

**Athletic Trainer's Society of New Jersey  
Approved Provider Number Use Policies and  
Procedures Manual**



## I. Introduction

- a. This manual is designed to ensure that all those using the Athletic Trainers' Society of New Jersey's (ATSNJ) Approved Provider Number (APN) remain in compliance with all Board of Certification (BOC) Standards.
- b. All those wishing to use the ATSNJ APN **MUST** read this manual and read all the standards and guidelines as outlined by the BOC on their website.
  - i. BOC Approved Provide Handbook
    1. [BOC Approved Provider Handbook](#)
  - ii. BOC Standards
    1. [BOC Standards for Approved Providers](#)
- c. All event planners must be knowledgeable of the BOC Standards for Approved Providers, the BOC Approved Provider Handbook and ATSNJ APN Policies & Procedures Manual.

## II. ATSNJ Policy and Procedures for Approved Provider Number Use:

- a. The ATSNJ will maintain an Approved Provider Number issued by the Board of Certification (BOC).
- b. Professional education programs sponsored by the ATSNJ fall within continuing education Category A and when approved by the BOC the Evidence-Based Practice Category.
- c. The BOC specifically prohibits sharing the Approved Provider Number (APN) with other organizations. Therefore, the ATSNJ APN cannot be used for programs offered by other organizations or companies.
- d. **No one other than an ATSNJ representative** can use the APN. These include but may not be limited to the President of ATSNJ, President-Elect as it relates to the state conference, and a Regional representative (North, Central and South).
- e. Sponsors may be Hosts but they **may not** use the ATSNJ APN.

## III. ATSNJ Sponsored Professional Education Programming Policies

- a. The ATSNJ APN will be used for programs conducted and/or coordinated by the ATSNJ.
- b. **All documents for the Business Practice Guidelines, Program Development and Program Logistics: Prior to Event Policies & Procedures MUST be submitted to the Professional Development Committee (PDC) Chair minimally 30 days prior to any Program date.**
  - i. **This document should be completed in outline form as it is lay out in the checklist and then submitted as a pdf file.**
- c. Incomplete submission of all requirements will result in that Program not being approved to use the ATSNJ APN
- d. The Policies and Procedures for continuing professional education using the ATSNJ APN are as follows:
- e. **Business Practice Guidelines**
  - i. See **Appendix A** for a checklist of submission requirements
  - ii. The following criteria **MUST** be met before the PDC can approve the use of the ATSNJ APN.
  - iii. All Business Practice Guidelines must be submitted to the Professional Education Committee chair prior to any marketing materials being publicly posted.

iv. **Appropriate Language**

1. “Respect for your organization, administrators, instructors and participants is important. Be sure to use language that does not show personal or professional bias or cultural insensitivity. Also, be sure your terminology is correct.” – BOC Handbook
1. The correct terminology explanation can be viewed on page 6 of the Handbook. Please use this link [BOC Approved Provider Handbook](#)

v. **Non-Discriminatory Practices**

1. All Programs **MUST** place this statement on their educational materials as per the BOC Standards.
2. “*Company Name* does not discriminate on the basis of race, color, national origin, religion, sex, disability, military status, sexual orientation, or age. Company Name is committed to accessibility and nondiscrimination in all aspects of its continuing education activities. Participants who have special needs are encouraged to contact program organizers so that all reasonable efforts to accommodate these needs can be made.”
3. Please use this link for more information: [Non-Discriminatory Practices Resource](#)

vi. **Copyright**

1. “BOC Approved Providers **MUST** ensure copyright permission of materials used by program developers, instructors or others are identified on all program materials. Audio-visual and program related materials should not be excluded. Information may be obtained through a Speaker Release Form, leasing agreement or other documentation to identify the permission of use for protected program materials.” – *BOC Handbook*

vii. **Conflict of Interest**

1. “An effective and responsible conflict of interest policy should clearly specify the relationships and activities that are acceptable, those that are prohibited and provide clear guidelines on how to make certain all such arrangements are transparent.” – *BOC Handbook*
2. **This is the statement that must be provided to all Presenters:**  
“*In compliance with continuing education requirements, all presenters must disclose any financial or other associations with the manufacturers of commercial products, suppliers of commercial services or commercial supporters as well as any use of unlabeled product(s) or product(s) under investigational use.*”
3. **These statements that must be presented in any printed educational materials:**
  - a. “*Company Name, event committee and the presenters for this seminar do not have financial or other associations with the manufacturers of commercial products, suppliers of commercial services or commercial supporters.*”

b. *“There was no commercial support for this activity.”*

4. **This statement should be placed at the end of each Presenter’s presentation:** *“This presentation does not involve the unlabeled use of a product or product under investigational use.”*
5. Please use this link for additional information: [Conflict of Interest Information](#)

viii. **Fees**

1. The total cost **MUST** be placed on all Promotional Documents
2. If there is no charge for the Program, then it must indicate that it is free on all Promotional Documents.

