

Baystate Health Continuing Education

Online Learning Center

The term "pilot testing" refers to the process of having a group of volunteers take a course before it is released to the public. As a pilot tester you will be reporting the number hours it took to complete the entire course as well as noting any problems or issues with the course. It is **FREE** to participate and pilot testing is an excellent way to earn **FREE** contact hours.

Frequently Asked Questions:

Q: How many pilot tests can I participate in?

A: You may pilot test the course of your choice and as many as you wish. Simply use a new pilot test form for each one. However, you must use the same degree of care in selecting pilot tests to participate in as you would in selecting your other continuing education courses.

Q: Do I need to notify anyone prior to pilot testing a course?

A: You do not have to notify anyone in the Continuing Education Department, simply follow the steps outlined above.

Q: Will I know ahead of time how many contact hours I'll receive?

A: You will not know ahead of time how many contact hours will be awarded. After all pilot tests have been completed, we calculate the average completion time and determine the contact hours for the course. A minimum of 3-5 course completions are needed for the same course.

Q: What makes a good pilot tester?

A: Follows pilot test instructions, turns in all required forms and provides feedback about course subject material and/or exam questions. Comments are always helpful although not required.

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How to Participate

Thank you for your participation in our pilot testing process, we look forward to receiving your feedback. Together we can make our courses both enjoyable and informative.

Our goal is to provide safe, quality and compassionate care to everyone we serve. These programs were carefully selected in order to meet this goal.

Instructions:

1. Login to Baystate's On-line Courses (directions outlined below)

2. Follow the prompts and record all of the time spent on each of the sections on the *Pilot Test Feedback Form*. Remember, use a new feedback form for each course you pilot test.

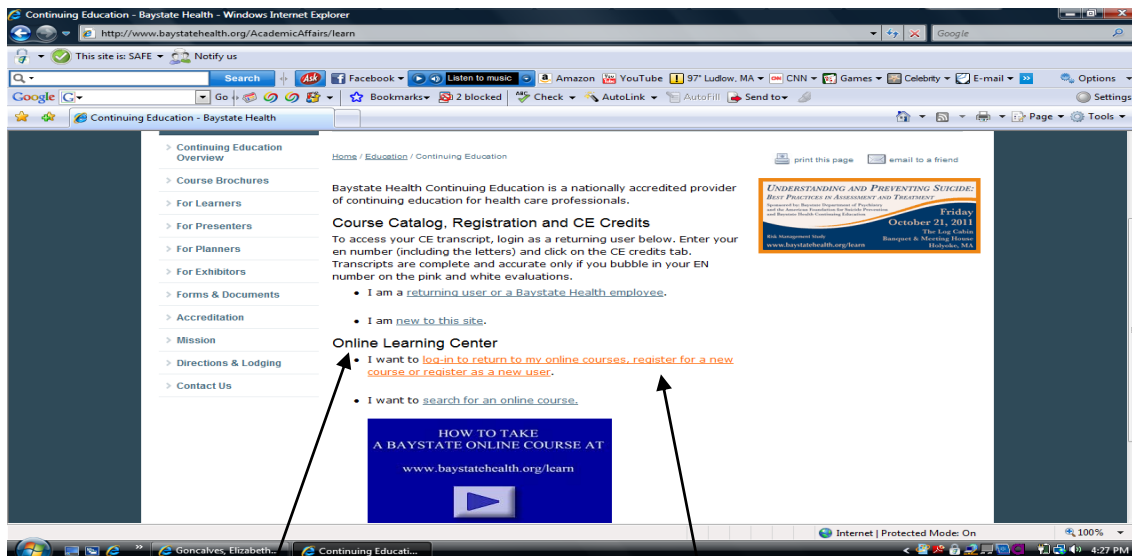
3. When finished fax, mail or email the required paperwork to:
 - FAX: 413-322-4259 *ATTN: Beth Goncalves or Joanna Donahue*
 - Mail: Continuing Education Department
361 Whitney Ave, 2nd floor
Holyoke, MA 01040
 - Email: Elizabeth.goncalves@baystatehealth.org or Joanna.Donhue@baystatehealth.org

4. Required paperwork:
 - Attendance Certificate
 - Online Learning Center Pilot Test Feedback Form

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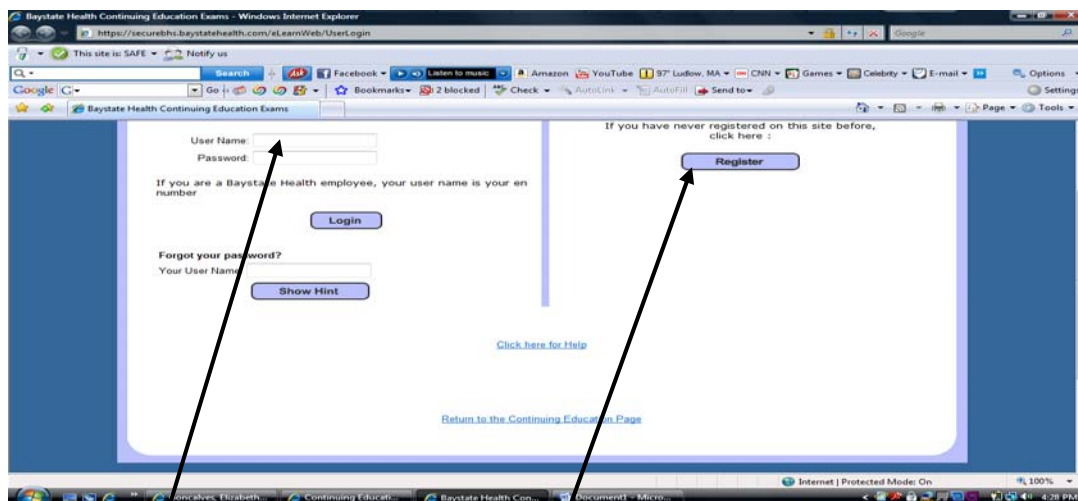
To Access Baystate's On-line Courses:

Go to: www.baystatehealth.org/learn. This will bring you to the screen below



- Go to: ***Online Learning Center***
- Then click on: ***Log-in to return to my online courses, register for a new course or register as a new user.***

This will bring you to this screen:



- ***First time users need to register***
- ***Next time you log on***

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