Self Study FAQs

Getting the necessary coursework to fulfill one's professional development and meet the requirements for continuing education can be a daunting endeavour for many working adults. Self study programs are designed to provide professionals with the ability to obtain quality education quickly, conveniently and affordably.

1. **What is a Distance Learning**

   Distance learning courses can be exciting, challenging, enriching and convenient, but they are not for everyone. They should not be considered an easy way to earn credits. In fact, this learning environment requires a high level of self-motivation, discipline and independence.

2. **What is a Self Study Course?**

   A self study course consists of carefully chosen book, articles, or videos by leading thinkers in the field that, read together, provide an in-depth examination of subject matter of the course. You are able to complete the course in your own time and on your own schedule. Upon completion of reading the materials and, in some cases, completing the exercises or reflection essays, you will be ready to complete the post test.

3. **What computer and internet expertise must I have to participate?**

   The requirements are basic. You must be able to send and receive e-mails and download course materials from this website. Some of the materials are in PDF (Adobe Acrobat) format. Most computers have Adobe Acrobat Reader, but if yours doesn't, you can easily install it for free.

   Some courses require very little if any work on the computer. Let us know if this is a concern for you and we will see what we can do to help.

4. **How are Continuing Education (CE) credits assigned?**

   Credit is awarded according to distance education standards. The exact number of credits offered is based on contact hours and is indicated in each course description. Different professions use a different formula for calculating CEUs. For example, reading a 60,000 word book qualifies for 6 hours of credit for Social Workers. Reading the same book and completing the exercises in the accompanying guidebook will qualify for 18 CEUs.

5. **What happens once I register for CE course?**

   You will receive a confirmation of your registration by email. Be sure to save this email! It has complete instructions for taking the course, and all the links to course materials, the CE post test and other necessary information. Sometimes servers filter the confirmation e-mail and put it in your Junk Mail folder. If you don't receive it, please check there.

6. **How much homework is expected for a course?**

   Each course has its own expectations. For example, a 6-credit self study requires that you read the book. An 18 credit home study requires that you read the book, watch videos and complete the exercises in the guidebook. Most courses ask for you to put your thoughts down in a reflective essay. All courses require the successful completion of a post test.

7. **How will I receive course materials?**

   If you register for a course that involves reading articles, they will be made available for download. If the course involves reading a book, you can obtain it from the library or, if you prefer, purchase it. In two courses, the book is mailed to you. Links are made available to videos and other material.

8. **What do I need to do to pass?**

   You must meet the requirements of the course in order to pass. The requirements are specific to each course. For example, one home study requires that you successfully complete a post test to pass. Another requires that you complete the post-test and submit a reflection essay. You need a score of at least 70% to pass the post-test. Essays are marked with a pass or fail.

9. **How do I submit my post test?**

   All of the post tests are completed on line. You have three chances. Once you hit "submit," your results will be forwarded to eLearning to Flourish and yourself.

10. **What if I fail the test?**

    The test can be taken up to three times -- at no additional cost.

11. **Can I take the CE Post test as I move through the course?**

    Yes. After you've registered for a Self Study Course, you will receive a confirmation email with instructions about how to go to the CE post test. Before you begin the course, you can print out the test and mark the answers as you go through the course. When you have finished the course, go to the CE post test again, and enter your answers on the score sheet.

12. **How long do I have to complete the home study?**

    You have six months from the date you receive the confirmation email.

13. **How do I get my certificate?**

    Once you have successfully completed the reflection essay (if required), passed the post test and completed the evaluation, you will receive a Certificate of Completion. You can expect to receive it via email within 30 days. Note: Kaizen Solutions does not submit any documentation to licensing boards.

14. **Can I cancel my registration and get a refund?**

    Yes. Refunds are only available if we receive your request prior to the materials being made available. Please note that a $50 processing fee applies. Simply e-mail info@kaizensolutions.org

15. **Do I need to complete an evaluation for every course?**

    After you complete the post-test we ask that you fill out a Course Evaluation. It is our only way to obtain feedback so we can continue improving the quality of our course material. Thank you, in advance, for sharing your comments with us. If you have additional questions, comments, complaints or recommendations, please contact us at info@kaizensolutions.org

16. **I have a question about the self study that is not included on this list. What should I do?**

    If you need more help, send an e-mail to info@kaizensolutions.org