

Policy:	Contact Hour Associate Provider	POLICY NUMBER:	405
APPROVAL DATE:	12-01-2017	EFFECTIVE DATE:	01-01-2018
PRIOR POLICY DATE:	03-01-2015		
RESCINDED:	N/A		

PURPOSE:

To describe policy and procedures for the provision and designation of ADED's Contact Hour Associate Provider status (CHAP).

POLICY:

It is the policy of ADED to designate "ADED Contact Hour Associate Provider" (CHAP) status to educational providers offering continuing education programs that meet current policy, are directly related to the field of driver rehabilitation, support the mission of the Association and that meet the professional needs of ADED's membership.

ELIGIBILITY CRITERIA:

Eligible applicants must meet the following criteria:

1. The applicant is an educational provider (either an entity or individual) that provides continuing education which is consistent with current ADED policy and supports the mission of the Association.
2. The educational provider will submit a completed application, providing all supporting documents and pay the full non-refundable application fee to be considered for CHAP status.
3. The mission statement of the applicant's organization must be related to driver rehabilitation, traffic safety, rehabilitation (i.e. physical, cognitive, visual and/or mental health), vehicle modification or assistive technology.
4. The applicant will identify a designated contact person within their organization who is responsible for ensuring that all programs offered with the CHAP designation meets CHAP program terms and ADED contact hour policy criteria.
5. The applicant will agree to adhere to the terms of the CHAP program for the duration of their active CHAP status.

TERMS OF THE PROGRAM:

1. CHAP status, once granted, will be in effect for a period of three (3) years.
2. The CHAP designated contact person is responsible for monitoring the expiration date and applying for renewal when appropriate.
3. The CHAP designated contact person is responsible for ensuring that all educational programs promoted as having CHAP status are directly related to the field of driver rehabilitation and meet ADED contact hour criteria as per the ADED Contact Hours Activities Policy.
4. Any major changes that impact the organization, structure, or delivery of services on which this application is based, including, but not limited to, the change of the designated contact person must be communicated in writing to ADED within 30 days of the change.
5. 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. All levels of education (introductory, intermediate, or advanced) are eligible for credit hours.

6. For any educational event for which the CHAP designation is to be applied, the designated contact person must submit a “CHAP Program Notification” form via web portal to the ADED executive office at least 45 days prior to the event. Program notification must include:
 - a. Course date
 - b. Course location – complete address
 - c. Course title
 - d. Course abstract (short statement describing the course)
 - e. Learning Objectives/Outcomes (list 5, should follow SMART format)
 - f. Speaker name and biography
 - g. Target audience
 - h. Educational level (introductory, intermediate, or advanced)
 - i. Outline/Agenda - timed agenda including breaks and lunch
 - j. Prerequisites if applicable
 - k. Contact hours (Minimum of 1 contact hour, do not count breaks and lunch)
 - l. Registration fees
 - m. Course completion requirements (quiz or posttest)
 - n. Logistical information for digitally mediated courses
 - o. Promotional or marketing materials for the course
7. ADED may promote CHAP provided events using the following ADED channels: newsletter listing, website posting, social media announcements. All CHAP programs submitted via the program notification system will be included on the list of ADED approved programs available to the public on the ADED website.
8. After the Program Notification is submitted, the CHAP designee may market the program. Marketing and/or educational promotional materials should include use of the CHAP logo and terms “ADED Approved Contact Hour(s)” and the disclaimer: *The assignment of ADED CEUs does not imply endorsement of specific course content, products, or clinical procedures by ADED.*
9. When offering CHAP designated continuing education, providers are required to:
 - a. collect and maintain (for 7 years) complete registration information for all attendees including: Name, address, phone, email, and professional designation;
 - b. collect and maintain (for 7 years) copies of attendee sign-in sheets;
 - c. collect, compile and maintain (for 7 years) evaluation forms for all activities;
 - d. provide a certificate or proof of attendance to any participant which is to include:
 - i. CHAP provider name and address
 - ii. Learner name
 - iii. Program title
 - iv. Type of activity (e.g., workshop, seminar, online course)
 - v. Start and completion date(s) of the activity
 - vi. Number of ADED Contact Hours awarded
 - vii. Instructor(s) name(s) and credentials
 - viii. Assessment scores, if applicable
 - ix. Signature of the CHAP designated contact person or presenter
10. CHAP providers are required to furnish within 14 days of the events’ conclusion a post program submission via web portal to include: a complete registration list, sign in sheets, compilation of evaluations, a digital copy of any handouts and any additional marketing/promotional pieces not previously provided.
11. Presenters of CHAP education may apply for presentation/preparation contact hour approval by submitting a Provider Application for Contact Hours Approval form. Application fees are waived for CHAP presenters.

