

**PURPOSE:** To describe and define criteria for continuing education programs approved for certification renewal.

**POLICY:** CDRS™, Certified Driver Rehabilitation Specialist, credentials will be valid for a period of three years. To be eligible for CDRS renewal, the applicant is required to complete 30 approved continuing education contact hours during their three-year certification period. This policy and procedure describes and defines acceptable activities available to meet renewal requirements.

**PROCEDURE:**

1. Continuing education activities must be directly and substantially related to some aspect of driver rehabilitation, reflected in either the program title, abstract or learning objectives. Examples include: information on driving, driver education, adaptive driver education, driver evaluation, medical aspects of disabilities as related to driving, vehicular and roadway design as related to driver behavior.
2. Contact hours may be awarded per 3-year renewal cycle for education that is indirectly (or minimally) related to driver rehabilitation, provided the applicant states how this education relates to driver rehabilitation. For example, a course on “Cognitive Rehabilitation” might be justified as helping the CDRS understand an intervention to help clients strengthen underlying information processing skills in preparation for driving resumption.
3. The chart below lists educational activities approved for CDRS renewal contact hour requirement. Application requirements and the maximum number of contact hours per activity are also detailed.

Educational Activity (refer to section 4 for descriptions)	Contact Hour Application Required	Maximum Number of Contact Hours
a. Attendance at an ADED approved educational program	No	30
b. Presentation of an ADED approved educational program	No	20
c. Completion of an ADED approved on-line course	No	8
d. Completion of college/university course(s)	Yes	30
e. Audit of a college/university course(s)	Yes	20
f. Publishing a driver rehabilitation book	Yes	20
g. ADED course development	No	30
h. Publishing research related to driver rehabilitation	Yes	20
i. Writing an article(s) on driver rehabilitation for a professional organization publication.	Yes	20
j. Producing audiovisual material on driver rehabilitation available to professionals or consumers	Yes	20
k. Publishing a chapter review on driver rehabilitation	Yes	10
l. Actively Serving on an ADED standing or ad hoc committee or board	No	10
m. Actively Serving as an ADED chapter officer	No	5
n. Attendance at continuing education indirectly related to driver rehabilitation	Yes	6
o. Poster Presentations-relating to driver rehabilitation	No	2
p. ADED Mentor Program participation	No	6
q. ADED Conference Soap Box Sessions	No	6

4. Continuing Education Descriptions
  - a. Attendance at an ADED approved educational program-live learning
    - i. Contact hours cannot be submitted for attendance at the same program more than once in a 3-year renewal cycle.
    - ii. Required information: Title of program, date of attendance, organization hosting, location and contact hours obtained.
  - b. Presentation of an ADED approved educational program-live learning
    - i. Contact hours cannot be submitted for presenting the same educational program more than once in a 3-year renewal cycle.
    - ii. Contact hours cannot be submitted for attending a program when the individual has previously received credit for presenting the same information in a 3-year renewal cycle.
    - iii. Required information: Title of program, date of attendance, organization hosting, location, contact hours obtained and proof of presentation.
    - iv. Educational program development will be awarded at 2 hours for every hour of presentation. For preplanned or already developed courses 1-hour credit per presentation hour will be given.
    - v. A maximum of 20 hours is allowed per 3-year renewal cycle.
  - c. Completion of an ADED approved on-line course
    - i. Contact hours cannot be submitted for completion of the same on-line course more than once in a 3-year renewal cycle.
    - ii. Required information: Title of course, date of completion, organization hosting, contact hours obtained.
    - iii. A maximum of 8 hours is allowed within a 3-year renewal cycle.
    - iv. Examples of on-line learning include: On-line course, video/CD/audio workshop, virtual/internet based courses (pre-recorded or live), self-study course.
  - d. Completion of a college/university level course
    - i. Required information: Name of course, dates of course, total hours of course, name of school, and grade earned.
    - ii. A passing grade is required for renewal credit.
  - e. Audit of a college/university level course
    - i. Required information: Name of course, dates of course, total hours of course, name of school.
    - ii. For audited courses only ½ of the total hours of the course are allowed with a maximum of 20 hours per 3-year renewal cycle.
  - f. Publishing a driver rehabilitation book
    - i. Required information: Title of project, start and finish date of project, publisher, and total number or hours for completion.
    - ii. A maximum of 20 hours per book are allowed per 3-year renewal cycle.
    - iii. If co-author, only the hours directly related to the applicant's contribution is allowed.
  - g. ADED course development
    - i. Required information: Name of course(s), start and finish date of the project(s), total number of hours contributed and written contribution verification by the Education Committee Chair.
    - ii. Multiple course development projects are eligible however, no matter how many hours have been completed on the project(s); a cumulative maximum of 30 hours is allowed per 3-year renewal cycle.
    - iii. If co-contributor, only the hours directly related to the applicant's contribution is allowed.

