



## TargetSolutions' Timer Policy

TargetSolutions' online training content, training process, and testing procedures have been reviewed by and discussed with state accreditation agencies, where applicable. In order for TargetSolutions' completion certificates to be accepted by state agencies, its program must meet state requirements. TargetSolutions' standards must be followed by all students and their organizations in order for TargetSolutions to continue to maintain its services across the United States.

TargetSolutions is committed to supplying high quality training to help organizations provide continuing education for professional development, maintain regulatory compliance, and reduce risk and injury. To that end we have equipped each of our continuing education courses with a minimum timer in order to ensure that a sufficient amount of time is spent reading and reviewing the course content before proceeding to the test.

**Although each course has a standard 25 minute per credit hour timer in place, the minimum time setting may be increased due to the specific requirements of a regulatory agency. TargetSolutions breaks down a credit hour as shown below:**

- **25 minutes (minimum) in the course content**
- **15 minutes to complete the exam**
- **10 minutes for break**

The certificate awarded after the successful completion of a continuing education course and exam reflects the approval of the student's state agency, along with any approval code assigned. In the event of the lack of a state or regional approval process, the certificate will merely note the successful completion of the course. However, in all cases, the minimum timer will be in place in courses taken for continuing education credit in order to guarantee the integrity of the learning experience.

## Timer Functionality

The timer requires you to spend time actively going through the course. Course completion time calculations work like this: each time the user hits the "Next" button in the course, it records the amount of time that they spent on the previous page. This is how we can guarantee that the student is actively reviewing the course material. The timer will only log 5 minutes per slide before it will assume the user is idle and will stop recording. So, if a user opens up the course and walks away, the time the course was left open will not be recorded. Furthermore, if the time spent idle exceeds 19 minutes, the system will ask via pop up window if the user would like to remain logged in. If this question remains unanswered, the system will log the user out completely due to inactivity. We would recommend that employees log out or close the internet window they are working in when they have to leave a course. When they login to complete the course, the system will remember how much time they've already spent in that course and start calculating from that amount.

If the user reaches the end of the course before the minimum amount of time is spent, the system will refer the user back to the beginning of the course. However, the user can open the Table of Contents (by expanding the sidebar on the left) and navigate to any lesson that they wish to review.

The timer requirement can be tracked through the progress meter also located in the sidebar at the bottom of the blue menu panel.