iNRRTS Submission Guidelines

INRRTS Webinar CEU Course

Thank you for agreeing to provide a CEU webinar. The webinar will be presented live online via iNRRTS' Zoom account and will also be placed in the On Demand library on the iNRRTS website.

This list represents the materials and material specifications that we require for producing and publishing your webinar eligible for .1 CEU. Please use the online form to complete and submit your webinar application and required materials. The online form can be found here: https://nrrts.org/application-for-inrrts-webinar-ceu-course/

- ❑ Webinar Title
- ❑ Webinar description
- ❑ Level of difficulty and course category.
- ❑ Primary contact information including email address and phone number.
- ❑ Target audience, needs analysis, and justifications.
- ❑ CEU quiz with a minimum of 5 questions and a passing score of 80%
- ❑ Contributor name(s), credentials, and short bio for each contributor.
- ❑ A content contributor agreement and photo of each contributor. Photos should be JPGs with a recommended resolution of 300 dpi. Each photo should be a unique file and should not be embedded into a document.
- ❑ Communication method: how learners will communicate with you.
- ❑ Instructional methods and media
- ❑ Learning outcomes and the duration of time spent on each learning outcome
- ❑ A minimum of 3 references/resources used to support this material.
- ❑ An invoice for $300 must be submitted within 30 days of online submission to Amy Odom (aodom@nrrts.org). The invoice must contain name, address, city, state, Zip, email address, telephone number, and must reference this specific webinar by title.
- ❑ The term ***CRT Suppliers*** should be used when referring to people who provide equipment. Note that iNRRTS registrants use the credential ***RRTS***® or, if they are also RESNA-certified, ***CRTS***®.
- ❑ iNRRTS is an international registry and iNRRTS articles are available to a global audience. We ask that authors and contributors keep this in mind when discussing issues related to practice and funding. While the bulk of participants will be CRT Suppliers, iNRRTS also has participation by other industry related professionals including clinicians, manufacturer representatives, and nonprofit agencies.

Please contact Kathy Fisher at kfisher@nrrts.org with any questions or comments.

iNRRTS Media Rights Release Form

Consent for Use of Photographs, Audio, and Video Recordings

I, _____ (Subject) hereby give permission to the International Registry of Rehabilitation Technology Suppliers (iNRRTS) to use photographs and recordings of me in all forms of media for the following permitted uses:

- ☐ **Educational resources** – Training, professional development, or continuing education.
- ☐ **Case studies** – Clinical or professional examples in publications or presentations.
- ☐ **Marketing educational content** – Promoting courses, webinars, or related programs.
- ☐ **Professional presentations** – Conferences, workshops, or seminars.
- ☐ **Promotional materials** – Website, social media, or printed outreach.
- ☐ **Advocacy and awareness** – Promoting access to Complex Rehabilitation Technology (CRT).
- ☐ **Archival purposes** – Historical or organizational documentation.
- ☐ **Other** _____

Photographs or Recordings – Description or List

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Dated:_____

Print Subject's name:_____

Subject's signature:_____

Subject's address:_____

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If Subject is a minor or legally incapable to give consent:

Print Representative's Name:_____

Representative's signature:_____

Relationship to Subject:_____

Witness: _____

For more information contact Bill Noelting bnoelting@nrrts.org 615.400.8696

This page represents an important part of iNRRTS' Continuing Education Policies.
A signature is required on the speaker / content contributor agreement page.
Submit the form with the CEU application.

iNRRTS Non-discrimination Policy for iNRRTS Continuing Education Program (iNRRTSCE)

Effective Date: 1 March 2024

Policy: Any individual involved in developing or delivering learning events (webinars, classroom learning event, articles for CEU credit) are prohibited from discrimination or making explicit references of a discriminatory nature based on gender, ethnicity, religion, age, disability, socioeconomic status, and/or sexual orientation.

Purpose: iNRRTSCE goal is to provide high quality education for anyone involved in the field of Assistive Technology. Any type of discrimination is counter-productive to that goal and thus will not be tolerated in any form.

RESPONSIBILITY: It is the responsibility of the iNRRTSCE Staff to monitor and report any violation of this policy to the Executive Director. All speakers and authors involved with iNRRTSCE will be notified of this policy.

PROCESS: Speakers and authors will sign the iNRRTSCE Non-discrimination policy prior to CEU approval. Failure to comply with this policy will result in exclusion from any iNRRTSCE Program.

REFERENCES: *ANSI/IACET 1-2018 Standard*

Andrea Madsen, ATP
iNRRTS Executive Director

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Disclosure Policy for iNRRTS Continuing Education Program

Effective Date: 1 March 2024

POLICY: Disclosure must be made if a speaker or author has proprietary interest in products, instruments, devices, services or materials discussed in any learning event (webinars, classroom learning event, articles for CEU credit). Any source of compensation must be announced and/or identified in print.

PURPOSE: Disclosure is necessary to insure balance, independence and objectivity. Being affiliated with or employed by a company does not prevent a learning event from taking place. This disclosure makes the learner aware so as to develop their own opinion of the content.

RESPONSIBILITIES: It is the responsibility of the iNRRTSCE Staff to monitor and report any violation of this policy to the Executive Director. All speakers and authors involved with iNRRTSCE Programs will be notified of this policy.

PROCESS: Speakers and authors will sign the iNRRTSCE Disclosure Policy prior to CEU approval. Failure to comply with this policy will result in exclusion from any iNRRTSCE Program.

REFERENCES: *ANSI/IACET 1-2018 Standard*

Andrea Madsen, ATP
iNRRTS Executive Director

Speaker / Content Contributor Agreement

Please initial and sign this page. You will be asked to upload this document when completing the online application. A photo of this signature page is acceptable.

_____I have read and agree to comply with the iNRRTSCE Non-discrimination policy

_____I have read and agree to comply with the iNRRTSCE Disclosure Policy

_____I confirm the learning material is original work and that external supporting content will be acknowledged and properly referenced.

_____I confirm that any necessary written permission has been obtained for the use of photos or copyrighted material.

This Speaker's signature represents compliance with the iNRRTS Continuing Education Program Policies outlined in the preceding pages.

For iNRRTS:

Andrea Madsen, ATP
iNRRTS Executive Director

For Speaker / Content Contributor:

By my signature below I agree to the terms of this agreement. I further agree that my presentation will be non-commercial in nature and will present a balanced view of the concepts, technology and applications described.

Name of Speaker: _____ Date: _____
(Content Contributor)

Signature: _____