

COPS Office

Online Training Development

Specifications & Requirements

Questions regarding this form?
Call 833-650-7910 or email
info@copstrainingportal.org.

The COPS Office *Online Curriculum Standards and Review Process Guide* contains specific guidelines on instructional design, best practices, and the process by which online training curriculum is reviewed and approved by the COPS Office. Please review the Process Guide thoroughly and contact the COPS Office program manager assigned to your award if you have questions about online curriculum standards and review. The information below is an overview of some of the specifications and requirements which are detailed in the full Process Guide.

GENERAL BEST PRACTICES

- Courses are recommended to be “chunked” into modules of no longer than 30 minutes in length
- All references should be properly cited and compiled in a list that can be shared with course participants
- Assets (images, videos, narration, etc.) should not violate copyright infringement laws
- Text should be no smaller than 8-point (but if designing for mobile, should be 12-point or higher)
- Course file size should be reasonable to avoid long course load time and server stress
- An easily recognizable naming convention should be used when submitting files, such as CourseName_Module#, especially if course is multiple modules in length

REQUIRED PUBLISH SETTINGS

- Course should be published to LMS – SCORM 1.2
- HTML5 output should be provided in anticipation of course being accessed on mobile device
- The report status should be configured to LMS as Passed/Incomplete
- Course should be set to track course final assessment results
- All source files should be provided to expedite minor course edits, services, and publishing updates

508 COMPLIANCE BEST PRACTICES

- A complete course transcript must be included in the course for screen readers
- Any videos included must be transcribed and transcriptions should be included and accessible
- All on-screen objects should have alt text to describe the component to participants using a screen reader
- Each course developer should designate a 508 compliance point of contact

REQUIRED ADDITIONAL COURSE COMPONENTS

- A bank of at least 10 questions for a pre- and post-online training assessment of user learning
- Additional evaluation questions beyond the COPS Office required questions (if applicable)