

Policy: Approved Contact Hour Activities

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RESCINDED: N/A

PURPOSE: To describe and define criteria for continuing education programs approved for those renewing an ADED-issued credential.

POLICY: It is ADED’s policy to authorize a variety of approved educational activities that enhance the ADED-credentialed providers’ knowledge and skills in the field of driver rehabilitation allowing them to seek and obtain continuing education hours required for renewal.

PROCEDURE:

1. Continuing education activities must be directly and substantially related to some aspect of driver rehabilitation, reflected in either the program title, abstract or learning objectives. *Examples: information on driving, driver education, adaptive driver education, driver evaluation, medical aspects of disabilities as related to driving, vehicular and roadway design as related to driver behavior.*
2. Contact hours may be awarded according to the credential’s renewal cycle for education that is indirectly (or minimally) related to driver rehabilitation, provided the applicant states how this education relates to driver rehabilitation. *Example: A course on “Cognitive Rehabilitation” might be justified as helping the CDRS understand an intervention to help clients strengthen underlying information processing skills in preparation for driving resumption.*
3. The chart below lists educational activities approved for ADED contact hour requirement. Application requirements and the maximum number of contact hours per activity are detailed in Section 4. **Refer to Policy 406/Contact Hour Approval Process.*

Educational Activity <i>(Refer to section 4 for descriptions)</i>	Application Required	Maximum Contact Hours - CDRS	Maximum Contact Hours - DRP
a. Attendance at an ADED approved educational program	No*	30	15
b. Presentation of an ADED approved educational program	Yes	20	9
c. Completion of an ADED approved on-line course	No	10	5
d. Completion of an ADED hosted on-line virtual live-streaming event	No	30	15
e. Completion of an ADED administered self-study activity	No	4	2
f. ADED course development	No	30	15
g. ADED Service: Board of Directors, Standing or ad hoc committee member	No	10	5
h. ADED Service: Officer on an ADED chapter or Special Interest Group	No	5	2
i. ADED Mentor Program participation	No	14	N/A
j. ADED Conference: Conference Coach participation	No	6	3
k. ADED Conference: Soap Box Session Presentations	No	8	4
l. Completion of college/university course(s)	Yes	30	N/A
m. Audit of a college/university course(s)	Yes	20	N/A
n. Publishing a driver rehabilitation book	Yes	20	N/A
o. Publishing research related to driver rehabilitation	Yes	20	N/A
p. Publishing a chapter review on driver rehabilitation	Yes	10	N/A
q. Writing an article(s) or chapter on driver rehabilitation for a professional organization publication.	Yes	20	N/A
r. Producing audiovisual material on driver rehabilitation available to professionals or consumers	Yes	20	N/A
s. Attendance at continuing education indirectly related to driver rehabilitation	Yes	6	N/A
t. Poster Presentations	Yes	6	N/A

