



410.581.6222
877.776.2200
Fax: 410.581.6228

www.bocusa.org

10451 Mill Run Circle, Suite 200
Owings Mills, Maryland 21117

Continuing Education Approval Program

For Education Providers

Table of Contents

A. BOC Approved CE Course Program Overview	1
B. Program Objectives	1
C. Benefits for Providers of Approved CE Activities	1
D. Use of BOC Marks	2
E. CE Approval Program Requirements.....	2
Course/Activity Requirements	2
Provider Requirements	3
F. CE Approval Application Process	3
G. Fees and Payment Options	4
H. BOC Rights Reserved.....	4

A. BOC Approved CE Course Program Overview

The BOC Continuing Education (CE) Approval Program supports the ongoing professional development of BOC certificants and the maintenance of BOC certification. Among other purpose, the CE Approval Program is intended to:

- enhance the ongoing professional development of certificants;
- encourage and recognize individualized learning opportunities;
- and provide a standardized, objective and straightforward process for attaining and recording continuing educational and professional activities.

The CE Approval Program is designed to enhance the ongoing professional development and continuing education of BOC certificants and other stakeholders by identifying approved courses that provide appropriate and structured learning experiences and activities related to the field of orthotics and prosthetics. While BOC identifies approved educational activities that meet the criteria of the CE Approval Program, it is beyond the credentialing mission of BOC as an independent certifying body to provide, accredit or recommend specific educational or training courses or course providers. Accordingly, approval or identification of approved CE activities does not constitute accreditation, recommendation, or sponsorship of any such courses or course providers by BOC.

B. Program Objectives

Consistent with this policy, the overall goals of the BOC CE Approval Program are to:

- Support the continuing professional development of BOC certificants, and all other stakeholders in the orthotic and prosthetic community by identifying quality education or training courses;
- Identify educational or training opportunities for BOC certificants seeking to maintain their certification under the BOC Recertification Policy;
- Establish appropriate criteria and policies permitting BOC to provide recognition to qualified education courses in the field of orthotics and prosthetics;
- Provide a foundation for a cooperative effort between BOC and the orthotic and prosthetic education and training community; and
- Provide a searchable database, via the BOC website, of approved continuing education courses to the orthotic and prosthetic community.

C. Benefits for Providers of Approved CE Activities

Providers of Approved CE Courses receive the following benefits:

- Permission to publicize each activity in the CE Approval Program as a “BOC Approved CE Course” in promotional or course materials consistent with program policies;
- License to use the BOC Approved Course Provider logo appropriately in promotional and course materials consistent with program policies, and subject to the terms of the BOC Logo Use Guidelines;
- License to use the official BOC Approved Course Provider logo appropriately in promotional and course materials consistent with program policies, and subject to the terms of the BOC Logo Use Guidelines; and,

- Opportunity to list courses that meet the criteria of this program in the searchable database of BOC Approved CE Activities posted on the BOC website.

D. Use of BOC Marks

Participation in the CE Approval Program, including all corresponding benefits for Providers of Approved CE Activities set forth in this policy, is strictly limited to those specific activities that are sponsored by the provider, and that have satisfied all applicable registration and eligibility requirements set forth in this policy. Accordingly, providers of BOC Approved CE activities may not use the “BOC Approved CE Course” mark or BOC Approved Course Provider logo in connection with courses, programs or other activities that have not been registered, or have otherwise failed to satisfy the applicable requirements for participation in the CE Approval Program. Additionally, registration of courses in the CE Approval Program does not include permission to use any other BOC certification or accreditation marks or any other BOC logos. For further information regarding the terms of use governing the CE Approval Marks, or other certification or accreditation marks owned by BOC, please refer to the BOC Logo Use Guidelines.

E. CE Approval Program Requirements

The following CE Approval Program requirements are used by BOC in evaluating whether a course may satisfy BOC recertification and continuing education requirements. All qualifying courses must satisfy the following requirements, unless otherwise noted by this policy.

Course/Activity Requirements

1. **Needs Identification**. The course must define the potential learners/target audience and the relevancy of the course to the professional needs of participants. Such information must be included in the course provider’s promotional efforts concerning the course.
2. **Learning Outcomes**. The course must have clear and concise written statements concerning the intended objectives and learning outcomes based on the identified needs. The objectives must describe what knowledge and/or skills the participant is expected to accomplish or demonstrate upon completion of the course.
3. **Relevant Content**. The content of the course must be appropriate to support the learning outcomes. The course must have significant intellectual or practical content, the primary objective of which is to improve the professional competence of participants. The course must be an organized program of learning designed to provide education or training in subjects relevant to the practice of orthotics and prosthetics. The course program should be outlined in the form of a detailed course agenda, which must be submitted to BOC along with the CE Provider Course Registration Form. Relevance to the practice of orthotics and prosthetics is determined according to the criteria set forth in Section D.1 of the BOC Recertification Policy.
4. **Learning Environment and Support Systems**. The provider must assure that the learning environment and support systems, including appropriate facilities, educational materials, and equipment are appropriate and available to support the learning outcomes. The physical environment must be appropriate for teaching and learning courses. Participants should be provided with appropriate access to the facilities, equipment, learning experiences, and resource materials. Educational services and technical support should be provided to instructors and participants.
5. **Instructional Methods/Instructor Competency**. The instructional methods of the course must be appropriate to support the learning outcomes. The instructor must have appropriate expertise and adequate credentials necessary to conduct the course effectively, including knowledge of content area, qualification by relevant experience, and competence in appropriate instructional methodologies. The credentials of the course instructor must be provided to BOC.

