

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

DEFINITIONS:

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

APPLICATION CATEGORIES: There are 3 application categories for continuing education:

- Individual:
 - Contact hours awarded to an attendee or presenter of a single continuing education program. Awarded hours are not transferable to other attendees and are only awarded for that education program. Fees are nonrefundable.
- Single Course Providers:
 - Contact hours are awarded to all attendees of a single education program. Approved hours are not transferable to other programs offered by same provider. Approved hours may apply to the same program if offered within 12 months of approval. Providers must provide proof of attendance as listed in the Procedure Section above. Fees are nonrefundable.
- Multiple Course Providers:
 - Contact Hour Associate Providers: Refer to *Policy 405/Contact Hour Associate Provider*. Fees are nonrefundable.
 - Chapter meetings submit contact hours under this category. Fees waived.

POLICY:

For Individuals:

1. Individuals wishing to have attendance or presentation 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. Refer to Policy 403: Contact Hour Activities, for maximum approved hours towards CDRS renewal.
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

For Providers:

3. 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.
4. Providers shall not use the term "ADED Approved" or similar promotional phrasing prior to notification of approval by the executive office.
5. Providers are encouraged to submit applications at least 45 days prior to the education program.
6. ADED sponsored education programs (i.e. annual conference, chapter meetings, 2-day courses) are exempt from paying an application fee.

PROCEDURE:

1. All applicants will submit the appropriate application available on the ADED website. Refer to *Policy 406.1/Contact Hour Application Form Guidelines* for required information.
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, one certification committee co-chair 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-chair 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 or presented, and number of contact hours approved. The approval is provided to the individual applicant only and is only valid for that single program, speaker(s), and date attended as indicated on the application.
 - 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. These education programs will be listed on the Approved Contact Hours section of the website.
9. If the application is determined to be **incomplete**:
 - a. The co-chair will notify the applicant via e-mail requesting additional information necessary to approve the hours.
 - b. The co-chair 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-chair will 'close' the application by documenting "denied" on the discussion form and by notifying 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.

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.