4. Continuing Education Activity Definitions and Limitations

- a. Attendance at an ADED approved educational program live-learning.
 - i. Definition: Instructor-led program where participants must physically be in attendance to claim credit. Courses may be led by single or multiple instructors or by a panel. Live learning can be offered in a variety of formats including national and local conferences, workshops, and seminars.
 - ii. Limitations:
 1. CDRS Maximum: 30-contact hours in one renewal cycle.
 2. DRP Maximum: 15-contact hours in one renewal cycle. Continuing education must be ADED-hosted.
 3. Contact hours cannot be submitted for attendance at the same program more than once in any renewal cycle.
 4. For programs not provided by ADED or an ADED CHAP provider, contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- b. Presentation of an ADED approved educational program-live learning.
 - i. Definition: Instructor-led program where participants must physically be in attendance to claim credit. Courses may be led by single or multiple instructors or by a panel. Live learning can be offered in a variety of formats including national and local conferences, workshops, lectures, and seminars.
 - ii. Limitations:
 1. CDRS Maximum: 20-contact hours in one renewal cycle.
 2. DRP Maximum: 9-contact hours in one renewal cycle. Continuing education presentation must be ADED-hosted.
 3. New educational program development will be awarded at 2:1 ratio for every half-hour (30 minutes) of presentation. No partial or pro-rated credit (such as .25 hours) will be given or acknowledged.
 4. For programs not provided by ADED or an ADED CHAP provider, contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
 5. For product demonstrations, credit will be given for time only (e.g.: 1-hour presentation = 1 contact hour).
 6. For preplanned, or already developed courses, credit will be given for presentation time only (e.g.: 1-hour presentation = 1 contact hour).
 7. Contact hours cannot be submitted for presenting the same educational program more than once in any renewal cycle.
 8. Contact hours cannot be submitted for attending a program when the individual has previously received credit for presenting the same information in any renewal cycle.
- c. Completion of an ADED approved on-line course.
 - i. Definition: Participants access the educational sessions via a computer and a high-speed internet connection. Courses may be occurring live, in real time, (aka streaming) or they may be pre-recorded and available on-demand.
 - ii. Limitations:
 1. CDRS Maximum: 10-contact hours in one renewal cycle.
 2. DRP Maximum: 5-contact hours in one renewal cycle. Continuing education presentation must be ADED-hosted.
 3. Contact hours cannot be submitted for completion of the same on-line course more than once in any renewal cycle.
 4. Presenters of virtual live learning events, exclusively hosted by ADED, can claim a maximum of:
 - a. CDRS Maximum: 20-contact hours
 - b. DRP Maximum 10- contact hours

- c. Contact hours for presenters are applied as they are for presenters of an ADED approved live event (Section B)
 - d. Contact hours cannot be submitted for presenting the same live-virtual event more than once in any renewal period.
 - d. Completion of an ADED hosted on-line virtual live-streaming event.
 - i. Definition: Participants attend virtually to claim credit. The educational activity is happening in real time between presenter and learner. This may be internet-based video stream or audio teleconference. The two-way communication allows for interaction.
 - ii. Limitations:
 - 1. CDRS Maximum: 30-contact hours in one renewal cycle.
 - 2. DRP Maximum: 15-contact hours in one renewal cycle.
 - 3. Attendees must attend the live event on the date they are offered, are awarded proof of completion after completing the event, submitting the post-event survey/quiz, and subject to attendance audit.
 - 4. Contact hours cannot be submitted for completion of the same virtual live-event more than once in any renewal period.
 - 5. Presenters of virtual live learning events, exclusively hosted by ADED, can claim a maximum of 30-contact hours for CDRS renewal and 15-contact hours for DRP renewal in one renewal cycle.
 - a. Contact hours for presenters are applied as they are for presenters of an ADED approved live event (Section B)
 - b. Contact hours cannot be submitted for presenting the same virtual live-event more than once in any renewal period.
 - e. Completion of an ADED administered self-study activity.
 - i. Definition: Continuing education course in printed format.
 - ii. Examples: published articles or written documents that have been developed into a course with stated learning objectives and a post completion quiz to measure learning
 - iii. The *Mergener Formula* will be used to determine how many hours can be applied to a submitted piece. <http://touchcalc.com/calculators/mergener>
 - iv. Limitations:
 - 1. CDRS Maximum: 4-contact hours in one renewal cycle.
 - 2. DRP Maximum: 2-contact hours in one renewal cycle.
 - 3. Contact hours cannot be submitted for completion of the same self-study course more than once in any renewal cycle.
 - f. ADED course development
 - i. Definition: Active participation on an ADED-owned continuing education course including but not limited to: content development, meeting attendance, homework assignments, research collection.
 - ii. Limitations:
 - 1. CDRS Maximum: 30-contact hours in one renewal cycle.
 - 2. DRP Maximum: 15-contact hours in one renewal cycle.
 - 3. Multiple course development projects are eligible, however maximum contact hours are capped as noted above.
 - 4. Co-contributors can only apply for hours they directly contributed related to course development.
 - g. ADED Service: Board of Directors, Standing or ad hoc committee member
 - i. Definition: Appointment or election to the ADED Board of Directors or on an ADED standing or AD Hoc Committee.
 - ii. Limitations:
 - 1. CDRS Maximum: 10-contact hours in one renewal cycle.
 - 2. DRP Maximum: 5-contact hours in one renewal cycle.
 - 3. Service must have been conducted within the renewal cycle.
 - 4. Service term(s) must be a minimum of 6-months to claim credit.

