

American Therapeutic Recreation Association

CEU APPLICATION AND PRE-APPROVAL MANUAL

Revised February 2019

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ATRA CEU APPLICATION AND PRE-APPROVAL MANUAL

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Introduction

In January 2012, the American Therapeutic Recreation Association (ATRA) and the National Council for Therapeutic Recreation Certification (NCTRC) established a pre-approval process for continuing education opportunities for therapeutic recreation specialists. Organizers of conferences, workshops, webinars, and other continuing education opportunities that meet the criteria below may apply for approval of continuing education units (CEUs) **prior** to the actual event so that attendees can be assured that the offered CEUs are approved for re-certification of Certified Therapeutic Recreation Specialists (CTRSs) by NCTRC. These reviews involve two separate processes:

- a. Review by ATRA that the CEUs meet the standards set forth by the [International Association for Continuing Education and Training](#) (IACET) and
- b. Review by [NCTRC](#) that the CEUs adhere to the NCTRC Certification Standards.

In addition, ATRA provides individual attendees with CEU transcripts verifying participation for programs that meet specific criteria as outlined below. Transcripts provide attendees with records that document their attendance at CEU-earning sessions that they may later turn into NCTRC for audit review. If a continuing education opportunity has been pre-approved, the CTRS will be assured that the CEUs will count toward recertification.

Purpose

The CEU Pre-Approval Program is based on the following objectives:

- Improve service to CTRSs who are pursuing recertification by ensuring that the potential CEU opportunities are approved by ATRA and NCTRC prior to attendance.
- Ensure CTRSs that pre-approved sessions address knowledge directly related to the NCTRC Job Analysis and are appropriate for continuing competence.
- Improve service provision delivered to consumers by ensuring that CTRSs are completing recertification requirements related to the NCTRC Job Analysis.
- Improve opportunities for CEU offerings specific to NCTRC specialty certification, thus encouraging more CTRSs to pursue advanced certification.

Examples of Continuing Education Activities

The following are examples of types of learning activities to include when applying for and calculating CEUs:

- Lectures, discussions, panels, etc. led by instructor and/or discussion leader
- Planned study (e.g., independent study, interactive videos, website learning, computer assisted instruction and planned projects)
- Learner assessment and evaluation (time that learners spend completing session evaluations)

The following are examples of types of activities that do not meet ATRA CEU criteria and do not qualify for CEU credit:

- Unplanned, unsponsored, and unsupervised activities
- Academic credit courses
- Committee meetings
- Entertainment and recreation
- Independent writings (articles, books, research reports, etc.)
- Travel time

- Work and/or volunteer experience
- Association membership activities (e.g., board or committee membership)
- Mass media learning events (e.g., TV, radio, newspaper)

Some of these activities may count toward NCTRC recertification. Consult NCTRC for additional information on requirements and submission.

NOTE: To be consistent with the NCTRC Certification Standards, *ATRA does not provide CEUs for a CE opportunity that is primarily activity based or experiential in nature, in which a specific activity or modality is taught.* However, you may submit a session for review if at least 50% of the session relates to learning about the rationale, supporting research evidence, therapeutic process, and/or anticipated client outcomes (e.g., benefits, related research/evidence, assessment, implementation, program design, risk management, etc.) so that the session is not entirely focused on skill acquisition. An outline of the session will be required with this type of submission.

Review Categories

Reviews of continuing education opportunities are divided into three categories:

- A. TR/RT Organization Sponsored Continuing Education (CE) Programs
- B. Non-TR/RT Organization Sponsored Continuing Education (CE) Programs
- C. Individual CTRs CEU Pre-Approval Requests

Category A: TR/ RT Organization Sponsored CE Programs

This category represents regional symposia, state conferences, single focus workshops, conferences, and webinars directly related to the practice of therapeutic recreation. This category of CE programs will be reviewed by ATRA for adherence to IACET standards and then forwarded to NCTRC for pre-approval for recertification purposes. CEUs approved as Category A continuing education opportunities will be considered pre-approved by NCTRC for recertification purposes and attendees can be assured that the CEUs will count toward their individual recertification.