ix. **Cancellation/Refund Policy**

1. Each Program **MUST** place the Program’s Cancellation and Refund policy on all Promotional and Registration materials if a fee is charged for the Program.
2. If no fee is being charged then this policy does not have to be placed on all Promotional Documents
3. Please see this website for more information: [Cancellation & Refund Policy Resource](#)

x. **Grievance Policy**

1. Each Program must provide a policy on how they would handle of grievance. For example, how would it be handled if a Program attendee had an issue with the refund policy?
2. The information needed:
  - a. Who would the attendee contact?
  - b. How would the grievance be handled (e.g., Program Committee, Organization President, etc)?
  - c. How will the attendee be contacted regarding a decision pertaining to their complaint or grievance?

**f. Program Development**

- i. See **Appendix A** for a checklist of submission requirements
- ii. The following material must be provided to the chair of the Professional Education Committee before approval for the use of the ATSNJ Approved Provider Number can be granted
- iii. **Determine CEU Category**
  1. The ATSNJ is approved to provide CEUs within Category A
  2. Evidence Based Practice Category
    - a. All Program wishing to use CEU’s for the Evidence-Based Practice Category must complete a separate application via the BOC.
- iv. **Determine Program Instructional Technique**
  1. The Program Coordinator must select instructional technique(s) used for their program.
  2. The different instructional techniques include
    - a. Live lecture
    - b. Program Participation (hands on/lab event)
    - c. Webinar

- d. Home Study (text/reading based)
  - e. Home Study (video based)
  - f. None
  - g. Other
- 3. A Program may be designated as using more than one instructional technique.
- v. **Determine Target Audience**
  - 1. The majority of the Program **MUST** target Athletic Trainers
  - 2. “The target audience must include ATs. Programs must be intended for the credentialed healthcare and/or wellness provider. Programs with other credentialed healthcare participants are acceptable to create common knowledge across disciplines and promote multidisciplinary education. Programs targeted at non-credentialed fitness or wellness professionals and lay persons - such as patients, parents, coaches, administrators or educators - would not meet BOC Standards.” --- *BOC Handbook*.
- vi. **Determine Program Topic and Content**
  - 1. The Program **MUST** align with the Role Delineation Study domains.
  - 2. The domains must be identified in all pre-event documents
  - 3. All Program wishing to use CEU’s for the Evidence-Based Practice Category must complete a separate application via the BOC.
  - 4. **The domains include:**
    - a. Injury/Illness Prevention and Wellness Protection
    - b. Clinical Evaluation and Diagnosis
    - c. Immediate and Emergency Care
    - d. Treatment and Rehabilitation
    - e. Organizational and Professional Health and Well-being
  - 5. **Determine Title of Event**
    - a. Please indicate the exact title of event. For example ATSNJ Annual Conference or ATSNJ Northern Region Meeting.
- vii. **Develop Measureable Learning Objectives**
  - 1. The Program Coordinator must develop learning objectives using Bloom’s Taxonomy as described in the BOC Handbook.
  - 2. It must be remembered that each learning objective **MUST** be evaluated in the Programs Outcome Assessment.
  - 3. Please go to this website when developing the Program’s Measurable Learning Objectives: [Measureable Learning Objective Resource](#)
- viii. **Determine Level of Difficulty**
  - 1. “NATA’s Professional Development Committee (PDC) has developed a system of education levels for programming. The PDC has developed 3 education levels: Essential, Advanced and Mastery.” – *BOC Handbook*