- h. ADED Service: Officer on an ADED chapter or Special Interest Group
 - i. Definition: Appointment or election as an officer on an ADED Chapter or Special Interest Group.
 - ii. Limitations:
 - 1. CDRS Maximum: 5-contact hours in one renewal cycle.
 - 2. DRP Maximum: 2-contact hours in one renewal cycle.
 - 3. Service must have been conducted within the renewal cycle.
 - 4. Service term(s) must be a minimum of 6-months to claim credit.
- i. ADED Mentor Program participation
 - i. Definition: Participation as an approved mentor in ADED's Mentor Program, mentoring a new member or those participating in ADED badge or microcredential pathway.
 - ii. Limitations:
 - 1. CDRS Maximum: 14-contact hours in one renewal cycle.
 - 2. DRP Maximum: not applicable
 - 3. Mentorship must have occurred within the CDRS renewal cycle.
 - 4. Refer to *Policy #302/Mentor Program* for details.
- j. ADED Conference: Conference Coach participation
 - i. Definition: Participation at an ADED annual conference as an approved coach in ADED's Conference Coach Program, partnering with a new conference attendee.
 - ii. Limitations:
 - 1. CDRS Maximum: 6-contact hours in one renewal cycle.
 - 2. DRP Maximum: 3-contact hours in one renewal cycle.
 - 3. Coaching must have occurred within the renewal cycle.
 - 4. Refer to *Policy #503/Annual Conference* for details.
- k. ADED Conference: Soap Box Session Presentations
 - i. Definition: Presenter at a Soap Box Presentation hosted by an exhibitor at their expo booth during the Association's annual conference.
 - ii. Presenter development will be awarded at 2-units for every 1-unit of presentation. (ex: 15-minute presentation = 30-minute contact hour credit)
 - iii. Limitations:
 - 1. CDRS Maximum: 8-contact hours in one renewal cycle.
 - 2. DRP Maximum: 4-contact hours in one renewal cycle.
 - 3. Contact hours will not be awarded for presenting the same soap box session more than once during the renewal cycle.
- l. Completion of a college/university course
 - i. Definition: Enrollment in a program of instruction that is provided by an accredited college or university where the educational content is directly related to driver rehabilitation.
 - ii. Limitations:
 - 1. CDRS Maximum: 30-contact hours in one renewal cycle.
 - 2. DRP Maximum: not applicable
 - 3. Passing grade is required for renewal credit.
 - 4. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- m. Audit of a college/university level course
 - i. Definition: Auditing a program of instruction that is provided by an accredited college or university where the educational content is directly related to driver rehabilitation.
 - ii. Limitations:
 - 1. CDRS Maximum: 20-contact hours in one renewal cycle.
 - 2. DRP Maximum: not applicable