Category B: Non-TR/RT Organization Sponsored CE Programs

This category represents regional symposia, state conferences, single focus workshops, conferences, and webinars not directly provided for therapeutic recreation specialists. Continuing education opportunities in Category B may be offered by allied health professions, disability specific advocacy groups, health care agencies, and educational institutions.

NOTE: This category of CE programs will be reviewed by ATRA for IACET standards but **not** forwarded to NCTRC for pre-approval for recertification purposes. CEUs in Category B **will not** be considered pre-approved by NCTRC for recertification purposes. Individual CTRs may submit these CEUS to NCTRC for consideration in their individual recertification applications. NCTRC will only consider these CEUs on an individual basis and will not consider them for pre-approval. These CEUs may or may not count toward individual recertification, as determined by NCTRC. For more information on the NCTRC recertification process, please go to www.nctrc.org

Category A: TR/RT Organization Sponsored CE Programs

Fee Schedule:

- \$100.00 (ATRA Chapter Affiliates)*
- \$100.00 (conferences offering up to 6 sessions)
- \$200.00 (conferences offering 6 to 17 sessions)
- \$300.00 (conferences offering 17 or more sessions)

**ATRA Chapters are entitled to a reduced fee of \$100 per application, regardless of the number of sessions offered.*

- The application fee must be submitted with each application. There are no exceptions to the application fee.
- Following the workshop, the provider must also remit an additional \$10 transcript issuance fee for each participant. ATRA will issue official transcripts to each participant. Payment for these 10 CEU Application and Pre-Approval Manual, Revised 10/2017 transcript fees must come from the provider or workshop host. **Individual \$10 checks for payment are not accepted.**

Category B: Non-TR/RT Organization Sponsored CE Programs

Fee Schedule:

- \$100.00 (ATRA Chapter Affiliates)*
- \$100.00 (conferences offering up to 6 sessions)
- \$200.00 (conferences offering 6 to 17 sessions)
- \$300.00 (conferences offering 17 or more sessions)

**ATRA Chapters are entitled to a reduced fee of \$100 per application, regardless of the number of sessions offered.*

- Following the workshop, the provider must also remit an additional \$10 transcript issuance fee for each participant. ATRA will issue official transcripts to each participant. Payment for these transcript fees must come from the provider or workshop host. Individual \$10 checks for payment are not accepted.

ATRA Criteria for Awarding of CEUs

Reviews and approvals of CEUs are based on a number of quality indicators.

- Speaker qualifications and competency on the topic being presented*
- Session content and relevance to the NCTRC Job Analysis, NCTRC recertification standards, and the therapeutic recreation profession
- Relevance of learning outcomes to subject matter
- Appropriateness of instructional methods based on subject matter*
- Session outline, including topics and teaching methods included
- Evaluation of learning outcomes*
- Attendance verification records*

- *indicates a CEU requirement of ATRA, not NCTRC

NCTRC Review Decisions for CEU Pre-Approval

For Category A continuing education opportunities, NCTRC will review each individual session or activity submitted for CEUs and issue the following decisions regarding pre-approval for individual sessions:

1. **Approved as Submitted.** Session meets all criteria outlined in this document and no additional information or action is needed from the CE organizers. Approved sessions are considered pre-approved by NCTRC and may be advertised as such, once formal notification is received.
2. **Approved with Modifications.** Session partially meets criteria outlined in this document; however, additional information or modifications are needed, as specified and within the allotted time period, prior to being re-considered for approval. *Session may not be advertised as pre-approved CEUs until formal notice is received.*
3. **Denied with Opportunity to Appeal.** Session is denied based on not meeting the criteria outlined in this document and are deemed not pre-approved for CEUs. CE providers may appeal this decision, within the allotted time period, by significantly revising and re-submitting the elements of the session application that were deemed unacceptable.

Eligibility and Approval Guidelines

1. All CE programs that are relevant to therapeutic recreation specialists may be submitted for CEUs. CEU applications must be submitted by the conference organizer(s), not individual presenters or participants. Applications should be complete and organized according to these guidelines.
2. CE providers are encouraged to start early (see timelines below) and meet all deadlines as outlined below to ensure adequate time for review and revision, if necessary.
3. CE providers are responsible for reading this entire document carefully and adhering to the standards and guidelines set forth in this document. Following the guidelines closely as outlined speeds up the review process and leads to better results.
4. Regardless of the number of sessions within a workshop or conference, **each** session will be reviewed individually, based on adherence to the criteria as outlined in this document. For example, there might be four sessions offered in a one-day workshop, but only two might receive NCTRC pre-approval for CEUs.

