

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