CONTINUING EDUCATION PROVIDER
PORTAL INSTRUCTIONS

BOARD FOR CERTIFICATION
AMERICAN
ORTHOTICS
PROSTHETICS
PEDORTHICS
SINCE 1948

SETTING STANDARDS • IMPROVING OUTCOMES • CHANGING LIVES

thank you

Thank you for applying for CE credits with ABC. The following steps will guide you through the process of applying for credit approval as well as outline our approval policies and procedures.

ACCESSING THE CE PROVIDER PORTAL

Current CE Provider
Use your existing individual login credentials for your MY ABC account. *If you represent multiple companies, you may select the appropriate company after you login.*

New CE Provider
Please contact us at ce@abcop.org for login credentials.
Once Logged In **Select the CE Provider button** on the top right to access the portal from any ABCop.org page.

From here you can:

• Add a course
• View which courses are currently under review
• Determine which courses have been approved
• Upload your participant lists for active courses
• You can also renew courses that have expired (if applicable)

Please allow up to 6 weeks for the processing of courses and sign-in sheets.

ADDING A NEW COURSE

Select the Add Course button. As you move through the process, your application will auto-save in the Pending Submission section where you can complete the application at a later date. Only applications with complete information will be reviewed by ABC.

Course Types
You can only select ONE course type.

Conferences • Education Fair • State/Regional Meetings
Multi-session, multiple-day education events held yearly and approved only for the specific dates you specify in a calendar year – application fee is $200
Please note that courses held as part of a large conference are approved as part of that conference only.

Exhibit Hall Credits
Meetings with more than 15 exhibitors are eligible for additional Category II exhibit hall credits.

100 Exhibitors = 3 credits

50-100 Exhibitors = 2 credits

15-49 Exhibitors = 1 credit
Attendees must complete the Category II Exhibit Hall Attendance application (link to form) to receive credit.

One-time events
Any type of event held on only one day in a calendar year (webinar or live course). Application fee is $100.
Approved for one date only.

Live Courses
In person meeting, demonstration, seminar or other course that is held multiple times per calendar year. Live courses are approved for two years.
Application fee is $150 for a maximum of 10 sessions of the same course. Additional 10 session packs (for the same course given 10 more times) can be purchased anytime during your two-year approval.

Webinars
Online, live (synchronous) events. Webinar sponsors are required to provide participants with a quiz at the conclusion of the course. Webinars are approved for two years.
Application fee is $150 for a maximum of 10 sessions of the same course. Additional 10 session packs (for the same course given 10 more times) can be purchased anytime during your two-year approval.

eLearning courses
Pre-recorded online (asynchronous) events available on demand. eLearning sponsors are required to provide participants with a quiz at the conclusion of the course.
Application fee is $150 and approved for two years.

SCIENCE VERSUS BUSINESS CREDITS

Science or **clinical** credits are awarded to activities that specifically relate to the certifications offered by ABC and general patient care.

Please only select the relevant discipline for your course. For example, if your course pertains to prosthetic devices, only select prosthetists as the audience for your course. We will review the information and confirm the accuracy of Scope of Practice determinations in your confirmation email.

Business credits are awarded to activities designed to improve various aspects of facility/office management such as courses that explain insurance or government policies, compliance regulations and professional development.

Please note that to be approved for Category I Science credit for a specific discipline, the course/ meeting must have at least 50% content specifically related to that discipline.
For those ABC certified individuals who are not credentialed in the approved discipline, Category II credits will be awarded.

WEBSITE COURSE SEARCH FEATURE

• If your course is open to all ABC certificants, select 'display on ABC site'. If it is an in-house meeting only available to your employees, skip this option.

• Provide a URL for the course or a link to your Learning Management System. If you have neither, provide an email address or phone number for the main contact.

• Short course descriptions will be displayed on the website to enable participants to understand the course content.

Course Learning Objective and Methods
Please provide a clear and concise description of the proposed learning outcomes and method of presentation.

Speaker Qualifications
Speakers and instructors must have specialized knowledge that qualifies them to teach or discuss the subject matter. Acceptable qualifications include, but are not limited to credential, licensure or extensive subject matter training.

Course location
If you know the location(s) of your course(s), you can add them in this section. The course dates and locations will be displayed in the website course search. If you don't know these at the time of your application submission, skip this section. If course locations change or you need to add additional locations please contact us. Please contact us at ce@abcop.org

Agenda
Every course requires a detailed agenda in order to determine the number of credit hours and evaluate the content. Credit hours are based on the number of hours of content. We do not give credit for breaks, meals or social activities, nor is credit granted for committee meetings, announcements or introductions. Presentations of less than a quarter of an hour are not eligible for credit.

Quizzes
Webinars and eLearning courses require a quiz. The number of questions should be commensurate with the amount of content (a rule of thumb is 10 questions per one hour of content). Participants must earn a score of 80% or higher to receive credit. Participants should be allowed to take the exam multiple times until they attain a passing score.

Quizzes can be multiple choice or open-ended questions if you attest that the response adequately represented the learning. Quiz credits will be awarded based on the length and scope of the quiz content. Quizzes earn a minimum of .25 and a maximum of .5 additional credits.

