

# **Indiana Occupational Therapy Association, Inc. (IOTA)**

## **Approved Provider Program (APP)**

### **Program Description and Criteria**

#### **Program Description**

The Indiana Occupational Therapy Association (IOTA) Approved Provider Program (APP) authorizes continuing education (CE) providers to issue IOTA continuing education hours (CE hours). The IOTA APP is a subcommittee of the IOTA Education Committee which is chaired by the Vice President. These CE hours are pre-approved by the Indiana Professional Licensing Agency Occupational Therapy Committee (IPLAOTC). The APP assures that continuing education offered by Approved Providers is relevant to occupational therapy practitioners in the state of Indiana and corresponds with criteria for continuing education described by the IPLAOTC CE requirements.

A prospective Approved Provider must submit an application to IOTA. Applications will be reviewed by a member of the IOTA APP committee, all of whom are licensed occupational therapy practitioners and members of IOTA. The Committee is charged with (1) the responsibility of reviewing all of the supporting materials and applications from prospective Approved Providers, submitted to IOTA by Providers, (2) to assure the quality of offerings, and (3) randomly auditing Approved Providers. Continuing education providers who meet the organizational criteria stated hereafter in this document and agree to adhere to the following program guidelines will receive the designation of Approved Provider by IOTA.

**Approved Providers** are expected to demonstrate thorough record keeping and to submit certain documents to the IOTA APP Committee, as described in this **document's 14 criteria**.

In addition, **Approved Providers may be audited at anytime within three years of course offering** without any notice.

#### **Types of Approval:**

A prospective Approved Provider may choose to be a Full Status Approved Provider or a Single Course Approved Provider.

- A **Full Status Approved Provider** is approved for **two years** for **all continuing education** relevant to occupational therapy.
- The **Single Course Approved Provider** is approved for **1 year** for that **specific course** regardless of the number of times it is presented.

#### **Application Fees:**

**Full Status Approved Provider \$300**

**Single Course Approved Provider \$75**

#### **Qualifications of Approved Providers**

An Approved Provider is an organization or entity that has applied to IOTA APP, has met the criteria for Approved Provider status, has been approved, and has been issued an Approved Provider number. An Approved Provider may be a(n):

- Accredited programs
- Related trade associations
- Health facility
- Government agency
- Educational institution
- Continuing education corporation
- Individual who arranges continuing education programs with instructors who meet IOTA APP criteria
  - \*See 844 IAC 10-7-5

## **ORGANIZATIONAL CRITERIA**

### **Criterion One: Structure and Responsibility**

**Approved Provider has an organizational structure that supports the development and execution of continuing education activities.** Approved Provider has identified an individual who has the authority and responsibility for administering continuing education activities and who will serve as a point of contact with IOTA.

**Approved Provider has identified an individual responsible for ensuring that IOTA approved provider criteria are met in each continuing education event presented.** (Note: For Full Status Approved Provider, if the individual who administers the CE program is not an occupational therapy practitioner, the Approved Provider must ensure that an occupational therapy practitioner serves as a consultant to the Approved Provider. The Single Course Approved Provider does not require an OT consultant.)

## **COURSE ADMINISTRATION CRITERIA**

### **Criterion Two: System for issuing IOTA CE hours**

**The Approved Provider has a system in place to identify learners who meet requirements for satisfactory completion.**

- Satisfactory completion requirements that can include attendance requirements, pre-post tests or return skill demonstration are established prior to the beginning of the activity.
- Requirements for performance levels should be based on the intended learning outcomes.
- When attendance is part of the satisfactory completion, attendance requirements should be established and documented through sign-in sheets or other methods of tracking attendance. These sheets should be retained in the approved provider records.
- Learners should be informed of requirements prior to their participation in the learning activity and that only those who satisfactorily meet completion requirements will earn IOTA CE hours.
- A designated official of the continuing education or training entity/group verifies that each learner has or has not met the specified requirements for satisfactory completion and is or is not awarded IOTA CE credit.
- When partial credit is issued to learners who do not complete an entire activity, the Approved Provider has a system to track, calculate, and issue variable credit as appropriate.

