

Policy: Approved Contact Hour Activities **POLICY NUMBER:** 403
APPROVAL DATE: 12-01-2018 **EFFECTIVE DATE:** 12-01-2018
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RESCINDED: N/A

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 approved 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. 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	10
d. Completion of an ADED administered self-study course	No	4
e. ADED course development	No	30
f. Actively Serving on an ADED standing or ad hoc committee or board	No	10
g. Actively Serving as an officer on an ADED chapter or Special Interest Group	No	5
h. ADED Mentor Program participation	No	6
i. ADED Conference Soap Box Session Presentations	No	6
j. Completion of college/university course(s)	Yes	30
k. Audit of a college/university course(s)	Yes	20
l. Publishing a driver rehabilitation book	Yes	20
m. Publishing research related to driver rehabilitation	Yes	20
n. Publishing a chapter review on driver rehabilitation	Yes	10
o. Writing an article(s) or chapter on driver rehabilitation for a professional organization publication.	Yes	20
p. Producing audiovisual material on driver rehabilitation available to professionals or consumers	Yes	20
q. Attendance at continuing education indirectly related to driver rehabilitation	Yes	6
r. Poster Presentations-relating to driver rehabilitation	Yes*	6

**refer to Policy 406.1 for contact hour application requirements*

4. Continuing Education Activity Definitions and Limitations

- a. Attendance at an ADED approved educational program live-learning
 - i. Definition: Instructor-led program where participants must physically be in attendance to claim credit. Courses may be led by single or multiple instructors or by a panel. Live-learning can be offered in a variety of formats including national and local conferences, workshops, and seminars.
 - ii. Limitations:
 - 1. Maximum of 30-contact hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 - 2. Contact hours cannot be submitted for attendance at the same program more than once in a 3-year renewal cycle.
 - 3. For programs not provided by ADED or an ADED CHAP provider, contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- b. Presentation of an ADED approved educational program-live learning
 - i. Definition: Instructor-led program where participants must physically be in attendance to claim credit. Courses may be led by single or multiple instructors or by a panel. Live-learning can be offered in a variety of formats including national and local conferences, workshops, and seminars.
 - ii. Limitations:
 - 1. Maximum of 20-contact hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 - 2. New educational program development will be awarded at 2:1 ratio for every half-hour (30 minutes) of presentation. No partial or pro-rated credit (such as .25 hours) will be given or acknowledged.
 - 3. For preplanned, or already developed courses, credit will be given for presentation time only (e.g.: 1-hour presentation = 1 contact hour).
 - 4. Contact hours cannot be submitted for presenting the same educational program more than once in a 3-year renewal cycle.
 - 5. 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.
- c. Completion of an ADED approved on-line course
 - i. Definition: Educational sessions offered on-line via computer, video/CD/audio, or internet-based courses. Sessions may be occurring live, in real time, or they may be recorded and available on-demand.
 - ii. Limitations:
 - 1. Maximum of 10-contact hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 - 2. Contact hours cannot be submitted for completion of the same on-line course more than once in a 3-year renewal cycle.
- d. Completion of an ADED administered self-study course
 - i. Definition: Continuing education course in printed or recorded format, including audio, video, or online recordings that may be viewed over time at various locations.
 - ii. Examples: published articles or written documents that have been developed into a course with stated learning objectives and a post completion quiz to measure learning
 - iii. Limitations:
 - 1. Maximum 4-contact hours can be claimed for CDRS renewal in one 3-year renewal cycle.