2. Definitions according to the BOC Handbook:
  - a. ***Essential*** -- Includes core theory, concepts and applications
  - b. ***Advanced*** -- Includes in-depth theory, concepts and applications of information and/or techniques that are presented beyond the Essential Level
  - c. ***Mastery*** -- Includes the highest level of theory, concepts and applications of knowledge of technique within a specific area
- ix. **Identify and Secure Qualified Instructors**
  1. Have all speakers complete the [Speaker Release Form](#)
  2. Provide each Presenter's name and credentials.
  3. Provide each Presenter's curriculum vitae/biography.
- x. **Create Participant Assessments**
  1. "BOC Approved Providers create participant assessments to measure participants' mastery of the program content. The assessment allows participants to explain how they plan to incorporate the new skill and/or knowledge into their clinical practice to improve patient outcomes. Assessments must reflect the educational methods, measure the learning objectives of the program and provide participant feedback. Informal and formal techniques may be utilized to assess participant learning. Examples include pre- and post-tests, scoring rubrics and surveys, to name a few." -- *BOC Handbook*
  2. Please use this link for more information pertaining to the development of Participant Assessments.
    - a. [Example Assessment Methods for Programs](#)
  3. Each Program **MUST** provide the following information:
    - a. Assessment methods
    - b. Date collection methods
    - c. Scoring policy
    - d. A description of how feedback from, the learning assessments will be shared with each participant in an appropriate, timely and contractive manner.
- xi. **Create Program Evaluations**
  1. Please use this link for an example of a Program Evaluation.
    - a. [Example of Program Evaluation](#)
  2. A description **MUST** be provided on how feedback will be provided to all Presenters.
- g. **Program Logistics: Prior to Event Policies & Procedures**
  - i. See **Appendix A** for a checklist of submission requirements
  - ii. The following material **MUST** be provided to the PDC Chair before approval for the use of the ATSNJ Approved Provider Number can be granted
  - iii. **Create Program Schedule and Assign CEUs**

1. “CEUs are based on contact hours. A contact hour is the time actually spent in the educational portion of the program. One contact hour equals 1 CEU” – *BOC Handbook*
2. Please see the CEU calculation within the BOC Handbook (p12)
3. Submit Program Schedule.

iv. **Marketing the Event**

1. **Program Directory**

- a. **The following will be completed by the PDC Chair.**
- b. BOC Approved Providers are required to enter all CE programs offered to ATs through the Program Directory.
- c. Programs should include all live events, webinars and home study programs that meet the Standards and CE eligibility requirements for ATs.
- d. Providers offering employee-only events will be able to identify the program as such.
- e. **Program information must be provided through your online BOC Approved Provider Profile a minimum of 10 business days prior to the event start date.**
  - i. This requires that all Program Coordinator submit all information within **30 days** minimally of the scheduled event. This provides time for the PDC to review materials for approval and to submit to the BOC website.
- f. Late or no program submission will result in ineligible programs for Category A CEUs, and the provider must notify course participants of the result.

2. **Promotional Materials**

- a. Promotional materials **MUST** be developed for each Program
- b. Promotional Materials must include
  - i. Learning objectives
  - ii. Target audience
  - iii. Schedule
  - iv. Instructional Format
  - v. Fee(s)
  - vi. Cancellation/refund policy
  - vii. Role Delineation Study Domains taught within the Program
  - viii. Names and Credentials of the instructor(s)
  - ix. Number of contact hours/CEUs that will be available
  - x. Sponsors
  - xi. When advertising the BOC Approved Provider status, use the BOC Approved Provider logo, which can be found on the BOC website with guidelines for use: [BOC Logo website](#)



- xii. Additionally, the following statement **MUST** be included on all Promotional Materials: “*Company Name is recognized by the Board of Certification, Inc. to offer continuing education for Certified Athletic Trainers.*”

v. **Create an Attendance Roster**

1. Create an attendance roster that will be used for the Program
2. An example is provided on the BOC website:
  - a. [Attendance Roster Example](#)

vi. **Create Statement of Credit**

1. All information below is taken directly from the BOC Handbook
2. Each participant must receive documentation to verify participation in and completion of an activity.
3. The following must appear on the documentation:
  - a. Title of the activity
  - b. Date of event
  - c. Participant’s name
  - d. Number of contact hours/CEUs
  - e. Signature of individual verifying attendance
  - f. BOC Approved Provider name
  - g. BOC Approved Provider logo
  - h. BOC Approved Provider continuing education statement:
    - i. **Category A:** BOC Approved Provider Programs: Company Name (BOC AP#: PXXXX) is approved by the Board of Certification, Inc. to provide continuing education to Athletic Trainers. This program is eligible for a maximum of # Category A hours/CEUs. ATs should claim only those hours actually spent in the educational program
    - ii. **BOC Approved EBP Programs:** Company Name (BOC AP#: PXXXX) is approved by the Board of Certification, Inc. to provide continuing education to Athletic Trainers. This program is eligible for a maximum of # Evidence Based Practice Category hours/CEUs. ATs should claim only those hours actually spent in the educational program.
4. Here is a link to a Statement of Credit Example: [Statement of Credit Example](#)