- Approved Providers are required to issue a record of course completion (e.g., letters of certification of attendance, certificates, grade slips, and transcripts) to each attendee. These records of course completion must include:
  - o Name of licensee
  - o Course Title
  - o Approved Provider name and address
  - o Approved Provider number
  - o Date of course
  - o Number of hours of continuing education credit
  - o Verification of course by instructor, Approved Provider or provider designee

### **Criterion Three: Record Keeping**

**Approved Providers are required to obtain and maintain the following materials in an organized manner for three years:**

- Signatures of attendees on designated course sign in sheets.
- Course brochures or web page copies. Promotional materials for courses shall read, [Approved Provider Name] is an Approved Provider for the Indiana Occupational Therapy Association. The assignment of IOTA CE hours does not imply endorsement of specific course content, products or clinical procedures by IOTA.
- Course outlines and handouts
- Course description
- Learning objectives
- Content focus (Keyword or Category focus)
- Documentation of instructor qualifications
- Workshop attendee satisfaction surveys to be completed by each attendee.
- Self-study course attendee satisfaction survey completed by each individual that completed a self-study.

Approved Providers will maintain confidentiality of learner records.

## **Criterion Four: Disclosure**

**The IOTA Approved Provider will disclose in advance of the activity the Approved Provider's or instructor's proprietary interest in any product, instrument, device, service or material discussed during the activity and the source of any compensation related to the presentation.**

All speakers and planning committee members are expected to disclose to the audience:

- any significant financial interest or other relationships with the manufacturer(s) or Approved Provider(s) of any commercial product(s) or services(s) discussed in an educational presentation;
- any significant financial interest or other relationship with any companies providing commercial support for the activity; and
- if the presentation will include discussion of investigational or unlabeled uses of a product.

The intent of this disclosure is to provide the participants with information from which they may make their own judgments and not to prevent a speaker with commercial affiliations from presenting. This information must be made available to the learner prior to the continuing education program.

## **Criterion Five: Approved Provider Reporting**

**Approved Providers are required to submit the following materials to IOTA:**

- Full course information provided one month in advance of each course.  
Course information will include:
  - Course promotional materials
  - Instructor biographical information
  - Course description/abstract
  - Course learning objectives
  - Content focus (domain and/or processes of Occupational Therapy)
  - Course educational level
  - Course schedule including breaks
  - Method of record keeping (i.e. sign-in sheet, attendance record, etc.)
  - Instructor Disclosure (see Criterion Four)
- Course summary data from attendee satisfaction surveys no later than 30 days after a course is completed (to be posted on IOTA website) and then maintain the data as outlined above.
- Respond to audit requests and submit Approved Provider satisfaction surveys annually

## **Criterion Six: Copyright, Intellectual Property Rights and Release of Information**

The Approved Provider must ensure that instructors have either created materials themselves, have credited concepts or have the owner's permission to reproduce materials presented in its original form. Credit for intellectual property rights should be stated on all course learning materials.

### **Criterion Seven: Cancellation Policy**

Approved Provider must state the circumstances under which a course may be cancelled and refund/compensation is provided. This will be provided in course informational brochure.

### **Criterion Eight: Audits**

**Approved Providers will participate in audits of their continuing education activities.**

Materials submitted per Criterion Five contribute to the ongoing review process of Approved Provider CE activities by the IOTA APP Committee. The APP Committee of IOTA will audit Approved Provider records, course information, instructor's qualifications, and related activities on a random basis. The Approved Provider status may be revoked for violations of the Approved provider Program criteria. The state OT licensing board will be notified immediately. In addition, notification of revocation of Approved Provider status will be placed on the IOTA website as well as published in HOTline.

## **EDUCATIONAL PLANNING, IMPLEMENTATION, & EVALUATION CRITERIA**

### **Criterion Nine: Instructional Personnel**

**Approved provider must submit each instructor's current biographical information related to current course.**

The Approved Providers are responsible for ensuring that instructors meet at least two of the four of the following criteria:

- A master's degree or higher degree from an educational institution in an area related to the subject matter of the course
- Recorded experience in teaching subject matter of the course
- Training, certification, or at least two years experience in an area related to the subject matter of the course
- IOTA APP Committee approval of reviewed resume for content expertise.

If an instructor has a record of a disciplinary action from a licensing board within the past three years, then he or she may be disqualified from teaching a course designated with IOTA Approved Provider status.