5. Individual sessions must be at least 60 minutes in length to be eligible for credit.
6. Until official notification is received CE providers must provide the following statement in all advertisements and announcements:

CEU pre-approval is in process. ATRA and NCTRC cannot guarantee that every session offered for this continuing education opportunity will be granted CEUs.

7. Pre-approved CEUs **will not**, under any circumstances, be awarded retroactively after a continuing education opportunity has been offered.
8. Since credit cannot be awarded retroactively (#7 above), it is recommended that you submit a “back-up” session in the event an approved speaker has to cancel for any reason.

CE Provider Responsibilities, Process, & Timelines

Individuals are only eligible to receive CEU credit when they satisfactorily complete the continuing education opportunity. For this reason, the provider organization must establish a system to accurately document, monitor attendance, and ensure full participation by each attendee. In addition, evaluation of CE opportunities is a primary concern in the provision of CEUs. The focus of any evaluation should be to determine if the learning outcomes were achieved. **Evaluation must ask, "Did the instructor provide feedback on the mastery of the learning outcomes to the learners?"**

Prior to the CE Opportunity

1. Designate one person within the organization to serve as ‘CEU Liaison’ throughout the pre-approval process. This person will be responsible for making sure the guidelines are met, submitting the application completely and on time, and acting as liaison to ATRA.
2. Complete and submit the attached ATRA CEU Application. **Note that documentation concerning an appropriate method of verifying session attendance and successful program completion must be included in the application.** Samples are included for your reference and use.
3. Design an attendance monitoring system. Attendance monitoring can be accomplished by using
 - Sign in/sign-out sheets
 - Unique codes which participants’ record after each session
 - Sign in sheets/punch cards

Sample attendance sheets are included in this packet. (ATRA has available three (3) part forms for attendance verification for CE events with more than 50 attendees. Requests for these forms must be made in writing when submitting the application in advance of the event.) If sign-in/sign-out forms are used, a Master Form should be submitted which includes the contact information for each individual, as well as the sessions they attended. A sample Master Form is included in this packet.

4. Assemble a proposed program schedule, including details as required about each individual session, such as length of session, learning outcomes, and pertinence to the NCTRC Job Analysis. **All sessions for a multi-**

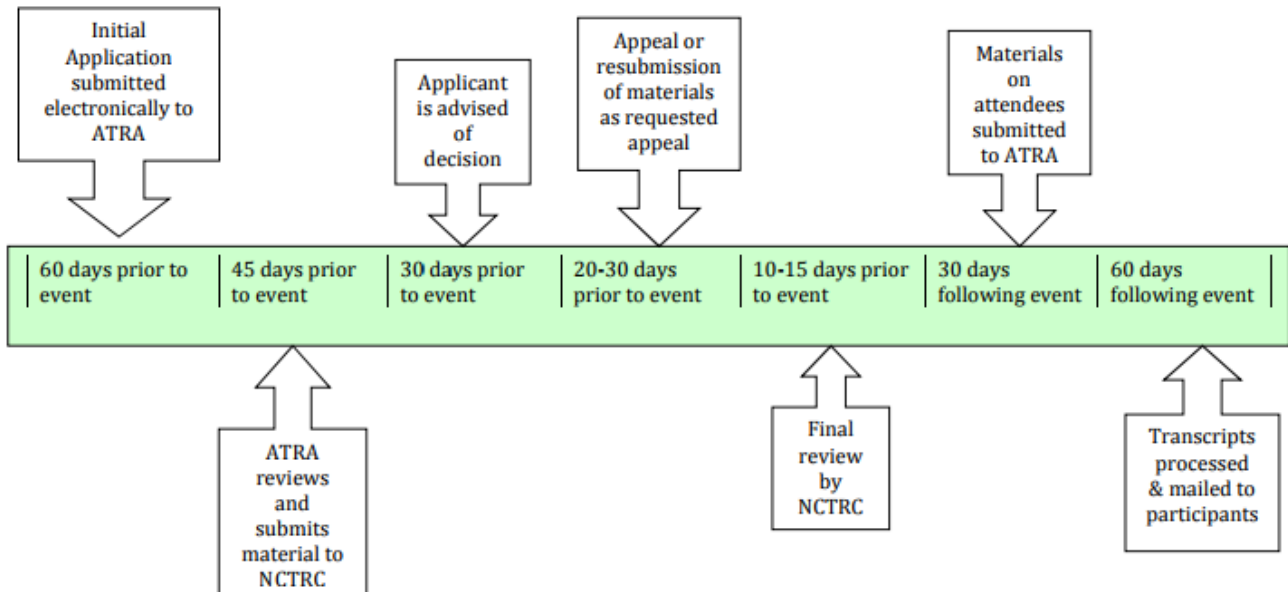
session conference must be submitted at the same time in the same package.

