**For Classroom and On-Line Learning Events**

NRRTS, as an accredited IACET provider, is pleased to offer CEU approval of In-Person Courses and Webinars. Please complete the CEU Application Form and attached documents.

Please contact Annette Hodges ([ahodges@nrrts.org](mailto:ahodges@nrrts.org)) with questions about completing the CEU Application Packet.

This form must be completed electronically (no hand-written applications will be accepted) and sent with a copy of the planned program (agenda/schedule/brochure) along with the application fee before any advertisement of a program is pursued.

We request that you submit the application electronically (email: [ahodges@nrrts.org](mailto:ahodges@nrrts.org)). Once payment is received, your application will be processed. You may submit payment online:

<https://nrrts.org/product/course-application-fee/>

The CEUs for approved courses are valid for one year from the date of approval. If the presentation date is listed, the approval is valid one year from the initial presentation date.

NOTE:

The ANSI/IACET Standard requires NRRTS to have responsibility and control over the development, design and delivery of the learning events.

1. All learning events will be offered under NRRTSCE (NRRTS Continuing Education)
2. NRRTS will provide oversight of the registration process.
3. NRRTS will ensure that each event follows the specific NRRTSCE process and policy for IACET compliance.
4. NRRTS will maintain authority over event. All required forms must be completed and submitted for review. Incomplete forms will not be accepted.
5. NRRTS will verify mastery of Learning Outcomes through post-event evaluation and assessments.
6. NRRTS will monitor the results of the evaluations and assessments and provide those results to speakers in a document and to learners in the form of a certificate.
7. NRRTS reserves the right to recommend any necessary changes to the course based on learner feedback.
8. NRRTS will maintain learner records for a minimum of 7 years
9. NRRTS will provide support to participants of all learning events including transcripts, post-tests/assessments, or any question regarding a learning event.
10. NRRTS will provide input through each phase of the Learning Event, from planning to presentation.

**NOTE:** We reserve the right to attend the programs we certify at any time, free of charge, to validate the quality and content of the session(s).

NRRTS will provide an online course evaluation and post-test (optional for classroom learning events and required for webinars). The post-test must be provided by the Speaker (see example). The course evaluation is never optional.

Certificates are awarded by NRRTSCE upon successful completion of the course evaluation and post-test (if applicable).

**NRRTS CEU Application Form – Part 1: Applicant Contact Information**

Application Date:

Applicant (Name of Organization):

Contact Person:

Address:

Phone: Email:

**NRRTS CEU Application Form – Part 2: Required Documents**

Examples and blank forms are available online: <http://www.nrrts.org/CEU_Applicants>

To be approved for NRRTS CEUs, the following must be submitted for review by the NRRTSCE Staff. All items are required.

1. **NRRTS CEU Application Form**
2. **Assessment and Evaluation**
   * Online learning event - Minimum 5 Post-Test Questions for each 1-hour course.
   * Classroom Learning Event - post-test is optional for classroom learning event.
   * Course evaluation – NRRTS will provide course evaluation items. Additional evaluation items will be considered.
3. \***Speaker Agreement** – must be signed/dated by the speaker. The required document is provided and includes:
   * Disclosure policy
   * Non-discrimination policy
   * Conflict of interest statement
   * Photo release statement
4. **Marketing brochure or online promotion of the course(s)** must include:
   * Course description
   * Learning outcomes
   * Registration details
   * Speaker bio, credentials
   * The following statement: “NRRTSCE is certifying the educational contact hours of the 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. As an IACET Accredited Provider, The National Registry of Rehabilitation Technology Suppliers offers CEUs for its programs that qualify under the ANSI/IACET Standard. This course is approved for \_\_\_\_\_ CEU.”

**NRRTS CEU Application Form – Part 3: Course and Content Information**

1. Course Title:
2. Presentation Date(s), if available:

(If presentation dates are not yet known, please put “To Be Determined”)

1. Type of Presentation:

\_\_\_Online/On Demand Webinar \_\_\_Classroom Learning Event \_\_\_CEU Article

\_\_\_Other, please explain:

1. Please list the presentation(s), followed by the number of contact hours, and the number of CEUs requested for each program. The first row is an example. You will provide course details in Part 4.

