own pace on your own time.

Virtual Classroom

A Virtual Classroom provides a live class experience within a video conferencing environment. This allows a live class experience and engagement with the convenience of attending anywhere with an Internet connection. Access to a device with a webcam and microphone is preferred. With a set date and time, students interact by preparing homework assignments for discussion and ask instructors, as subject matter experts, topical questions.

Live

Live training options provide face-to-face access to the instructor as well as fellow learners at a location near you. Instruction provides a live channel for discussions, experience sharing and networking. Students attend in-person at a specified location and time.

Instructor Led Online

Subject matter expert instructors guide learning outcomes and provide key support. An instructor is available to answer questions and provide feedback on assignments. Each week students receive an online assignment. The assignments may include reading a chapter in your text, completing an assignment to post on the discussion board, taking a self-check test, or collaborating with other students using discussion boards and other engagement methods. Students are expected to keep pace with the course syllabus as presented by the instructor.

Self-Paced eLearning

Self-Paced eLearning topics provide high flexibility for busy students while balancing a high-quality experience. These may include mobile access to learning on the go. These programs include a mixture of instruction, case studies, assessments, exercises, videos, engaged learning structures and job aids.

Webinars

This type of training program combines the clarity of a conference call with the interactions and online presentations. With a video sharing ability, an entire room or organization of attendees can participate at the same low cost.

Unable to attend at the scheduled time? Programs are available for playback at a time that convenient for organizations and their employees. [View all of the topics available on our website.](#)

Search the 600+ CFTEA Courses at WWW.CFTEA.ORG