

ASCENT

ADMINISTRATOR SUPPORT COMMUNITY for ENT
Otolaryngology Resource Network

(formerly Association of Otolaryngology Administrators)

The Administrator Support Community for ENT fosters professional development, networking and support to administrative leaders in Otolaryngology.

Approval to Apply CEUs to Your Meeting

Rev. 1/2019



COPM Vision Statement

The Certification in Otolaryngology Practice Management (COPM), sponsored by the Association of Otolaryngology Administrators, is awarded to individuals who have demonstrated mastery of core competencies specific to Otolaryngology Practice Management. The COPM Certification signifies success in a leadership role and the ability to manage a practice in the most professional and resourceful manner.

COPM Mission Statement

The Certification in Otolaryngology Practice Management (COPM) defines the knowledge required to successfully manage today's otolaryngology practice.

The Association of Otolaryngology Administrators grants pre-approval for continuing education programs based on the relevancy of the program content to Otolaryngology Practice Management and the core competencies of the COPM:

- ◆ Basic Otolaryngology Knowledge
- ◆ Finance and Accounting
- ◆ Marketing
- ◆ Operations
- ◆ Technology
- ◆ Human Resources

Pre-Approved CEUs

Various educational firms are pre-approved for CEUs through the COPM program for their publications, subscriptions, seminars, etc. All educational curriculum is evaluated for relevance to the specific COPM credential. Granting of prior approval in no way constitutes endorsement by the ASCENT of the program content, speaker or the program sponsor.

Certified Otolaryngology Practice Managers are required to recertify every two (2) years. In order for COPM's to maintain their certification, they are required to obtain:

- ◆ 30 CEUs over a two-year certification period
- ◆ 20 of the 30 need to be otolaryngology sponsored

COPM designees are encouraged to earn 15 CEUs per year.

Prior approval of Continuing Education Units (CEUs) ensures educational content corresponds to the core competencies. It also allows the sponsoring organization to market their course for a specific number of CEUs, in accordance with the ASCENT, and utilize the ASCENT approved logo for the specific course and date.

CEU Defined

A CEU is defined as one (1) contact hour of participation in an organized continuing education experience, excluding meals and breaks. One CEU is awarded for each 60-minute period.

Requirements for Pre-Approval

Complete the COPM Vendor CEU Course Pre-Approval Application (pages 4 & 5 herein) with the required documentation.

The application must be received no later than 60 days prior to your program date. A copy of your publication or program agenda including a detailed summary must be submitted with the application.

All applications must be accompanied by a \$150.00 fee for a single course or seminar on a single date. If the same course is to be presented on multiple dates throughout the calendar year, the application fee is \$350.00.

Fifty dollars (\$50.00) of the application fee is non-refundable in the event that approval is denied. In the event of denial or reduction in the number of CEUs granted, a re-evaluation may be requested at an additional cost of \$50.00.

Vendor Use of ASCENT Approval

The following should be used in brochures and other advertisements to indicate the ASCENT's approval of the educational program:

(Program Title) meets the criteria of the Association of Otolaryngology Administrators and is approved for _____ CEUs.

Insert "Approved" Stamp in marketing materials, which will be provided to you electronically.

Benefits of Course Pre-Approval

- ◆ Course is listed on the ASCENT's COPM Pre-Approved CEUs list.
- ◆ Ability to market the approved course on the ASCENT's website with a link to register on the COPM webpage.
- ◆ Ability to use the ASCENT's "approved" logo in marketing materials.





Application for Approval to Apply CEUs to Your Meeting

Tax ID For Profit Non-Profit

Company Name Contact Person

Street Address Suite #

City State Zip

Phone # Fax # Email Address

INDICATE THE METHOD OF PAYMENT

Check Money Order Visa MasterCard American Express

Credit Card # Expiration Date

Printed Name (as it appears on card)

Credit Card Address (if different from above)

Signature Today's Date

Make checks payable to ASCENT. Mail to 2400 Ardmore Blvd., Ste. 302, Pittsburgh, PA 15221

Application for Approval to Apply CEUs to Your Meeting *Continued*

Check One

- Publication Single Date Multiple Dates
 Seminar/Conference
 Newsletter
 Audio/Teleconference
 Webinar
 Other _____

Title of Publication/Seminar/Conference/Newsletter/Audio/Teleconference/Webinar: _____

Description (attach a brief summary as well as a copy of the program or agenda with dates)

Program Presenter/Writer: _____

Total length of educational program, in hours, and also include date(s) (do not include registration, breaks, meals, etc.): _____

Number of CEUs requested: _____

- ◆ Generally, one CEU per hour of instruction. See “CEU Defined” on page 2.
- ◆ Newsletters and/or journals are usually awarded 3 CEUs per 12-month period.

Website link to register online: _____

Knowledge of subject matter/experience/credentials required: _____

Contact Person (if different from applicant): _____

Telephone: _____ Email: _____

Please allow up to two weeks for response to your request. Questions regarding this application or process may be directed to the ASCENT Office at 412-243-5156 or by email at COPM@askASCENT.org.



Frequently Asked Questions

1. How do I get my course/program on the pre-approved list?

The individual course, webinar, seminar, publication, etc. will be placed on the “COPM Pre-Approved CEUs” listing on the COPM web page once the application is approved. In the event of cancellation of the program, the listing would be removed.

2. When should I submit the Application for Approval to Apply CEUs?

The application must be received no later than 60 days prior to your program date. A copy of your publication or program agenda, including a detailed summary, must be submitted with the application.

3. What is the fee per course?

The fee is \$150 for the course or seminar for a single presentation. If you desire course approval for multiple dates, the fee is \$350.

4. How do I get the course listed on the ASCENT website?

Once the course is approved and the link made available to the ASCENT Office, it will be placed on the COPM page of the ASCENT’s website, www.askASCENT.org/COPM.

5. What is the annual application fee?

There is not an annual application fee for a sponsoring organization.

6. What happens if my application is denied?

Fifty dollars (\$50.00) of the application fee is non-refundable in the event that approval is denied. In the event of denial or reduction in the number of CEUs granted, a re-evaluation may be requested at an additional cost of \$50.00.