Additional Documentation
Any additional information you wish to provide that will help us determine for whom the credits are appropriate and how many hours (e.g. PowerPoint slides or video links).
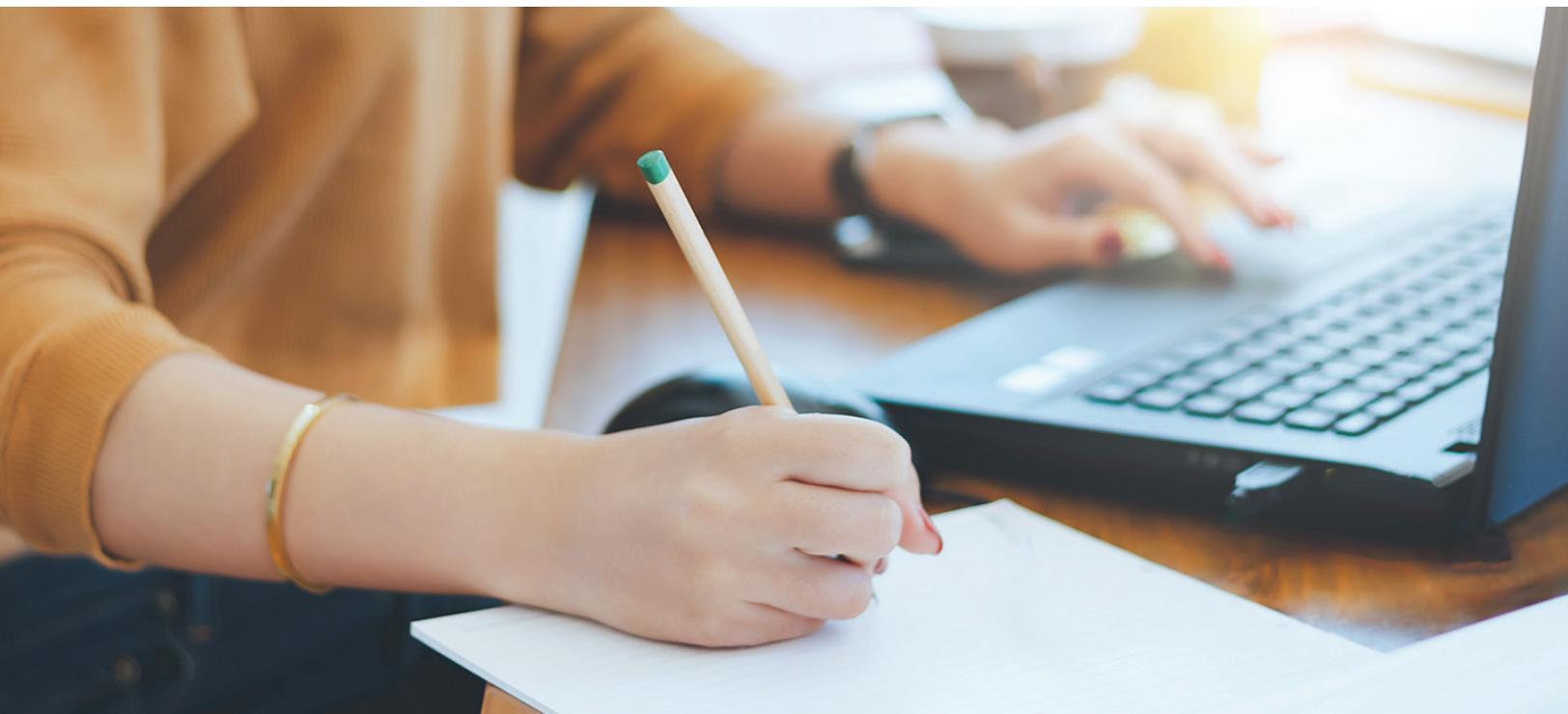
SUBMITTING ATTENDANCE SPREADSHEETS

Participant lists in Excel format must be reported within 30 days post event. Spreadsheets must contain participant's first and last name, ABC certification number, any other available identifying information (email address and/or company) as well as date and location of the course. Word documents are also acceptable but not preferred.

To upload the list, select your course from the *active courses* list and click the upload button.

PAYMENT

Application fees are non-refundable.
We accept payment by either credit card or check. Payment is required when you submit your application.

The primary contact for your organization will receive automatic notifications for paid invoices and course approvals.

FAQS

What types of programs are eligible for credit?
O&P state/regional/national Annual meetings, journal articles, allied health or medical presentations are all examples of the types of programs eligible for credit.

If a course has been approved as a live event and recorded as an eLearning course, do we have to submit another application?
Yes. Each unique format/platform requires a separate application.

Once my course expires in two years, can I reapply for it to be renewed without changing the content?
Yes. Courses that are granted a two-year approval can be renewed for an additional two-year cycle without changing the content. You will be asked to attest that the course content is the same when you complete the renewal form online. After additional two cycles (a total of 6 years), the course must be updated (content and/or method of delivery) for approval for another cycle.

How is credit awarded for conferences?
As with any course, Category I credit is awarded based on the Scope of Practice for each discipline. For example, a session on prosthetics would only be applicable to CPO/CP's as well as prosthetic technicians and assistants. It would not be Category I Science for a CO, C.Ped., CFo, etc.; however, they would earn Category II Science credits. Business courses are applicable for all disciplines. When promoting credits awarded for a conference, please consider how many actual session hours are applicable to each discipline and clearly communicate that information to your potential attendees.

To learn more about ABC and the programs and services we offer,
visit ABCop.org or call 703.836.7114

ABCop.org