vii. **Collect Presenter Information**

1. Please see Identify and Secure Qualified Instructors section above for all materials needed

**h. Program Logistics: During Event Policies & Procedures**

- i. See **Appendix B** for a checklist of requirements
- ii. All information below has been taken directly from the BOC Handbook
- iii. **Attendance Roster**
  1. All programs **MUST** complete an Attendance Roster



2. Live events **MUST** require each participant to sign in at the beginning of the CE activity.
  3. Home study programs should retain registration and program completion data.
- iv. **Declare Conflicts of Interest**
    1. “BOC Approved Providers, instructors and sponsors must declare any and all potential or actual conflicts of interest.” -- *BOC Handbook*
  - v. **Provide Participant Assessments**
    1. “Provide assessments to each participant for completion. Collect, score and provide participants feedback in an appropriate, timely and constructive manner” – *BOC Handbook*
  - vi. **Distribute Program Evaluations**
    1. “Attendees should complete a program evaluation form after each event. Evaluations may be paper or electronic.” – *BOC Handbook*
- i. **Program Logistics: Post Event Policies & Procedures**
    - i. See **Appendix C** for a checklist of requirements
    - ii. **Distribute Statements of Credit**
      1. All programs **MUST** distribute CEU certificates minimally at the conclusion of the event to all participants that signed in, completed the program, passed the participant assessment and completed a program evaluation.
      2. CEUs will be distributed separately for morning and afternoon sessions at the ATSNJ Annual Meeting.
    - iii. **Review Program Evaluations**
      1. Program organizers must review feedback provided on program evaluation forms.
      2. The data collected should be thoroughly evaluated and synthesized.
      3. Providers should use the summary of program feedback to make improvements for future programs.
      4. All data must be compiled and analyzed onto an outcome report and submitted within the **After Event Report**
    - iv. **Provide Feedback to Instructors**
      1. “Share feedback from the completed participant evaluation forms with program instructors. Instructors must be informed of feedback to help improve their teaching and learning methods, as well as to determine quality and effectiveness of presentations.” – *BOC Handbook*
      2. All data must be compiled and analyzed onto an outcome report and submitted within the **After Event Report**.
    - v. **Conduct Internal Program Review**
      1. BOC Approved Providers conduct an independent or internal review no less than annually to determine the effectiveness of a program.
    - vi. **After Event Report**

1. The After Event Report must be scanned into a pdf file and submitted to the Professional Education Committee Chair within 60 days following the conclusion of a Program.
2. This report is a direct reflection of the BOC Standard 6.
3. The report **MUST** include
  - a. How data was evaluated and used to make improvement within the Program
  - b. How presenters were provided feedback in a timely fashion to improve future presentations.
  - c. An evaluation of the Program's educational objectives
  - d. The extent to which the evaluation effectively and appropriately assessed
    - i. Educational objectives
    - ii. Quality of instruction process
    - iii. Participants perception of enhanced professional effectiveness
  - e. Attendance Roster
  - f. Any copyright permissions
  - g. Any conflict of interests

vii. **Retain Records**

1. Program Documents must be kept for 5 years following the program date. The information must be made readily available to the BOC upon request when it is necessary to verify an AT's participation in an activity or to provide a replacement statement of credit to attendees.”
2. All information **MUST** be submitted to the PDC
3. Program Coordinators **MUST** also keep a copy of all information for the designated 5 year period.

viii. **Process Complaints**

1. “Any concerns or complaints raised by ATs should be addressed by the BOC Approved Provider. Complaints received by the BOC will be investigated. The BOC will notify the BOC Approved Provider of the complaint and follow the BOC Approved Provider Non-Compliance Guidelines and Procedures.” – *BOC Handbook*

**IV. Non- ATSNJ sponsored Professional Education Programming Policies – Request to Post Program on ATSNJ Website**

- a. It is the policy of the ATSNJ that it will no longer allow the APN to be used by other organizations to provide CEU's for their programs.
- b. Organizations or companies wishing to post individual CEU meeting on the ATSNJ website to announce continuing education programming for the ATSNJ membership must contact the ATSNJ regional representative for the region in which the proposed program will occur.
- c. Individual/Outside Groups that wish to post individual CEU meetings on the ATSNJ website must fill out an application which will detail the specifics of the meeting to the Professional Education Committee.
- d. **The application must include the following: [ATSNJ Application](#)**

