

PURPOSE: To describe the process for applying for continuing education contact hour approval.

DEFINITIONS:

- Provider: A speaker or company offering the continuing education program.
- Individual: An attendee at the continuing education program.
- CDRS: Certified Driver Rehabilitation Specialist

POLICY:

For Providers:

1. To obtain approval, providers of educational programs must apply for approval from the certification committee by submitting the appropriate application form. Non-refundable application fees apply.
2. Providers shall not use the term "ADED Approved" or similar promotional phrasing prior to notification of approval.
3. Providers are encouraged to submit applications at least 45 days prior to the event.
4. ADED sponsored events (i.e. annual conference, chapter meetings, 2-day courses) are exempt from paying an application fee.

For Individuals:

1. Individuals wishing to have attendance at educational programs approved for continuing education contact hours must apply for approval from the certification committee by submitting the appropriate application form. Non-refundable application fees apply. They must submit documentation of attendance usually by a certificate offered by the provider.
2. CDRS renewal applicants are advised to obtain contact hour approval prior to their certification renewal deadline and within their current renewal cycle. Refer to Policy 402: Certification Renewal

PROCEDURE:

1. All applicants will submit the appropriate application available on the ADED website.
2. The application, non-refundable fee and supporting documentation will be received by the executive office.
3. Application fees are set and processed by the executive office. Fees will vary by application type.
4. Within 2 business days upon receipt, the application will be posted by the executive office to the certification committee for review via a secured, password protected page on the website.
5. Within 10 business days from posting, a certification committee co-chairperson and a minimum of two committee members will review the application and supporting documentation to assure it meets requirements.
6. Recommendations for approval/denial will be based upon the course content usually as reflected in learning objectives, the relevance to the field of driver rehabilitation and the qualifications of the presenter(s). The number of hours approved is based on actual duration of educational contact documented by the course schedule.
7. The approval process and notification to the applicant will occur within 30 business days of certification committee receipt of a complete application.
8. If the application is **approved** for continuing education contact hours:

- a. The co-chairperson will 'close' the application submission posting and notify the executive office.
 - b. The executive office will then notify the applicant by e-mail and provide number of approved hours and any additional instructions as provided by the co-chair.
 - i. For INDIVIDUALS, the approval notice will indicate the program title, date attended and number of contact hours approved. The approval is only valid for that single program, speaker(s), and date attended as indicated on the application. Once approved, other attendees may claim these approved hours for this single event.
 - ii. For PROVIDERS, the approval will be valid for one year from date of approval, including multiple presentations providing the content and speakers are unchanged. The provider may promote their event as "ADED Approved", including the number of approved contact hours. Providers are responsible for providing attendees with certificates of attendance indicating: title, date, location, contact hours, provider/speaker signature.
 - c. All approved events are listed on the Approved Events section of the website.
9. If the application is determined to be **incomplete**:
- a. The co-chairperson will notify the applicant via e-mail requesting additional information necessary to approve the hours.
 - b. The co-chairperson will make a notation in the application posting forum of any communication with the applicant.
 - c. The applicant will be allowed 10 business days to return the requested information, after which time, the application will be deemed denied.
10. If the application is **denied**:
- a. The co-chairperson will 'close' the application and notify the executive office.
 - b. The executive office will then notify the applicant by e-mail as directed by the co-chairperson.
 - c. The applicant may appeal the committee's decision by following the Appeal Process outlined in this policy.

APPLICATION CONTENT: There are 3 categories of continuing education applications: Individual, Single Course Providers, Multiple Course Providers.

Applications for continuing education contact hour approval are available on-line via the ADED website. All applications will require at a minimum:

- applicant demographic and contact information,
- event title, date, location and number of hours (excluding breaks/meals)
 - all events shall be a minimum of 60 minutes for contact hour approval consideration.
- event abstract and course content details, preferably learning objectives
- event speaker name(s), credentials and/or biography
- for events not related specifically to driving, a benefit statement is required indicating how the material will be used in driver rehabilitation practice.

Dependent on the type of application, additional information may also be required. Refer to Policy 403: Approved Contact Hour Activities.

APPEAL PROCESS: In the event that an application is denied by the committee, the applicant may appeal the decision by providing additional, pertinent information or supporting documentation. The appeal must be received in writing by the executive office within 7 business days of denial notification. The committee shall respond to the appeal within 30 business days of receipt.