12. ADED reserves the right to request additional program documentation and/or audit program offerings at any time, with proper notice, to ensure it is consistent with ADED Contact Hour program policies.
13. Noncompliance with the terms of the program may result in revocation of CHAP status.

PROCEDURE:

1. Completed CHAP application and non-refundable fees are received by ADED executive office and forwarded to the certification committee for review.
2. Applications will be reviewed by the certification committee within 60 days of receipt.
 - a. The certification committee reserves the right to request additional information or clarification during the application review process for which the applicant will be allowed 30 days to supply.
3. The applicant will be notified of CHAP application approval/non-approval within 90 days of receipt, providing additional information is not requested.
4. Once approved, CHAP status will be valid for 3 years from the date of approval.
5. The CHAP provider fee will be billed annually.
6. To prevent expiration and lapse in CHAP status, providers shall submit a renewal application with application fee 90 days prior to the expiration of the current term.
7. If the CHAP provider does not comply with the terms of the program as determined by the certification committee, the provider will be notified in writing. Revocation of CHAP status may occur depending upon severity and frequency of non-compliance.

ONLINE APPLICATION CONTENTS:

1. Date of application (*text*)
2. Requested start date of ADED-CHAP designation: (must be at least 90 days from today) (*text*)
3. Educational Program Provider Information –
 - a. Organization name (*text*)
 - b. Organization address (*text*)
 - c. Organization address (*text*)
 - d. Organization telephone number (*text*)
 - e. Organization website address (*text*)
 - f. Organization mission statement (*text*)
4. Designated Contact Person Information-
 - a. Name (*text*)
 - b. Credentials/position with organization (*text*)
 - c. Telephone number (*text*)
 - d. E-mail address (*text*)
5. Have you completely read the ADED Contact Hour policies? (Yes/No)
6. Tell us about your educational program, please provide a brief history and goals you have for education: (*text*)
7. How long have you been providing programs that directly relate to driver rehabilitation? (*text*)
8. What type of programs do you conduct? (*Multi-select options*)
 - a. Live: *Course that takes place in a face-to-face format with both the instructor and learner in the same physical location.*
 - b. Online learning - Interactive: *Course that occur via the internet, satellite broadcast, or telephone in which an instructor is actively engaging the learner in a synchronous or asynchronous format.*
 - c. Online learning - Independent: *Course that occur via the internet, CD-ROM, or written text (article, self-study manual) where no faculty is actively engaging the learner during the course.*
9. Describe the systems in place for each type of program delivery to monitor and confirm that students complete courses and educational material in their entirety.
 - a. Live: (*text*)
 - b. Online learning - Interactive: (*text*)
 - c. Online learning - Independent: (*text*)
10. How many courses do you estimate conducting per year? (*text*)
11. How many attendees do you foresee at these events? (*text*)
12. Describe your system for tracking participation/attendance in a continuing education activity (*text*)
13. Describe your system for calculating and awarding credit hours: (*text*)
14. Describe your methods for selecting speakers: (*text*)
15. Describe your methods for promotion and marketing: (*text*)
16. All educational activities require a title, abstract, learning objectives and cv/resume of the presenter. Please provide a current sample of each of these items for each delivery method offered.
 - a. Live: (*upload*)
 - b. Online learning - Interactive: (*upload*)
 - c. Online learning - Independent: (*upload*)
17. Will you be able to provide a title, abstract, learning objectives and cv/resume of the presenter prior to each educational activity? (Yes/No)
18. Do you have a strategy in place to assure that education offers research and or/clinically accepted methods without commercialism or bias? Please describe your strategy: (*text*)

19. All educational courses will require a post course assessment. Please upload a sample of an assessment that you have used. (*upload*)
20. Please attach a sample promotional piece of a previous course you have hosted. (*upload*)
21. Attestation: We attest to:
 - a. provide accurate and truthful information to ADED.
 - b. conduct all continuing education activities in an ethical manner that respects professionals and the profession.
 - c. provide full and accurate disclosure of complete information in promotions and advertising.
 - d. use the approved ADED logo, credit hours and disclaimer in marketing or promotional materials without any modifications.