- i. Purpose (ATSNJ Website, email blast or APN useage)
  - ii. Title of Event
  - iii. Target Audience
  - iv. Schedule and format
  - v. Fees
  - vi. Refund and cancellation policy
  - vii. Number of contact hours
  - viii. CEUs offered
  - ix. Organization's APN if applicable
    - 1. If the organization/company has an APN, then they are responsible to meet the requirements of the BOC.
    - 2. If the organization does not have an APN, then the program announcement must indicate that the participants can submit the program for CEUs under BOC Category D, Individualized Options
  - x. Speakers names and credentials
  - xi. Topic outlines for each speaker
  - xii. Program Evaluation form
- e. Individual/Outside Groups that wish to post individual CEU meetings on the ATSNJ website must submit their application within 6 weeks prior to the meeting date.
  - f. Once the professional education committee receives the application, the committee will review the individual CEU meeting criteria with in a 48 hour period.
  - g. After approval of the meeting by the professional education committee, the ATSNJ Treasurer has 48 hours to either process a credit card bill or send the individual/outside group an invoice for payment of 50 dollars for the posting on the ATSNJ website.
  - h. Once payment has been received in full by the ATSNJ Treasurer, the meeting information is to be sent by the treasurer to the ATSNJ webmaster to be posted on the ATSNJ website within 24 hours.

**V. Non- ATSNJ sponsored Professional Education Programming Policies – Request to Post Program on Email Notification System or other ATSNJ social media, not to include the ATSNJ website.**

- a. It is appropriate that this policy would provide access to our email notification system by other organizations for no cost CEU programming as it benefits our membership.
- b. Organizations or companies wishing to use the email notification system to announce continuing education programming for the ATSNJ membership will be put in contact with the regional representative for the ATSNJ region in which the proposed program will occur.
- c. In order to have a continuing education program announced through the email notification system or ATSNJ social media, the following criteria must be met:
  - i. The individual requesting to use the email notification system must be a member in good standing of the ATSNJ.
  - ii. The primary audience must be Athletic Trainers from the State of New Jersey.

- iii. The program must be offered free of charge to the ATSNJ membership.
- iv. Program content must fall within one of the domains of Athletic Training as defined in the current edition of the BOC Role Delineation Study.
- d. Organizations or companies wishing to use the email notification system to announce continuing education programming must indicate that they will not be using the ATSNJ APN.
- e. Organizations or companies wishing to use the email notification system or post on the ATSNJ social media to announce continuing education programming must submit requests to the Professional Education Committee chair at least 6 weeks prior to the planned event.
- f. **The request must include the following: [ATSNJ Application](#)**
  - i. Title of Event
  - ii. Target Audience
  - iii. Schedule and format
  - iv. Fees
  - v. Refund and cancellation policy
  - vi. Number of contact hours
  - vii. CEUs offered
  - viii. Organization's APN if applicable.
    - 1. If the organization/company has an APN, then they are responsible to meet the requirements of the BOC.
    - 2. If the organization does not have an APN, then the program announcement must indicate that the participants can submit the program for CEUs under BOC Category D, Individualized Options.
  - ix. Speakers names
  - x. Topic outlines for each speaker
  - xi. Program Evaluation Form
- g. The ATSNJ is not responsible for the content of continuing education programs conducted and/or coordinated by other organizations or companies.
- h. All other continuing education program announcements available to the ATSNJ membership can apply for posting on the ATSNJ website under Local CEU Offerings. The organization/company should submit the on-line submission form.

## Appendix A:

### ATSNJ Approved Provider Number Business Practices and Program Development Policies and Procedures

Below is a checklist, based on the BOC Standards for Approved Providers and the BOC Approved Provider Guidebook for event coordinators to use when planning workshops, conferences, etc. All event coordinators must be knowledgeable of the BOC Standards for Approved Providers and the BOC Approved Provider Guidebook to ensure their event is in compliance with all BOC standards.