3. Only $\frac{1}{2}$ of the total hours offered are allowed for audited courses.
Example: Audit of a ten-hour course may only claim 5 hours.
 4. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- n. Publishing a driver rehabilitation book
- i. Definition: Production and issuance of book or textbook where the content is directly related to driver rehabilitation.
 - ii. Limitations:
 1. CDRS Maximum: 20-contact hours in one renewal cycle.
 2. DRP Maximum: not applicable
 3. Co-authors may only apply hours they directly provided in relation to the publication of the book.
 4. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- o. Publishing research related to driver rehabilitation.
- i. Definition: Publication of research directly related to driver rehabilitation in a peer-reviewed professional journal or publication.
 - ii. Limitations:
 1. CDRS Maximum: 20-contact hours in one renewal cycle.
 2. DRP Maximum: not applicable
 3. Co-researchers may only apply hours they directly contributed to the research and subsequent authoring of the publication.
 4. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- p. Publishing a chapter review on driver rehabilitation
- i. Definition: Publication of a formal assessment/review of a published textbook chapter directly related to driver rehabilitation.
 - ii. The *Mergener Formula* will be used to determine how many hours can be applied to a submitted piece. <http://touchcalc.com/calculators/mergener>
 - iii. Limitations:
 1. CDRS Maximum: 10-contact hours in one renewal cycle.
 2. DRP Maximum: not applicable
 3. Multiple chapter review publications are eligible, however a maximum of 5 hours per published article is allowed.
 4. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
- q. Writing an article(s) or chapter on driver rehabilitation for a professional organization publication.
- i. Definition: Publication of a piece of writing in a professional newsletter or journal related to content or specific topic directly related to driver rehabilitation.
 - ii. Examples: chapter in a professional textbook, newspaper/magazine/online article.
 - iii. The Mergener Formula will be used to determine how many hours can be applied to a submitted piece. <http://touchcalc.com/calculators/mergener>
 - iv. Limitations:
 1. CDRS Maximum: 20-contact hours in one renewal cycle.
 2. DRP Maximum: not applicable
 3. Multiple article publications are eligible, however a maximum of 5 hours per published article is allowed.
 4. Contact hours cannot be submitted for same article being included in more than one publication.

5. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
 - r. Producing original audiovisual material on driver rehabilitation available to professionals or consumers
 - i. Definition: Production of instructional materials directly related to driver rehabilitation possessing both sound and visual component, typically in the form of slides or video and recorded speech.
 - ii. Limitations:
 1. CDRS Maximum: 20-contact hours in one renewal cycle.
 2. DRP Maximum: not applicable
 3. Co-producers may only apply hours they directly contributed to the development and production of the audiovisual content.
 4. PowerPoint presentations used during speaking engagements are not applicable under this category.
 5. New audiovisual development credit will be given at 2-units for every 1-unit of presentation with a minimum of 15-minutes presentation equaling 30- minute contact hour credit.
 6. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Refer to *Policy 406/Contact Hour Approval Process*.
 - s. Attendance at continuing education indirectly related to driver rehabilitation.
 - i. Definition: Attendance at a live or on-line continuing education event indirectly related to driver rehabilitation.
 - ii. Limitations:
 1. CDRS Maximum: 6-contact hours in one renewal cycle.
 2. DRP Maximum: not applicable
 3. Maximum credits under on-line category may also apply.
 4. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. Applicant must demonstrate relevance of subject matter to the field of driver rehabilitation through written justification. Refer to *Policy 406/Contact Hour Approval Process*.
 - t. Poster Presentations
 - i. Definition: Presentation of research or body of work, directly related to the field of driver rehabilitation that is presented in the form of a paper poster at an educational conference that participants may view.
 - ii. Limitations:
 1. CDRS Maximum: 6-contact hours in one renewal cycle.
 2. DRP Maximum: not applicable
 3. Contact hours will not be awarded for presenting the same poster more than once during the 3-year renewal cycle.
 4. Poster development will be awarded at 2-units for every 1-unit of presentation with a minimum of 15-minutes presentation equaling 30-minute contact hour credit.
 5. Contact hour application with Certification Committee approval is required prior to claiming credit towards CDRS renewal. However, for posters presented at an ADED annual conference, application is not required. Refer to *Policy 406/Contact Hour Approval Process*.
5. **Information Required for CDRS Renewal Audit:** Refer to *Policy 402/Certification Renewal* for CDRS renewal audit process. The following additional information will be required of the renewal applicant in case of CDRS renewal audit.
- a. Attendance at an ADED approved educational program.
 - i. A copy of the certificate of attendance.