2. Contact hours cannot be submitted for completion of the same self-study course more than once in a 3-year renewal cycle.
 3. The *Mergener Formula* will be used to determine how many hours can be applied to a submitted piece.
<http://touchcalc.com/calculators/mergener>
- e. ADED course development
- i. Definition: Active participation on an ADED-owned continuing education course including but not limited to: content development, meeting attendance, homework assignments, research collection.
 - ii. Limitations:
 1. Maximum 30-contact hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 2. 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.
 3. Co-contributors can only apply for hours they directly contributed related to course development.
- f. Actively serving on an ADED standing or ad hoc committee or board of directors
- i. Definition: Appointment or election to an ADED standing or AD Hoc Committee or as an officer on the ADED Board of Directors.
 - ii. Limitations:
 1. Maximum of 10-contact hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 2. Service must have been conducted within the 3-year renewal cycle.
 3. Service term(s) must be a minimum of 6-months to claim credit.
- g. Actively serving as an officer of an ADED Chapter or Special Interest Group
- i. Definition: Appointment or election as an officer on an ADED Chapter or Special Interest Group.
 - ii. Limitations:
 1. Maximum 5-hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 2. Service must have been conducted within the 3-year renewal cycle.
 3. Service term(s) must be a minimum of 12-months to claim credit.
- h. ADED Mentor Program participation
- i. Definition: Participation in ADED's Mentor Program, mentoring a new member or attendee at conference.
 - ii. Limitations:
 1. Maximum 6-contact hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 2. Mentorship must have occurred within the CDRS renewal cycle.
 3. Refer to *Policy #302/Mentor Program* for details.
- i. ADED Conference Soap Box Session Presentations
- i. Definition: Presenter at a Soap Box Presentation hosted at an ADED Conference exhibitor booth during the Association's annual conference.
 - ii. Limitations:
 1. Maximum of 6-hours, 2 per year, can be claimed for CDRS renewal in one 3-year renewal cycle.
 2. Presenter development will be awarded at 2-units for every 1-unit of presentation. (ex: 15-minute presentation = 30-minute contact hour credit)
 3. Contact hours will not be awarded for presenting the same soap box session more than once during the 3-year renewal cycle.

- j. Completion of a college/university level course
 - i. Definition: Enrollment in a program of instruction that is provided by an accredited college or university where the educational content is directly related to driver rehabilitation.
 - ii. Limitations:
 - 1. Maximum 30-hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 - 2. Passing grade is required for renewal credit.
 - 3. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- k. Audit of a college/university level course
 - i. Definition: Auditing a program of instruction that is provided by an accredited college or university where the educational content is directly related to driver rehabilitation.
 - ii. Limitations:
 - 1. Maximum 20-hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 - 2. Only ½ of the total hours offered are allowed for audited courses. Example: Audit of a ten-hour course may only claim 5 hours.
 - 3. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- l. Publishing a driver rehabilitation book
 - i. Definition: Production and issuance of book or textbook where the content is directly related to driver rehabilitation.
 - ii. Limitations:
 - 1. Maximum 20-hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 - 2. Co-authors may only apply hours they directly provided in relation to the publication of the book.
 - 3. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- m. Publishing research related to driver rehabilitation
 - i. Definition: Publication of research directly related to driver rehabilitation in a peer-reviewed professional journal or publication.
 - ii. Limitations:
 - 1. Maximum 20-hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 - 2. Co-researchers may only apply hours they directly contributed to the research and subsequent authoring of the publication.
 - 3. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- n. Publishing a chapter review on driver rehabilitation
 - i. Definition: Publication of a formal assessment/review of a published textbook chapter directly related to driver rehabilitation.
 - ii. Limitations:
 - 1. Maximum 10-hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 - 2. Maximum of 5-hours per chapter review is allowed.

3. The *Mergener Formula* will be used to determine how many hours can be applied to a submitted piece.
<http://touchcalc.com/calculators/mergener>
 4. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- o. Writing an article(s) or chapter on driver rehabilitation for a professional organization publication.
- i. Definition: Publication of a piece of writing in a professional newsletter or journal related to content or specific topic directly related to driver rehabilitation.
 - ii. Examples: chapter in a professional textbook, newspaper/magazine/online article.
 - iii. Limitations:
 1. Maximum 20-hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 2. 5-contact hours maximum per published article is allowed.
 3. Contact hours cannot be submitted for same article being included in more than one publication.
 4. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- p. Producing original audiovisual material on driver rehabilitation available to professionals or consumers
- i. Definition: Production of instructional materials directly related to driver rehabilitation possessing both sound and visual component, typically in the form of slides or video and recorded speech.
 - ii. Limitations:
 1. Maximum 20-hours per project can be claimed for CDRS renewal in one 3-year renewal cycle.
 2. Co-producers may only apply hours they directly contributed to the development and production of the audiovisual content.
 3. PowerPoint presentations used during speaking engagements are not applicable under this category.
 4. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- q. Attendance at continuing education indirectly related to driver rehabilitation.
- i. Definition: Attendance at a live or on-line continuing education event indirectly related to driver rehabilitation.
 - ii. Limitations:
 1. Maximum 6-hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 2. Maximum credits under on-line category may also apply.
 3. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Applicant must demonstrate relevance of subject matter to the field of driver rehabilitation through written justification. Refer to *Policy 406/Contact Hour Approval Process*.
- r. Poster Presentations-related to driver rehabilitation
- i. Definition: Presentation of research or body of work presented in the form of a paper poster at an educational conference that participants may view.
 - ii. Limitations:

1. Maximum 6-hours can be claimed for CDRS renewal in one 3-year renewal cycle.
 2. Contact hours will not be awarded for presenting the same poster more than once during the 3-year renewal cycle.
 3. Poster development will be awarded at 2-units for every 1-unit of presentation with a minimum of 15-minutes presentation equaling 30-minute contact hour credit.
 4. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. However, for posters presented at an ADED annual conference, application is not required. Refer to *Policy 406/Contact Hour Approval Process*.
5. **Information Required for CDRS Renewal Audit:** Refer to *Policy 402/Certification Renewal* for CDRS renewal audit process. The following additional information will be required of the renewal applicant 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 issued 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 presented, length of program, and be issued by the hosting organization.
 - c. Completion of ADED approved on-line course
 - i. Certificate of attendance/completion
 - ii. This certificate must state at minimum the name of the program, date presented, length of program, and be issued by the hosting organization.
 - d. Completion of an ADED administered self-study course
 - i. Certificate of attendance/completion
 - ii. This certificate must state at minimum the name of the program, date presented, length of program, and be issued by the hosting organization.
 - e. ADED course development
 - i. Verification from Education Committee chair
 - f. Actively Serving on an ADED standing or ad hoc committee, or board of directors
 - i. Verification of ADED Executive office, listing in ADED publication or other formal notification of service.
 - ii. A detailed list of activities, projects and meetings the applicant was directly involved in during their time of service.
 - g. Actively serving as an officer of an ADED Chapter or Special Interest Group
 - i. Verification of ADED Executive office, listing in ADED publication or other formal notification of service.
 - ii. A detailed list of activities, projects and meetings the applicant was directly involved in during your time of service.
 - h. ADED Mentor Program participation
 - i. Validated mentor verification form
 - i. ADED Conference Soap Box Session Presentations
 - i. A copy of the certificate of attendance listing the applicant as the presenter.
 - j. Completion of a college/university level course
 - i. A copy of the report card/proof of completion from the college or university.
 - ii. Proof of passing grade.
 - iii. Proof of Certification Committee contact hour approval.
 - k. Audit of a college/university level course
 - i. Copy of audit verification

- ii. Proof of Certification Committee contact hour approval.
- l. Publishing a book on driver rehabilitation
 - i. A copy of the book cover, author and content list, and introduction/abstract.
 - ii. Proof of Certification Committee contact hour approval.
- m. Publishing research related to driver rehabilitation
 - i. A copy of the published research project.
 - ii. Proof of Certification Committee contact hour approval.
- n. Publishing a chapter review related to driver rehabilitation
 - i. A copy of or access to the chapter review publication.
 - ii. A copy of the book cover and content list in which the chapter was published.
 - iii. Proof of Certification Committee contact hour approval.
- o. Writing an article(s) or chapter on driver rehabilitation for a professional organization publication.
an article on driver rehabilitation for a professional organization's publication.
 - i. Copy of or access to the published article
 - ii. Proof of Certification Committee contact hour approval.
- p. Producing audiovisual material on driver rehabilitation that is available to professionals or consumers
 - i. A copy of or access to the produced audiovisual material.
 - ii. Proof of Certification Committee contact hour approval.
- q. Attendance at continuing education indirectly related to driver rehabilitation
 - i. Proof of attendance
 - ii. Written justification demonstrating relevance of subject matter to the field of driver rehabilitation.
 - iii. Proof of Certification Committee contact hour approval.
- r. Poster Presentation-relating to driver rehabilitation
 - i. A copy of the certificate of attendance listing the applicant as the presenter.
 - ii. Proof of Certification Committee contact hour approval if not hosted by ADED.