**The following information (Business Practice Guidelines, Program Development and Program Development) MUST be provided to the Professional Development Committee Chair prior the ATSNJ APN use being granted. All of this information is used to ensure that the ATSNJ remains compliant with the BOC Standards. Any materials not submitted 30 days prior to the event will not be granted use of the ATSNJ APN in the outline form provided. The document must be in a pdf format.**

#### A. Business Practice Guidelines

1. \_\_\_\_\_ **Declaration of Appropriate Language Usage**
  - a. Provide a narrative indicating the appropriate terminology will be used throughout the Program.
2. \_\_\_\_\_ **Non-Discriminatory Practices Statements**
  - a. Document that the Non-Discriminatory Statement is placed on all educational materials
  - b. Submit educational materials showing that the Non-Discriminatory Statement is placed on educational materials
3. \_\_\_\_\_ **Copyright Statement**
  - a. Submit evidence of copyright protections
  - b. This may be done using the [Speaker Release Form](#)
4. \_\_\_\_\_ **Conflict of Interest**
  - a. Provide actual materials demonstrating that all Conflict of Interest statements are documented at all appropriate locations.
  - b. For assistance see: [Conflict of Interest Information](#)
5. \_\_\_\_\_ **Fees**
  - a. Submit total costs for the Program
6. \_\_\_\_\_ **Cancellation/Refund Policy**
  - a. Provide the actual Promotional and Registration materials showing that this policy is documented on these materials
7. \_\_\_\_\_ **Grievance Policy**
  - a. Provide a narrative that the Program has a policy to handle complaints and grievances

#### B. Program Development

1. \_\_\_\_\_ **Determine CEU Category**
  - a. Provide a narrative statement as to which CEU category your Program will be using

- b. It will most often be Category A or if approved by the BOC, Evidence-based Practice Category
2. \_\_\_\_\_ **Determine Program Instructional Technique**
    - a. Provide a list of all instructional techniques the Program will be using during the event.
  3. \_\_\_\_\_ **Determine Target Audience**
    - a. Provide a narrative indicating that the target audience will include Athletic Trainers.
    - b. Please also provide a statement indicating if other Health Care Professions will/may be invited to the Program.
  4. \_\_\_\_\_ **Determine Program Topic and Content**
    - a. Event topics must align with at least one of the domains listed in the Role Delineation Study.
    - b. Provide a narrative statement indicating that the Program will align with the Role Delineation Study
    - c. Provide a list of the domains that will be included in the Program
    - d. Provide Promotional Documents that demonstrate which domains are being delivered during the Program.
  5. \_\_\_\_\_ **Develop Measureable Learning Objectives**
    - a. Provide a list of the Measurable Learning Objectives
    - b. Provide a narrative indicating that Bloom's Taxonomy was used to develop the measureable learning objectives.
    - c. Provide a narrative pertaining to how each Measurable Learning Objective will be evaluated in the Program's Outcome Assessment.
    - d. Please go to this link for more information to assist: [Measureable Learning Objective Resource](#)
  6. \_\_\_\_\_ **Determine Level of Difficulty**
    - a. Provide a statement indicating the level of difficulty for your Program
    - b. It is either Essential, Advanced or Mastery
  7. \_\_\_\_\_ **Identify and Secure Qualified Presenters**
    - a. Provide Name & Credentials for all speakers
    - b. Provide [Speaker Release Form](#) for all speakers
    - c. Provide curriculum vitae/biography for all speakers
  8. \_\_\_\_\_ **Create Participant Assessments**
    - a. Please use the [Example Assessment Methods for Programs](#) to design appropriate Participant Assessments
    - b. Submit the actual Participant Assessment tool that will be used
    - c. Submit a narrative to include
      - i. The assessment methods
      - ii. Data collection methods
      - iii. Provide a narrative describing how feedback from the Participant Assessments will be shared with each participant in an appropriate, timely and contractive manner.
  9. \_\_\_\_\_ **Create Program Evaluations**