6. Assessment of Learning Outcomes. The provider must require participants to demonstrate that they have attained the learning outcomes by using formal processes or procedures to assess achievement. The assessment method must be measurable or observable, clearly stated, and focused on the performance of the participant. The provider must inform participants prior to participation in the course the methods of assessment and satisfactory completion requirements.
7. Feedback and Evaluation. The provider must maintain systematic methods of participant feedback and program evaluation to be used to judge the effectiveness of the learning experience(s) and instructor(s) in achieving the stated purpose(s) of the course, and to make any necessary improvements in overall delivery of the course.

Provider Requirements

8. System for Awarding Credit. The course provider must have a system in place to identify participants who meet requirements for satisfactory completion. The instructor or other coordinator of the course must verify and report whether each participant has met the specified requirements for satisfactory completion, and whether credit is awarded. When attendance is part of the satisfactory completion requirements, attendance requirements should be mandatory and should be documented on rosters, sign-in sheets, or other methods for tracking attendance. When partial credit is awarded to participants who do not attend the entire course, the provider must have a system to track, calculate, and award variable credit. The provider must not permit retroactive granting of credit.
9. Course Records. The sponsor or provider must monitor the course for attendance and maintain records to assure that participants may be given proper credit for the course. The provider must establish and maintain permanent individual participant records that indicate the number of credits awarded to each participant, which should be available for a minimum of one (1) year from the date of the course. A permanent record is an official cumulative record or file issued by the provider that documents an individual's participation in the course, which should include: the provider's name and address; the participant's name; the course title and completion date; the number of credits awarded, including an explanation or conversion formula concerning measurement unit. The provider must have a written policy on retention and releasing of records that ensures the privacy and security of its participants' records. If the provider chooses to issue a certificate of completion to each participant, permanent records are still required.
10. Submission of Course Records. The course provider must submit to BOC copies of required course records that document attendance at registered courses by BOC certificants. All submitted course records must take the form of an Excel document, which includes, at a minimum, the following information: the course title and completion date; the name(s) of the BOC certificant(s) who completed the course; and, the number of credit hours awarded. Each course record must be submitted to BOC within sixty (60) days of attendance of a course by a BOC certificant.
11. Course Variations and Modifications/Notification and Approval Required. Providers must report to BOC all known or anticipated variations or modifications in the title, structure, content or other characteristics of such course(s) that are relevant to the CE Approval Program requirements. All such variations or modifications to registered courses must be indicated clearly in writing and are subject to review, verification and approval by BOC prior to the registration of such courses. BOC reserves the right to determine whether any variations or modifications affect the eligibility of such courses for renewal in the program, based on the CE Approval Program requirements.
12. Operational Ethics. The course provider must conduct operations in an ethical manner that respects the rights and worth of all participants. The provider shall comply with all applicable legal requirements related to its instructional courses and with all relevant BOC policies and rules.

F. CE Approval Application Process

Consistent with the terms of this policy, BOC providers must satisfy the following requirements in order to become an Approved CE Provider.

- Complete the BOC Approved CE Course Application and Agreement Form for the initial registration and annually;
- Submit a completed CE Provider Course Registration Form along with detailed course agenda at least six weeks prior to the commencement of the course offering to ensure adequate advertising on BOC website; and,
- Remit all applicable fees.

Please note applications are typically processed within four to six weeks of receipt of documents by BOC.

G. Fees and Payment Options

1. Application Processing Fee: The application processing fee is \$50.00. This is a one-time fee for the initial registration of continuing education courses in the BOC Approved Continuing Education (CE) Program.
2. Course Registration Fee: The CE course registration fee is \$10.00 per credit hour offering. \$450.00 maximum will be assessed for registering a cumulative of forty-five (45) or more credit hours per year.
3. Payment Options: Payment may be made by check, money order, or credit card. Checks must be made payable to BOC. BOC retains the right to assess administrative, and/or other fees related to the program, on an appropriate basis. Providers must submit full payment of registration, or other applicable fees, related to the CE Approval Program each year in order to maintain status as a registered provider with all the rights and privileges. Please note all administrative fees are nonrefundable.

H. BOC Rights Reserved

BOC reserves the sole and exclusive right to:

- Determine whether a course satisfies the CE Approval Program requirements set forth in this policy;
- Determine the number of credit hours BOC certificants may receive for participation in a course registered under the program, pursuant to Section D of the BOC Recertification Policy;
- Terminate the registration of all courses registered by an individual provider in the Program, if BOC determines that the provider has acted contrary to any applicable BOC policy, standard or rule; or,
- Terminate the registration of an individual activity in the Program, if BOC determines that the activity no longer satisfies the CE Approval Program requirements set forth in this policy.