## **Criterion Ten: Learning Objectives**

**For each course the Approved Provider has clear and concise written statements of intended learning objectives that are observable and/or measurable and communicated to learners before and during the activity.**

Learning objectives are written statements which:

- Provide a framework for activity planning;
- Are the basis for selection of content and instructional strategies;
- Are participant-centered (e.g., By the end of this program, learners will be able to...) and describe to learners exactly what knowledge, skills, and/or attitudes they are expected to accomplish/demonstrate as a result of the learning activity;
- Are the basis for providing periodic feedback, measuring progress, and final assessment of learning;
- Are appropriate in number for the planned activity.

Learning objectives should be written in a way that reflects the instructional method and delivery format being used for a particular activity. For example, if learning objectives are to be measured by a multiple choice exam, it would be inappropriate for the learning objective to state that learners should be able to “analyze,” “discuss,” or “develop” anything since these cannot be measured by this method. More appropriate objectives will require learners to “list,” “identify,” “differentiate,” or “recognize,” for example.

Likewise, it would be inappropriate to state that learners will be able to do or complete an activity (e.g., make a particular device, write a treatment plan, develop a program) as part of the learning objective unless the expected outcome will actually be performed and measured during the course of the activity or through some follow-up method.

How learners will demonstrate their attainment of the objectives should be an integral part of the activity planning and include determination of the assessment procedure; its timing, and application. Learners should be advised in advance what will be required of them. (AOTA Approved Provider Program, <http://AOTA.org> under continuing education)

## **Criterion Eleven: Content Focus and Level of CE Activity**

**The established content for each activity can be reflected in the IPLAOTC classification of Categories of CE activities.**

Category I continuing competency courses include the following and must be at least one (1) contact hour in length:

- (1) Formally organized courses.
- (2) Workshops
- (3) Seminars
- (4) Symposia.
- (5) Home study programs, including approved online or web-based, audio, and video instructional programs.

- (6) Undergraduate, graduate, and doctorate courses from an accredited institution related to the management, practice, and education of occupational therapy.

Category II continuing competency activities include the following:

- (1) Publications of books, articles, or films related to practice, management, or education of occupational therapy. A maximum of five (5) contact hours will be awarded under this subdivision.
- (2) Will be awarded under this subdivision.
- (3) Supervision of fieldwork for Level I and Level II students. One (1) contact hour will be awarded for every thirty-two (32) hours of supervision with a maximum of six (6) contact hours.
- (4) In-house or in-service seminars specifically designed for training or teaching.
- (5) Actively participating with professional organizations as an officer or committee chairperson.
- (6) Supervising occupational therapy students when doing their observational hours as a pre-OT student applicant.
- (7) Research activities other than publications and presentations.

Regarding content focus, the Approved Provider is required to specifically relate how the course content relates to occupational therapy. *General information for continuing education is relevant to the profession of occupational therapy. Examples included but are not limited to: supervision, education, documentation, quality improvement, administration, reimbursement and other occupational therapy related subjects. (AOTA.s Category 3).*

### **Criterion Twelve: Target Audience**

**The Approved Provider defines the potential learners/target audience and educational level for each continuing education activity and includes this information in promotional efforts.**

The Approved Provider will determine the educational level of the coursework. Coursework will be categorized using the following AOTA criteria:

- *Introductory-Information for practitioners with little or no knowledge of the subject matter. The information provides general introductory information.*
- *Intermediate-Information for practitioners with a general knowledge of current practice trends and literature related to the subject matter. The information increases understanding and competent application of the subject matter.*
- *Advanced-Information for practitioners with a comprehensive understanding of the subject matter based on current theories and standards of practice as well as current literature and research. The information involves recent advances, trends, and/or research applications.*

### **Criterion Fourteen: Promotional Materials**

Promotional materials must include:

- Course descriptions
- Learning objectives
- Content focus and level of CE activity
- Instructor Credentials
- Brief Schedule
- Intended Audience



- Disclosure Statement
- Continuing Education Credit Hours
- Cancellation Policy
- Registration Form or contact
- Location
- IOTA Approved Provider Statement

### **References**

AOTA Continuing Education Approved Provider Program (<http://www.aota.org>) retrieved January 2006.

AOTA. (2002). Occupational therapy practice framework: Domain and process. *American Journal of Occupational Therapy*, 56, 609-639.

Texas Board of Occupational Therapy Examiners. (August 2005). Occupational Therapy Rules. May be accessed through the web: <http://www.ecptote.state.tx.us>