

## Directions for Completing the RSTCE Application

The RSTCE Application is comprised of four parts:

1. Part I – Applicant Contact Information
2. Part II – CEU Program/Presentation Form
3. Part III – Speakers Ethics and Disclosure Form
4. After your Program

**Part 1:** Applicant Contact Information form should be completed as completely as possible. Contact information should be provided of the person any of the RSTCE staff should contact if they have a question or need additional information.

Often, applicants will complete the application when the dates and locations are not finalized. If this is the case, please complete any tentative dates and locations, or state that dates and locations will be based on requests.

4. If you are applying for **credit for a webinar** (a program copied by media site live for presentation on demand or at a later time), make sure to include a post-test composed of at least 10 true/false and/or multiple choice questions. This requirement is for **WEBINARS ONLY!**

6. You are asked to assure that reasonable accommodations will be met during your event. Thus, you should have a place on the brochure with which participants can indicate if they need reasonable accommodations for a physical, mental or sensory impairment.

On your program registration form, you need to permit your registrants to indicate if the participants have any needs or accommodations they require to participate in your program. Examples of reasonable accommodations include: wheelchair accessible room and restrooms, microphones for speakers for those with hearing impairments, large print handouts, etc.

Please indicate how you assess these needs for your registrants below:

*An example of an appropriate response on the application would be;*

- *A representative from our organization has completed a site visit and spoken to facility representatives assuring reasonable accommodations are available (i.e. ADA accessible).*
- *Space is provided on the registration form for people to indicate special*

7. Anticipated constraints or parameters of the learning event may include items such as restrictions presented by room size or room configuration, control of the room temperature, whether the doorways are wheelchair accessible, and so forth. Example of appropriate

responses on your application include: Based on site visit and/or discussions with facility managers, no constraints have been identified or, based on room size, enrollment will be limited to X number of attendees. Potential constraints such as room temperature suggests you may want to wear sweater or layered clothing

8. In regards to the Needs Assessment, you are asked to justify why you are providing this particular educational event. For example, the topic can be on suggested by previous program evaluations, policy/procedure changes, new federal guidelines, requests from customers, etc.

9. List the people (often the presenters) who developed the course or program as well as their credentials (i.e. OTR/L, PT, SLP, MD, RN, ATP, JD, MSW, etc.). Do NOT put their entire bio or CV in this section; however, attach it and refer to if needed.

10. Here, you will list each individual presentations of a multi-event program, such as a large conference. Also, indicate the number of CEU's / Contact Hours requested per individual program.

*Here is the formula for calculating contact hours for CEU*

*TOTAL ALLOWABLE CONTACT MINUTES/60 minutes =*

***TOTAL ALLOWABLE CONTACT HOURS***

*Then, TOTAL ALLOWABLE CONTACT HOURS/10 hours = **CEU's\****

*\*Note: If the last division of the total allowable contact hours by 10 hours results in a fraction, then rounding is allowable. Round up for fractions  $\geq 0.5$ ; round down for fractions  $< 0.5$ .*

Provide only the title and number of CEUs being requested. Specific details for each presentation will need to be provided in the CEU Program/Presentation Form – PART 2.

<b>Program Title</b>	<b># CEUs requested</b>

11. We have provided a Speaker Ethics and Disclosure form that you as the applicant can use to ensure that presentations will be balanced, unbiased, and evidence-based without real or perceived conflicts of interest on the parts of the speakers. Being paid to speak or reimbursed for travel to speak are acceptable disclosures for speakers as long as they are disclosed at the start of the presentation.

12. Explain how you give the participants an opportunity to provide feedback to you and the speaker. We suggest that you announce the CEU number that we provide to you at the program end, and have participants write this number on their program evaluation forms. Please make sure to list the individual learning objectives of the program in such a way as to permit the participant to rate the extent to which the speaker met the learning objectives.

13. All marketing materials AND CERTIFICATES must include the following statement:

*The University of Pittsburgh is certifying the educational contact hours of this program and by doing so is in no way endorsing any specific content, company, or product. The information presented in this program may represent only a sample of appropriate interventions. Each person should claim only those hours of credit that he or she actually spent in the educational activity.*

\_\_\_\_\_ Continuing Education Units (CEUs) will be awarded to individuals for attending \_\_\_\_\_ hours of instruction.

- *NOTE: The program must not be advertised with CEU credit until approval is received. You may advertise that CEUs have been applied for and pending however this does not guarantee acceptance.*
- *Once your program is approved, you will receive a confirmation letter, including a unique CEU identifier code for your program and/or each presentation if necessary.*

14. We have provided a Speaker Ethics and Disclosure form that you as the applicant can use to ensure that presentations will be balanced, unbiased, and evidence-based without real or perceived conflicts of interest on the parts of the speakers. Being paid to speak or reimbursed for travel to speak are acceptable disclosures for speakers as long as they are disclosed at the start of the presentation.