5. Design an individual session evaluation form, and, if appropriate, an overall evaluation form to determine achievement of learning outcomes as part of the application process. Indicate how learning outcomes (what the participant will learn or be able to do after satisfactory completion of the CE opportunity) will be evaluated. These learning outcomes should be used to verify the learners' completion of the CE opportunity. The assessment may be created by the speaker or the CE organizer, and should reflect the identified learning outcomes of the session.
6. **Submit total package electronically to ATRA for review at 60 days in advance** of the continuing education opportunity. **Any application submitted 45 days or less in advance of the program may be rejected without consideration.** Preferred electronic format is Word. Combine all information into one file when possible. The document submitted must be in an editable format. A .pdf file is not acceptable. For additional information on submission requirements email ceu@atra-online.com.

ATRA and NCTRC's Pre-Approval Responsibilities

- The ATRA CEU Coordinator pre-reviews the application to ensure that all materials are submitted as required and the package is complete and of high quality. The ATRA CEU Coordinator creates for internal use a spreadsheet with the session number(s), title of session(s), session description(s), and measureable learning objectives (minimum of three), and outline of the session and forwards the materials to the ATRA office staff.
- The ATRA office staff will then review the materials for compliance with IACET CEU standards. Once approved, the materials are forwarded to NCTRC with the notation: "ATRA has completed the IACET review of the CEU application for the "Conference name" scheduled for "date to be held." Upon review, ### sessions have been accepted for CEU sponsorship based on ATRA's review. ATRA will maintain CEU documentation and provide CEU transcripts in alignment with IACET standards."
- Lastly the NCTRC office staff will review the proposed session for content approval based on the NCTRC Job Analysis Knowledge Areas and the NCTRC Recertification Standards. NCTRC will determine which sessions are (a) approved as submitted, (b) approved with modifications, or (c) denied with opportunity to appeal and returns the materials to the ATRA CEU Coordinator.
- The CEU Liaison will receive official communication directly from ATRA concerning the status of the application and decisions for each continuing education opportunity. The CEU Liaison is responsible for providing additional materials as required. o For those CE opportunities that are approved, the ATRA CEU Coordinator will inform the CEU Liaison of the maximum number of CEUs that can be granted as well as the CE code.
- For those CE opportunities that are approved with modifications or denied with opportunity to appeal, the ATRA CEU Coordinator will work with the CEU Liaison to resubmit information in a timely manner.

Application Timeline



After the CE Opportunity

1. Provide any additional information as required for 'approved with modification' and denied with opportunity to appeal' session(s).
2. Send NCTRC final draft of full program materials prior to the final printing to ensure that pre-approved sessions have been correctly identified in the materials.
3. Submit the following within 30 days following the CE opportunity:
 - a. Name of each person requesting ATRA CEUs. This may be submitted on a Master List or other appropriate format (e.g., punch card, individual tracking form, etc.). **We do prefer that you have this in an electronic copy to expedite the transcript process.** Please ensure that each participant's name is typed or printed clearly, and includes each participant's mailing address, zip code, and daytime phone number as well as email. If incomplete or illegible, the information will be returned for clarification.
 - b. The amount of CEU credit each person earned. If all participants earned the full amount of credit, then simply state this on the cover page. If a participant arrived late or left early, please state the actual time of attendance. If a participant arrived more than 15 minutes late or left more than 15 minutes early, please state amount of time of actual attendance.
 - c. If there were multiple sessions, please include the titles, session numbers or codes so that participants will be given credit for the actual session(s) they attended.
 - d. Please note on the form if any participants were also speakers for the CE opportunity.