- a. Please use the [Example of Program Evaluation](#) to design appropriate Program Evaluations
  - b. Please provide the actual Program Evaluation Tool
  - c. Please Provide a narrative indicating how Presenters will be provided feedback pertaining to their presentation
10. \_\_\_\_\_ **Create Schedule and Assign CEU's**
- a. Provide number of CEU's assigned to this Program
  - b. **Provide a summary of the Program that includes:**
    - i. Description of the Program
    - ii. Outline
    - iii. Learning Objectives
    - iv. Program Purpose, knowledge, competency, or performance gap and why the content is important to Athletic Trainers
    - v. Expected Outcomes
    - vi. A list of educational materials that will be offered to enhance learning
    - vii. Schedule
11. \_\_\_\_\_ **Promotional Materials**
- a. Submit all Promotional Materials
  - b. Promotional Material **MUST** Include for approval:
    - i. Learning objectives
    - ii. Target audience
    - iii. Schedule
    - iv. Instructional Format
    - v. Fee(s)
    - vi. Cancellation/refund policy
    - vii. Role Delineation Study Domains taught within the Program
    - viii. Names and Credentials of the instructor(s)
    - ix. Number of contact hours/CEUs that will be available
    - x. Sponsors
    - xi. BOC logo
    - xii. BOC statement indicating are approved to provide continuing education
12. \_\_\_\_\_ **Create an Attendance Roster**
- a. Submit the Attendance to be used for the Program
  - b. Please use the [Attendance Roster Example](#) when developing Attendance Roster
13. \_\_\_\_\_ **Create a Statement of Credit**
- a. Submit the Statement of Credit ensuring that it has the following information outlined in the Create a Statement of Credit section
  - b. Please use the [Statement of Credit Example](#) when developing the certificates



## **Appendix B: Program Logistics: During Event Policies & Procedures Checklist**

All information below is to be collected and saved during the Program. It will be used in the After Event Report and is required by the BOC to be saved for 5 years.

1. \_\_\_\_\_ **Attendance Roster**
  - a. Ensure all Program Attendees sign-in prior to Program
2. \_\_\_\_\_ **Declare Conflicts of Interest**
  - a. Ensure declare all Conflicts of interest at the appropriate places
3. \_\_\_\_\_ **Provide a non-discriminatory statement at the beginning of Event**
  - a. “Company Name does not discriminate on the basis of race, color, national origin, religion, sex, disability, military status, sexual orientation, or age. Company Name is committed to accessibility and nondiscrimination in all aspects of its continuing education activities. Participants who have special needs are encouraged to contact program organizers so that all reasonable efforts to accommodate these needs can be made.”
4. \_\_\_\_\_ **Provide Participant Assessments**
  - a. Provide assessments to each participant
  - b. Collect and Score
5. \_\_\_\_\_ **Distribute Program Assessments**
  - a. Provide assessments to each participant
  - b. Collect and Score

## Appendix C: Program Logistics: Post Event Policies and Procedures

1. \_\_\_\_\_ **Distribute Statements of Credit**
  - a. Ensure only those Attendees that signed-in, completed the program, passed the participant assessment and completed the program evaluation are given a Statement of Credit.
2. \_\_\_\_\_ **Review Program Evaluations**
  - a. Review, evaluate and synthesize data to prepare it for the After Event Report
  - b. Please provide summary data as part of this report
3. \_\_\_\_\_ **Provide Feedback to Instructors (Presenters)**
  - a. Review, evaluate and synthesize data to prepare it for the After Event Report
  - b. Please provide summary data as part of this report
4. \_\_\_\_\_ **Conduct Internal Program Review**
  - a. Conduct a Program Review in order to prepare the After Event Report.
  - b. It is suggested that the Program Committee complete this task together.
5. \_\_\_\_\_ **After Event Report**
  - a. **This step is very important to maintaining compliance with the BOC Standards**
  - b. Must be completed in outline form and submitted to Professional Development Committee Chair **within 60 days** of the conclusion of the Program.
  - c. The report **MUST** include all of the following
    - i. Provide a narrative discussing how data was reviewed, evaluated, and synthesized in order to make improvements within the Program. Please provide summary data.
    - ii. Provide a narrative discussing how feedback was provided in a timely fashion to improve future presentations.
    - iii. Provide a narrative discussing the evaluation of the Program's educational objectives
    - iv. Provide a narrative discussing the extent to which the evaluation effectively and appropriately assessed Educational objectives
    - v. Provide a narrative discussing the quality of instruction process
    - vi. Provide a narrative discussing participants perception of enhanced professional effectiveness
    - vii. Provide the Attendance Roster
    - viii. Provide any copyright permissions
    - ix. Provide any conflict of interests
6. \_\_\_\_\_ **Retain Records**
  - a. Records must be saved for 5 years.
  - b. All material are sent to the Professional Development Committee Chair. The Program Coordinator must save a copy as well.
7. \_\_\_\_\_ **Process Complaints**
  - a. Process any complaints or grievances in accordance with the Grievance Policy