- ii. This certificate must state at minimum the name of the program, date attended, length of program, and be issued by the hosting organization.
- b. Presentation of an ADED approved educational program.
 - i. A copy of the certificate of attendance listing the applicant as the speaker or other proof of attendance from the hosting organization.
 - ii. The certificate or proof must state at minimum the name of the program, date presented, length of program, and a detailed timeline including meals and breaks.
- c. Completion of ADED approved on-line course.
 - i. Certificate of attendance/completion
 - ii. This certificate must state at minimum the name of the program, date presented, length of program, and be issued by the hosting organization.
- d. Completion of an ADED hosted on-line virtual live-streaming event
 - i. Certificate of attendance/completion
 - ii. This certificate must state at minimum the name of the program, date presented, length of program, and be issued by the hosting organization.
- e. Completion of an ADED administered self-study activity.
 - i. Certificate of attendance/completion
 - ii. This certificate must state at minimum the name of the program, date presented, length of program, and be issued by the hosting organization.
- f. ADED course development
 - i. Verification from Education Committee chair or the ADED Director of Education & Credentialing.
- g. ADED Service: Board of Directors, Standing or ad hoc committee member
 - i. Verification from ADED Executive office, listing in ADED publication or other formal notification of service.
 - ii. A detailed list of activities, projects, and meetings the applicant was directly involved in during their time of service.
- h. ADED Service: Officer on an ADED chapter or Special Interest Group
 - i. Verification from ADED Executive office, listing in ADED publication or other formal notification of service.
 - ii. A detailed list of activities, projects, and meetings the applicant was directly involved in during your time of service.
- i. ADED Mentor Program participation
 - i. Validated mentor verification form
- j. ADED Conference: Conference Coach participation
 - i. Validated Conference Coach form
- k. ADED Conference: Soap Box Session Presentations
 - i. A copy of the certificate of attendance listing the applicant as the presenter.
- l. Completion of a college/university level course
 - i. A copy of the report card/proof of completion from the college or university.
 - ii. Proof of passing grade.
 - iii. Proof of Certification Committee contact hour approval.
- m. Audit of a college/university level course
 - i. Copy of audit verification.
 - ii. Proof of Certification Committee contact hour approval.
- n. Publishing a driver rehabilitation book
 - i. A copy of the book cover, author, and content list, and introduction/abstract.
 - ii. Proof of Certification Committee contact hour approval.
- o. Publishing research related to driver rehabilitation.
 - i. A copy of the published research project.
 - ii. Proof of Certification Committee contact hour approval.
- p. Publishing a chapter review related to driver rehabilitation.
 - i. A copy of or access to the chapter review publication.
 - ii. A copy of the book cover and content list in which the chapter was published.

- iii. Proof of Certification Committee contact hour approval.
- q. Writing an article(s) or chapter on driver rehabilitation for a professional organization publication.
an article on driver rehabilitation for a professional organization's publication.
 - i. Copy of or access to the published article.
 - ii. Proof of Certification Committee contact hour approval.
- r. Producing audiovisual material on driver rehabilitation that is available to professionals or consumers.
 - i. A copy of or access to the produced audiovisual material.
 - ii. Proof of Certification Committee contact hour approval.
- s. Attendance at continuing education indirectly related to driver rehabilitation.
 - i. Proof of attendance
 - ii. Written justification demonstrating relevance of subject matter to the field of driver rehabilitation.
 - iii. Proof of Certification Committee contact hour approval.
- t. Poster Presentation
 - i. A copy of the certificate of attendance listing the applicant as the presenter.
 - ii. Proof of Certification Committee contact hour approval if not hosted by ADED.