*Other Examples: All speakers have completed and signed .... A representative from the host organization will always be in attendance to monitor content. A question on the*

*course evaluation will ask attendees if they felt the speaker was unbiased. Evidence-based references have been provided relative to the content.*

15. Attach a copy of evaluation form/s. Note that the evaluation form must contain a way for each participant to rate how well each learning objective was met, as well as to rate the instructor, the learning environment, organization of the content, and the quality of the presentation. Here is an example:

	<b>Very Poorly</b>			<b>Very Well</b>		
<b>To what extent were the learning objectives below met?</b>						
1. Describe six measurements required to ensure an appropriate fit of a manual wheelchair.	- 1	2	3	4	5	+
2. Draw a diagram of the proper relationship between the rear-wheel axle and the shoulder, elbow, and head position of the person to whom the wheelchair is being fit.	- 1	2	3	4	5	+
3. Identify three additional supports that could be added to a power wheelchair captain seat to assist individuals with spinal kyphosis or lordosis.	- 1	2	3	4	5	+

**16. Application Fees:**

- \$350.00 (USD) for one application, which includes up to 5 additional sessions (i.e. refer to part 2) or program. Additional programs will be **NOT** be accepted after 30 days of the day the application was submitted.
- A \$25 fee is added for each session beyond the first five.
- Once the program is approved, an additional fee of \$5.00 (USD) per person for those registering to receive CEUs is assessed.



**Programs are certified for a one-year period,**



**from date of approval.**

Email forms to (and mail application fee to):

**Meghan E. Wander, MPA Ed.**

**University of Pittsburgh**

6425 Penn Avenue, Suite 401, Pittsburgh, PA 15206

Email: [mew135@pitt.edu](mailto:mew135@pitt.edu)

Phone: 412.624.6366

For assistance with the content of this application, you may also contact:

**Mark R. Schmeler, Ph.D., OTR/L, ATP**

Director, Continuing Education Program

Email: [Schmeler@pitt.edu](mailto:Schmeler@pitt.edu)

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Directions for CEU Program /Presentation Form – Part 2

**Learning Objectives (3 learning objectives recommended for a 1-hour program, and one learning objective for each additional hour of educational programming thereafter):**

*Written learning outcomes will clearly identify the specific behavior in as few words as possible while ensuring measurability. Learning outcomes have four characteristics:*

- 1) They state **the performance** the learner should be able to accomplish.*
- 2) They specify **the conditions** under which the learner is to perform.*
- 3) They specify the **criteria** for acceptable performance.*
- 4) They are directly **related to the subject matter**/content of the learning event.*

*Presenters will avoid all vague language, such as “understand,” “knows,” “demonstrates knowledge of,” etc. Bloom’s taxonomy (see **Figure on Next Page**) will be used to devise learning objectives that serve as the learning outcomes. Consideration should also be given to ensure that the number of learning outcomes is sufficient for the length and content of the program. **The RSTCE Program minimum recommendations are three learning objectives for a one-hour program and one additional objective for each additional hour of the presentation.***



Provide a chart or table that lists each learning objective, which speaker/presenter will address this objective, what activities will be done to address or cover the objective (lecture, return demo, video, etc.) and how much time you plan to devote to each learning objective. Please place that chart or table here.

Learning Objective	Speaker/Presenter	Learning Activities	Time
1	R Rehab	Lecture, demo	75 min
2	R Rehab	Lecture, demonstration	25 min
3	R Rehab	Lecture, demonstration	50 min
4	R Rehab	Lecture, hands-on experimentation, small group discussions	90 min
5	R Rehab	Video	20 min
6	R Rehab	Lecture	50 min
7	R Rehab	Case Study Discussions in small groups	50 min
Quick Post Test			20 min

**References Related to the Topic (minimum of 3):**

1. Koontz AM, Brindle ED, Kankipati P, Feathers D, Cooper RA. Design features that affect the maneuverability of wheelchairs and scooters. Arch Phys Med Rehabil. 2010 May;91(5):759-764.
2. Auger C, Demers L, Gelinas I, Miller WC, Jutai JW, Noreau L. Life-space mobility of middle-aged and older adults at various stages of useage of power mobility devices. Arch Phys Med Rehabil. 2010 May;91(5):765-773.
3. Salminen AL, Brandt A, Samuelsson K, Toytari O, Malmivaara A. Mobility devices to promote activity and participation: A systematic review. J Rehabil Med. 2009 Sep.;41(9):697-706.
4. Karmarkar AM, Collins DM, Kelleher A, Cooper RA. Satisfaction related to wheelchair use in older adults in both nursing homes and community dwelling. Disabil Rehabil Assist Technol. 2009 Sep;4(5):337-343.

Percentage of Session that is product specific:

This question pertains to those products that you demonstrate **from a manufacturer or supplier for which you work**. You can compare any number of products for an educational program, but only those for which you have some vested interest, for example: you make a percentage off of each sale of that item, would need to be included in this percentage. You are permitted to promote the sale of an item from your company or for which you have some vested interest, just do it separately from the educational program.

### **After your Program ---**

At the completion of your program (or session) you will submit the following:

1. An Electronic copy of an Excel spread sheet with the attendee's information sent through email.
2. Please set up the spreadsheet with following fields in order as indicated:
3. First name, last name, affiliation, address, city, state, zip code, email, date of course, location, ID Code.
- 4. At the top of each sheet indicate Organization name and contact person**
5. A summary of the evaluation forms, be sure the proper identification is included with the evaluations (city, date, and course code).
6. Please note, we do not need copies of all the evaluations but rather require a summary. If you have questions, please call us to discuss this (412.383.6366).
7. If your program is a series of sessions, you can choose to report/pay after each session, or quarterly - making reporting dates to include end of March, June, September, and December.
8. Check (\$5.00 per person) to cover the number of people requesting CEUs -- made payable to the University of Pittsburgh.

Email forms to (and mail application fee to):

**Meghan E. Wander, MPA Ed.**

**University of Pittsburgh**

6425 Penn Avenue, Suite 401, Pittsburgh, PA 15206

Email: mew135@pitt.edu

Phone: 412.624.6366

FAX: 412.624.6120

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