- e. Include a final program or schedule showing how the sessions were coded so that ATRA transcripts may match the program. For example, the agenda should show the sequence of the sessions, which session was listed as 1, 2, 3, etc.
 - f. **One check in U. S. funds**, payable to ATRA in the amount of \$10 per person requesting CEUs. **This must be submitted as ONE check or money order.** Individual checks of \$10.00 per person are not accepted.
 - g. Send the required information to ATRA, 11130 Sunrise Valley Drive, Suite 350 Reston, VA 20191.
4. Maintain program, attendance, evaluation data, and financial records of participants. Seven years is the recommended time frame for keeping these records.

CEU Credit Calculations

1. ATRA awards CEUs for continuing education opportunities based on the number of actual contact hours.
2. One CEU = ten contact hours of participation in organized CE/training experience under responsible, qualified direction and instruction. (1.0 CEUs = 10 contact hours; 0.1 CEUs = 1 contact hour).
3. CEUs are determined by adding all countable portions of the learning event.
 - a. For example: A workshop has three 90-minute sessions with 10 minutes between for set-up/breaks. The number of contact hours would be computed as: 3 sessions x 90 minutes = 270 total minutes divided by 60 minutes = 4.5 hours or .45 CEUs.
4. **Individual sessions must be at least 60 minutes in length to be eligible for credit.**

Additional Information

- Only pre-approved CEU sessions may receive CEU credit at a continuing education opportunity. Additional non-CEU opportunities may be offered at the same event but only NCTRC pre-approved CEU sessions are awarded CEU credit.
- Some organizations or presenters offer the same CE opportunity on different dates at multiple locations on different dates (e.g., ATRA's DPG training). ATRA may grant CEUs, up to one year from date of review, to these recurring CE opportunities when providers provide a schedule of dates and locations. Session dates and locations must be applied for at the time of the original application and speaker, outline, objectives and content must remain the same for each offering.

NCTRC's pre-approval of CEU opportunities are only approved for the specified period listed in the pre-approval notification. NCTRC will not honor CEU sessions beyond the time period specified.

- The CEU Liaison should notify ATRA if (a) there is a serious breach of the IACET standards during the event, and (b) evaluation responses or formal complaints are received on the subject matter of a preapproved CEU session.
- Upon completion of the CE opportunity, ATRA will distribute an official CEU transcript to each participant as appropriate.

Category A transcripts (printed on blue paper) will contain the following: (a) information about the event, and, (b) CEU sessions attended by the participant. The transcript will clearly indicate: “All earned CEU credit listed has been pre-approved by NCTRC.”

Category B transcripts (printed on burgundy paper) will contain the following: (a) information about the event, and, (b) CEU sessions attended by the participant. The transcript will clearly indicate: “ATRA awarded Category B CEUs are not automatically accepted for credit by NCTRC or other professional credentialing organizations.” For Category B CEUs, it is the individual’s responsibility to retain documentation of sessions attended to demonstrate the relevance of the session content to the NCTRC Job Analysis.

Issuing Transcripts

- ATRA provides each CEU participant with an official transcript following the CE opportunity. The transcript provides a detailed account of participant and workshop information and includes the total number of CEUs earned, the title of the session(s), date, location, and other pertinent information.
- Within six (6) weeks, each participant will receive an official CEU transcript detailing his/her participation in the workshop/conference.
- Official transcripts for Category A CEUs are issued on blue paper. Category B CEUs are issued on burgundy paper.

Marketing

1. ATRA grants CEUs to participants of CE opportunities but ATRA does not ‘sponsor’ the CE opportunity by providing these CEUs. Please ensure that promotional material does not imply ATRA as a sponsor.
2. Please use the following statement in marketing materials when your application is pending:
3. Once CEUs have been granted by ATRA, the CEU Liaison will receive a confirmation notification containing the CE code and the appropriate designation to use in promotion of the CE opportunity.

