

**PURPOSE:** To define the required information and supporting documentation required for contact hour application approval by the Certification Committee.

**POLICY:** Applications for contact hour approval will be provided electronically on the ADED website, available to members and non-members. The executive office will determine appropriate non-refundable fees required for each application and may apply member discounts.

**APPLICATION CONTENT:** Refer to *Policy 403/Approved Contact Hour Activities* for full list of contact hours approved for CDRS renewal. There are 3 categories of continuing education applications: Individual, Single Course Providers, Multiple Course Providers.

All events shall be a minimum of 30 minutes for contact hour approval consideration. However, presenter contact hours at Soap Box Sessions and Poster Presentations may be awarded at a minimum of 15-minutes (2:1 ratio for presenters).

All applications will require at a minimum:

- Applicant demographic and contact information,
- Event title, date, location and number of hours attended or presented, timeline (excluding breaks/meals)
- Event abstract and/or course content details
- Learning objectives-a minimum of 3 is required for presenters
- Event speaker name(s), credentials and/or biography
- Number of contact hours requested
- For events not related specifically to driving, a relevance statement is required indicating how the material learned relates to or will enhance their driver rehabilitation practice.

**Additional required information is listed below per category:**

FOR INDIVIDUALS:

Attendance at an educational program not previously approved by ADED

- Method of learning
- Attestation of direct driving component
  - If not directly related to driver rehab: provide written justification of relevance to the field of driver rehabilitation
- For programs with multiple sessions:
  - Upload conference program
- Timeline of event, including meals and breaks

Presentation of an educational program not previously approved by ADED

- Identify if hours requested are for new or ongoing educational programming
- Identify if previously approved for ADED contact hours
  - Date and location of previous approved event
  - List any changes to program since previous approval
- Attestation of direct driving component
- Upload abstract/brochure
- Timeline of event, including meals and breaks

### College/University Course Attendance or Audit

- Total hours of course
- Name of college/university providing the course
- Copy of syllabus
- Attestation of direct driving component
- Copy of attendance certificate (course audit)
- Transcript of passing the course (course attendee)

### Publication: book, chapter, article, research

- Publication style (ex: book/research/article/chapter/chapter review)
- Publisher
- Date of Release
- Attestation of direct driving component
- Publication work start and end dates
- Total number of hours for completion
- Access to the publication (citation location or URL)
- Digital copy of publication
- Identify if sole or co-creator
  - If co-creator: provide list of all collaborators and percentage of time each spent on the project

### Producing audiovisual material

- Publication style or method
- Date of release
- Distributor
- Access to the publication (citation location or URL)
- Identify if sole or co-creator
  - If co-creator: provide list of all collaborators and percentage of time each spent on the project
- Attestation of direct driving component

### Poster Presentation (*not offered at an ADED event*) - must be directly related to driver rehabilitation

- Poster title, event host, date, location and number of hours requested (excluding breaks and meals)
- Poster abstract
- Learning objective(s) (minimum of 1)
- Poster presenter(s) name(s), credentials and biography/CV.
- Attestation of direct driving component
- If there is a lead researcher or faculty advisor, their complete biography/CV must be attached. Student presenters must list at least one or two sentences of credentials in the text box on the application (e.g. colleges attended, degrees obtained, current year in school, degree student is pursuing, role on the research team)

FOR PROVIDERS:
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Single Course Provider

- Method of learning
  - In-person/online/CD/on-demand
  - Provide access to content if online or CD
- Attestation of direct driving component
  - If no: provide written justification of relevance to the field of driver rehabilitation
- For programs with multiple sessions:
  - Upload conference program
- Timeline of event, including meals and breaks
- Identify if previously approved for ADED contact hours
  - Date and location of previous approved event
  - List any changes to program since previous approval

Multiple Course Providers:

- Contact Hour Associate Provider (CHAP)
  - Refer to *Policy 405/Contact Hour Associate Provider* for form requirements
- Chapter Meeting
  - Identify name of chapter requesting hours
  - Hotel/lodging information and links
  - Meeting outline/schedule/timeline
  - Attendance prerequisites if required
  - Meeting completion requirements if required
  - AOTA classification codes
  - For programs with multiple sessions:
    - Upload conference program
    - Title/learning objectives/educational level for each session
    - Presenter credentials/biography for each session
  - Attestation of direct driving component
    - If no: provide written justification of relevance to the field of driver rehabilitation