

## Frequently Asked Questions: Online Academy

- **What is a module?**

A module is an online class. A module is ten weeks long - divided up into five 2-week sessions. You can move at your own pace, but you need to complete your work within those 2-week sessions as they serve as deadlines for engagement and assignments.
- **What is a session?**

A session is two weeks long. There are five sessions in a module. Each session covers a new topic.
- **What does each session consist of?**

Each session consists of the following:

  1. Inspiration
  2. Reading (from required reading)
  3. Presentation (power point type presentation, some with audio/ video)
  4. Discussion (chat room type format)
  5. Reflection (assignments due at the conclusion of each session)
- **Will I receive points towards my CCNL?**

With completion of an online module, 20 points are given towards your CCNL.
- **Can I earn CPE credits through these online modules?**

At this time, CPE credits are not available for online modules. You can earn CPE credits at [The Outcomes Conference](#) every year.
- **After I am registered, when will I receive log in details from CLA?**

Detailed tutorials and log in information will be emailed to each participant the week after registration is closed.
- **What are the requirements for completion of a module?**

Submission of all five reflections at the end of each session is required. Participation in all five session discussion forums, with a minimum of three times within each session is required. Discussion forums close at the end of each session.
- **How will I be graded?**

At the completion of the module, each participant will be given a complete or incomplete grade. If the participant has fulfilled the requirements for the reflections and discussions, a complete will be given.
- **Do I need to purchase my own required reading books or will they be given to me?**

You are responsible for acquiring your own required reading material. Some modules only require articles that can be found online, some require books to be purchased. Please check the module outline.
- **What is the estimated time that it will take to participate in a module?**

Approximately 1 to 2 hours per week is estimated for participation, including reading.
- **When do we log in to view the presentations? Is there a set time?**

There is no set time. Each two week session you may log in at your own convenient time. The presentation will be there ready for viewing.