ATRA CEU Application

Name of Sponsoring Organization: _____

Continuing Education Liaison: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Email: _____

Date(s) of CE Opportunity: _____ Location: _____

APPLICATION FEE: Please select Category A or B.

Category A Category B

- \$100 ... ATRA Chapter Affiliates
- \$100 ... 1 – 6 Sessions
- \$200 ... 6 – 17 Sessions
- \$300 ... 17 or More Sessions

Method of Payment

- Check enclosed
- Credit Card (will send instructions via email along with your application receipt)

Following the workshop, the provider must also remit an additional \$10 transcript issuance fee for each participant (payable in one check or money order). ATRA will issue official transcripts to each participant.

I agree that the following will occur as specified by ATRA in the CEU Manual and Application in order to uphold the integrity of the CEUs awarded to participants of approved continuing education opportunities:

- a. Sessions are presented as approved, including learning outcomes and evaluation.
- b. Sessions will occur for the designated time span.
- c. Sessions will be conducted and evaluated in a professional and ethical manner.
- d. Monitoring of attendance will be completed in a professional and ethical manner.

As continuing education CEU liaison to ATRA, I understand that I am responsible for ensuring that the above items will occur. I understand that disregard for or negligence of standards set forth in this document will void the contract between my organization and ATRA, and that CEUs will not be awarded.

Signature _____

Date _____

Mail To:

American Therapeutic Recreation Association
CEU Office
11130 Sunrise Valley Drive
Suite 350 Reston, VA 20191

Telephone: 703.234.4140

EDUCATIONAL SESSION PROPOSAL

Title of Session: 20 words or less; Descriptive of content; Related to NCTRC Job Analysis

Session Description: 150 words or less; Descriptive of content; Related to NCTRC Job Analysis

Speaker Qualifications: Maximum of 2-page vitae or resume, OR 400-word biographical sketch (briefer bios and references are not acceptable). Describe qualifications to present this topic.

Instructional Methods: Instructional methods used in session (e.g., lecture, discussion, interactive, debate, panel, experiential, etc.)

Learning Outcomes: Provide measurable learning outcomes for each session; Related to NCTRC Job Analysis.

Examples of acceptable learning outcomes below:

- Upon completion of this session, participants will be able to:
 - Identify three benefits of performing evidence-based TR practice
 - Perform an internet search for a clinical question relating to TR practice
 - Provide an example of using evidence-based practice in daily TR service delivery

- Upon completion of this session, participants will:
 - Demonstrate understanding of three strategies that have occurred to address TR public policy concerns.
 - Identify at least three strategies they can initiate to affect public policy and the TR profession in their local area, the state, and at the national level.
 - Identify three areas of where we need to go in the future for Therapeutic Recreation as it relates to Federal Public Policy in a changing environment.

Examples of Unacceptable Learning Outcomes

- Improve knowledge of the topic
- Understand public policy
- Gain an understanding of the dementia practice guidelines
- Participate in discussion
- Learn how to have fun!

Session Outline:

Provide a detail session outline of content and methodology. See example below.

- | | | |
|-------|---|--------------|
| I. | Introduction of Presenter | (5 minutes) |
| II. | Short Quiz | (5 minutes) |
| III. | Discussion about quiz | (5 minutes) |
| IV. | Self-determination theory (brief overview) | (15 minutes) |
| V. | Autonomy-supportive environment vs. a controlled environment | (20 minutes) |
| VI. | Autonomy-supportive environment techniques | (10 minutes) |
| VII. | Break into groups to discuss how to relate to their agency/population | (20 minutes) |
| VIII. | Wrap up & Evaluation | (10 minutes) |

NCTRC Job Analysis Areas:

Check **ONE** to **TWO** of the most prominent areas of content of this session

<input type="checkbox"/> Foundational Knowledge	<input type="checkbox"/> Assessment Process	<input type="checkbox"/> Documentation	<input type="checkbox"/> Implementation	<input type="checkbox"/> Administration of TR/RT Service	<input type="checkbox"/> Advancement of the Profession
Theories and Concepts	Selections and Implementation of Assessment	Individualized Intervention Plan	Selection of Programs	Personnel/Intern/Volunteer Management	Professionalism
Practice Guidelines	Assessment Domains	Discharge/Transition Plan	Modalities and/or Interventions	Budgeting/Fiscal Management	Credential Maintenance/Professional Competencies
Diagnostic Groupings					PR/Promotion/Marketing

CHECKLIST FOR CEU SUBMISSIONS

- Submit total package electronically (in an editable format) to ATRA for review at least 60 days in advance of the continuing education opportunity.
 - Any application submitted 45 days or less in advance of the program may be rejected without consideration.
 - Preferred electronic format is Word.
 - Combine all information into one file when possible

For Each Session

- Number each session sequentially:** This includes breakout sessions and keynotes. Any session submitted for consideration of CEU review should be numbered 1, 2, 3....etc.
- Include session description:** 150 words or less; Descriptive of content; Related to NCTRC Job Analysis; Should specifically describe how the content relates to TR/RT practice
- Include Instructional Methods:** Instructional methods used in session (e.g., lecture, discussion, interactive, debate, panel, experiential, etc.)
- Include Learning Outcomes:** Provide measurable learning outcomes for each session; Related to NCTRC Job Analysis.
 - Examples of acceptable & unacceptable learning outcomes can be found on page 14
- NCTRC Job Analysis:** Relate each session to the NCTRC Job Analysis (refer to page 16)
- Session Outline:** Provide a detailed session outline (refer to page 14)
- Include Speaker Qualifications:** Maximum of 2-page vitae or resume, OR 400-word biographical sketch (briefer bios and references are not acceptable)

For the Overall Conference

- Include information on the Learning Environment: Provide assurance that the learning environment (a) has adequate features (such as lighting, sound, seating, etc.) for learning, and (b) complies with the Americans with Disabilities Act (ADA).
- Include an Evaluation Tool: Provide example of evaluation tool for audience evaluation of individual session(s) and overall continuing education opportunity. Tool must assess degree to which learners met learning objectives of the session(s).

POST WORKSHOP CHECKLIST

Submit complete information to ATRA within 30 days following the CE opportunity. Information submitted to include:

- Complete information on each attendee seeking CEUs in an **EXCEL spreadsheet**:
 - Participant Information
 - Name
 - Address
 - City, State, Zip
 - Email Address
 - Identify sessions for which each person should receive credit.
- Identify any sessions that did not conform to the time frame as indicated on the program outline as originally submitted. For example, if a session is scheduled to last for 90 minutes and ends after 60 minutes, please note. CEU credit will be adjusted accordingly.
- Attach final program
- **Include payment. Please make checks (US Dollars) payable to ATRA.**
 - Remit ONE check as payment for the \$10 transcript fee per participant. Individual \$10 checks for payment are not accepted. You may collect the fee from participants; however, you must remit payment in one check or money order.
 - Example: If 14 names are being submitted to ATRA for transcripts, please send one check or money order payable to ATRA for \$140.00. (\$10 x 14 people).

SAMPLE OF EVALUATION TOOL

SESSION TITLE: _____ SPEAKER: _____

PLEASE USE THE FOLLOWING SCALE:

1 Strongly Agree 2 Agree 3 Undecided 4 Disagree 5 Strongly Disagree

This session contributed to my professional knowledge.

1 2 3 4 5

This session met identified learning outcomes.

1 2 3 4 5

The instructor was knowledgeable about his/her subject.

1 2 3 4 5

This session was well organized.

1 2 3 4 5

A positive learning environment was provided (sound, lighting, a/v equipment).

1 2 3 4 5

I learned something to take back to my facility.

1 2 3 4 5

OVERALL RATING OF CONFERENCE:

Excellent Above Average Average Fair Poor

OVERALL RATING OF SPEAKER:

Excellent Above Average Average Fair Poor

Additional Comments: _____

SAMPLE ATTENDANCE SHEET

Attendance Verification / Sign in Form

Session Title: _____

Date: _____

Time: _____

Presenters: _____

PLEASE PRINT	PLEASE SIGN
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