- h. Publishing research related to driver rehabilitation
  - i. Required information: Title of project, start and finish date of project, sponsoring organization, and total number or hours for completion.
  - ii. A maximum of 20 hours per research project is allowed per 3-year renewal cycle.
  - iii. If co-researcher, only the hours directly related to the applicant's contributions are allowed.
- i. Writing an article on driver rehabilitation for a professional organization's publication
  - i. Contact hours cannot be submitted for the same article being included in more than one publication.
  - ii. Required information: Title of authored article, published publication, date of publication, total number of hours for completion.
  - iii. 5 contact hours' maximum per article is allowed.
  - iv. A maximum of 20 hours is allowed for writing articles in a 3-year renewal period.
- j. Producing audiovisual material on driver rehabilitation available to professionals or consumers
  - i. Required information: Name, start date of project, date of release, distributor, and total number of hours for completion.
  - ii. A maximum of 20 hours per audiovisual project is allowed per 3-year renewal cycle.
  - iii. If co-producer, only the hours directly related to the applicant's contribution is allowed.
- k. Publishing a chapter review on driver rehabilitation
  - i. Required information: Title of chapter reviewed, published publication, date of publication, total number of hours for completion.
  - ii. A maximum of 5 contact hours per review is allowed.
  - iii. A maximum of 10 hours is allowed for writing reviews in a 3-year renewal period.
- l. Actively serving on an ADED standing or ad hoc committee or board of directors
  - i. Required information: Name of ADED committee or board position, dates of service, project(s) directly involved in, and total number of hours of service.
  - ii. A maximum of 10 hours per 3-year renewal cycle can be submitted
- m. Actively Serving as an ADED chapter officer
  - i. Required information: Name of ADED chapter and office position, dates of service, project(s) directly involved in, and total hours of service.
  - ii. A maximum of 5 hours per 3-year renewal cycle is allowed.
- n. Attendance at continuing education indirectly related to driver rehabilitation
  - i. Required information: Name of course, dates, total hours, organization/presenter, and presenter biography.
  - ii. The applicant shall demonstrate relevance of subject matter to the field of driver rehabilitation with thorough written justification.
  - iii. A maximum of 6 hours per 3-year renewal cycle is allowed.
- o. Poster Presentations-related to driver rehabilitation
  - i. Contact hours cannot be submitted for presenting the same poster more than once in a 3-year renewal cycle.
  - ii. Required information: Title of poster, list of poster content, date presented, organization hosting, location and contact hours obtained.
  - iii. Poster development will be awarded at 2-units for every 1-unit of presentation. (ex: 15-minute presentation = 30-minute contact hour credit)
  - iv. A maximum of 2-hours is allowed per 3-year renewal cycle.
- p. ADED Mentor Program participation
  - i. Required information: Stamped/verified mentor verification for to include date, time and topic with both parties' signatures.
  - ii. A maximum of 6 contact hours, no more than 3 per year, is allowed per 3-year renewal cycle.

- q. ADED Conference Soap Box Presentations
    - i. Required information: Title of session, abstract, learning objectives, date presented and contact hours obtained.
    - ii. Soap Box Session presenter development will be awarded at 2-units for every 1-unit of presentation. (ex: 15-minute presentation = 30-minute contact hour credit)
    - iii. A maximum of 6-hours, 2 per year, can be submitted per 3-year renewal cycle.
5. Additional information required in case of CDRS renewal audit:
- a. Attendance at an ADED approved educational program
    - i. A copy of the certificate of attendance.
    - ii. This certificate must state at minimum the name of the program, date attended, length of program, and be signed by the hosting organization.
  - b. Presentation of an ADED approved educational program
    - i. A copy of the certificate of attendance listing the applicant as the speaker.
    - ii. This certificate must state at minimum the name of the program, date attended, length of program, and be signed by the hosting organization.
  - c. Completion of ADED approved on-line course
    - i. Certificate of attendance
  - d. Completion of a college/university level course
    - i. A copy of the report card/proof of completion from the college or university.
    - ii. For courses being submitted for completion, a passing grade is required.
  - e. Audit of a college/university level course
    - i. Copy of audit verification
  - f. Publishing a book on driver rehabilitation
    - i. A copy of the book cover, content list and introduction/abstract.
  - g. ADED course development
    - i. Verification from Education Committee chair
  - h. Publishing research related to driver rehabilitation
    - i. A copy of the research project.
  - i. Writing an article on driver rehabilitation for professional publication
    - i. Copy of or link to published article
  - j. Producing audiovisual material on driver rehabilitation that is available to professionals or consumers
    - i. A copy of the produced audiovisual material.
  - k. Publishing a chapter review related to driver rehabilitation
    - i. A copy of the chapter review.
    - ii. A copy of the book cover and content list.
  - l. Actively Serving on an ADED standing or ad hoc committee, or board of directors
    - i. A detailed list of activities, projects and meetings you were directly involved in during your time of service.
  - m. Actively serving as an ADED chapter officer
    - i. A detailed list of activities, projects and meetings you were directly involved in during your time of service.
  - n. Attendance at continuing education indirectly related to driver rehabilitation
    - i. Proof of attendance
    - ii. Verification of relevance to driver rehabilitation
  - o. Poster Presentation-relating to driver rehabilitation
    - i. Proof of presentation
  - p. ADED Mentor Program participation
    - i. Validated mentor verification form
  - q. ADED Conference Soap Box Sessions
    - i. Attendance or presentation verification