(Insert rows to add more than one course).

|  |  |  |
| --- | --- | --- |
| Name of Learning Event | Contact hours | Number of CEUs requested |
| *Alternative Driving Methods* | *1 hour* | *0.1 CEUs* |
|  |  |  |

1. Target Audience:

\_\_\_Physical Therapists \_\_\_Occupational Therapists \_\_\_Suppliers

\_\_\_Technicians \_\_\_Other (please explain):

1. **Training Needs Analysis (process used to determine needs – check all that apply)**

\_\_\_Participant Surveys and Evaluations

\_\_\_Personal Interview

\_\_\_Presenter Evaluations

**Justification** (example: general need shown in surveys, evaluations, personal interviews, presenter evaluations, etc. ):

**Presenter Qualifications needed for this topic:**

**List of potential presenters who are experts in this area:**

**Number of hours needed to adequately cover this topic:**

**Appropriate learning platform for this topic: \_\_\_Online Learning \_\_\_Classroom Learning**

**\_\_\_\_CEU Article \_\_\_Other (if other, please explain):**

1. What measures are in place to ensure the presentations and/or program will be balanced, unbiased, and evidence-based without any real or perceived conflicts of interest on the part of the speakers?
2. Describe the process that will be used to communicate with the speaker, learner, or any other person or organization vested in the learning event.
3. All copyrighted material must be appropriately cited. Reference must be provided for material developed by another person. The content of the learning event is the intellectual property of the presenter.

**NRRTS CEU Application Form – Part 4: Course Details**

**This format is required.**

**A separate Learning Design Document (LDD) must be completed for each course. No PDFS will be accepted.**

You may copy and paste the LDD for each individual session into this document. When you paste choose “keep source formatting”.

**Learning Design Document**

Instructor’s Name: Credentials:

Course Title:

Course Description (max. 150 words):

Allotted Time: (this must equal the number of minutes in the agenda, brochure, or marketing information .1 CEU = 60 minutes, .2 CEUS = 120 minutes, etc.)

(There should be a minimum of 3 learning outcomes (LO) for each one hour course. 2 hour course – 4 LO, 3 hour course – 5 LO, 4 hour course – 6 LO, 5 hour course – 7 LO

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List Learning Outcomes | Time Allotted | Instructional Materials Used  (i.e. power point, handout, etc.) | Method used to accommodate learning styles (i.e, demo, video, photos, discussion) | Assessment Method and Performance Criteria |
| 1. |  |  | Add learning activity here   * Auditory * Visual |  |
| 2. |  |  | Add learning activity here   * Auditory * Visual |  |
| 3. |  |  | Add learning activity here   * Auditory * Visual |  |

References (minimum of 3, published within the last 5 years):

Insert a brief speaker bio here (150 max)

Course #2::

Instructor’s Name: Credentials:

Course Title:

Course Description (max. 150 words):

Allotted Time: (this must equal the number of minutes in the agenda, brochure, or marketing information .1 CEU = 60 minutes, .2 CEUS = 120 minutes, etc.)

(There should be a minimum of 3 learning outcomes (LO) for each one hour course. 2 hour course – 4 LO, 3 hour course – 5 LO, 4 hour course – 6 LO, 5 hour course – 7 LO

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List Learning Outcomes | Time Allotted | Instructional Materials Used  (i.e. power point, handout, etc.) | Method used to accommodate learning styles (i.e, demo, video, photos, discussion) | Assessment Method and Performance Criteria |
| 1. |  |  | Add learning activity here   * Auditory * Visual |  |
| 2. |  |  | Add learning activity here   * Auditory * Visual |  |
| 3. |  |  | Add learning activity here   * Auditory * Visual |  |

References (minimum of 3, published within the last 5 years):

Insert a brief speaker bio here (150 max)

Course #3:

Instructor’s Name: Credentials:

Course Title:

Course Description (max. 150 words):

Allotted Time: (this must equal the number of minutes in the agenda, brochure, or marketing information .1 CEU = 60 minutes, .2 CEUS = 120 minutes, etc.)

(There should be a minimum of 3 learning outcomes (LO) for each one hour course. 2 hour course – 4 LO, 3 hour course – 5 LO, 4 hour course – 6 LO, 5 hour course – 7 LO

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List Learning Outcomes | Time Allotted | Instructional Materials Used  (i.e. power point, handout, etc.) | Method used to accommodate learning styles (i.e, demo, video, photos, discussion) | Assessment Method and Performance Criteria |
| 1. |  |  | Add learning activity here   * Auditory * Visual |  |
| 2. |  |  | Add learning activity here   * Auditory * Visual |  |
| 3. |  |  | Add learning activity here   * Auditory * Visual |  |

References (minimum of 3, published within the last 5 years):

Insert a brief speaker bio here (150 max)

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The complete Application Packet should include:

\_\_\_ Completed application

Additional documents (sent as attachments)

­­­\_\_\_Course Assessment(s)

\_\_\_Signed Speaker Agreement(s)

\_\_\_Copy of marketing brochure or link to online promotion

**NOTE:** The marketing brochure or online promotion must include learning outcomes, criteria to earn the IACET CEU, prerequisites and other requirements in advance of the event, and registration details

Email the completed application packet including attachments to:

Annette Hodges

NRRTSCE Program

Email: [ahodges@nrrts.org](mailto:ahodges@nrrts.org)

Phone: 205.233.0263

Thank you for choosing NRRTS as your Continuing Education Partner.

