

EDUCATION POLICIES

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2 **I. COMBINED SECTIONS MEETING**
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4 A. Programming
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6 Special Interest Group Vice President/Education Chair

- 7 1. Provide a proposal for 3 hours of educational programming each year at CSM
8 or Section annual meeting that follows the Scholar One deadlines and rules for
9 submission. Your submission will be reviewed by the Orthopaedic Section's
10 Education Committee. Entering a proposal does not guarantee that it will be
11 selected for the CSM program. You will be offered the programming that is
12 scored the highest in the selection process that fits your special interest. This
13 may or may not be the programming you personally submit for your section.
14 2. Will have the opportunity to provide pre-conference courses at CSM but must
15 pay the APTA registration fee (\$150 for one day, \$300 for two day) from SIG
16 encumbered funds if the class is canceled due to inadequate pre-registration.
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18 Educational Interest Group Chair
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- 20 1. Provide a proposal for 2 hours of educational programming each year at CSM
21 or Section annual meeting that follows the Scholar One deadlines and rules for
22 submission. Your submission will be reviewed by the Orthopaedic Section's
23 Education Committee. Entering a proposal does not guarantee that it will be
24 selected for the CSM program. You will be offered the programming that is
25 scored the highest in the selection process that fits your special interest. This
26 may or may not be the programming you personally submit for your section.
27 2. The Section's SIG and EIG Policies and Rules of Order (Item 2.E.Budget)
28 regarding budget and reimbursement would also apply to EIG Chair.
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30 3. All educational programming requires the approval of the Orthopaedic
31 Section Board of Directors. This is accomplished through the Education
32 Committee Chairperson.
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34 B. Moderating Responsibilities
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- 36 • The SIG Vice President/Education Chair and the EIG Chair are responsible
37 for moderating their respective sessions at CSM. This includes:
38 1. Arriving 15 minute prior to the start of the session to make sure the
39 audiovisual equipment and lighting are ready for the session.
40 2. Introducing the speakers and making announcements regarding the
41 Orthopaedic Section business meeting, receptions, etc.
42 3. Obtaining stamps from the Orthopaedic Section booth
43 4. Stamping programs as requested by attendees
44 5. Returning stamp to the Orthopaedic Section booth
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- 1 C. Speaker Reimbursement
 2 1. Reimbursement is based on the following table:

Pre-conference and Off-site courses <i>All Speakers</i>	CSM Short Programs (1-4 hours) Non-PT and Non-PTA Speaker must present for at least 30% of the total course program in order to receive this honorarium and travel reimbursement	CSM Short Programs PTs and PTAs Speaker must present for at least 20 minutes to receive honorarium
Travel at Section rates (up to \$470.00)	Travel at Section rates (up to \$470.00)	No travel reimbursement
<u>For non-lab classes:</u> \$100.00 per speaking hour per speaker <u>For lab classes:</u> \$100.00 per speaking hour per speaker for <24 students. For >24 students additional speakers/instructors will also be paid \$100.00 per speaking our per speaker	\$100.00 per speaking hour	\$300 per speaking hour
Per Diem and hotel for day(s) presenting and the night prior to the program if an AM start time	Per Diem and hotel for the day presenting and the night prior to the program if an AM start time	No per diem reimbursement
Not applicable	Registration for day(s) presenting reimbursed by APTA	Registration for day(s) presenting, reimbursed by APTA

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 4 2. Each speaker should indicate on his/her CSM registration form that he/she is a
 5 “speaker” and list the date of presentation.
 6 3. APTA will send a check with partial refund of the registration fee 6-8 weeks
 7 after CSM.
 8 4. Speaker reimbursement will NOT be provided to Orthopaedic Section
 9 members who:
 10 a. Holds a leadership position in the Section or Association, including
 11 SIG and EIG officers;

- b. Are currently under contract with the Section for services; or
- c. Are paid an honorarium by the Section.

D. Pre-conference Course Cancellations

The number of registrations will be evaluated 6 weeks prior to the start of the course in order to determine the viability of holding the course. Should the course be canceled due to low registration, registrants (and speakers) shall be notified no less than 30 days prior to the course start date. Courses will be canceled if they do not have sufficient registration revenue to cover expenses one week prior to APTA's deadline for registrants to receive a full refund of the CSM registration fee. It is suggested that attendees and speakers wait until it has been confirmed that the course will be held before making flight arrangements. Speakers will only be paid the honorarium if the course is offered.

E. Joint Programming

Time assigned for any joint programming with other sections at CSM will be charged to the lead section. Speaker payments will be negotiated between the sponsoring Sections and signed by the speakers prior to the CSM. Joint programming is planned through the Orthopaedic Section Education Program Chair.

- F. Registration fees will be paid by all pre-conference and off-site attendees except by individuals involved in the actual presentation of the program and Section staff/Education Committee members if involved with the administrative support of the pre-conference program.

G. Sponsorship

1. Contributor Approval by Board of Directors

Potential sponsorships must be approved by the Board of Directors. They are to be listed as contributors, not sponsors.

2. Membership Meeting Sponsors

Companies may sponsor the Section by paying for food and beverages at the CSM membership meeting. The applicable sponsor will not be able to distribute any form of promotional literature, but instead will be recognized with a sign at the event.

3. Sponsorship of Reception

The Orthopaedic Section does not solicit outside sponsors for the reception.

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2 **II. ALL ORTHOPAEDIC SECTION EDUCATIONAL PROGRAMMING**
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4 A. Contact Hours
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- 6 1. The Orthopaedic Section awards contact hours for all continuing education
7 courses instead of awarding CEUs. Each state can then translate the number
8 of contact hours into the appropriate number of CEUs for the therapist.
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10 2. Education program chairs and committee members may be awarded contact
11 hours for attending Section educational courses provided they submit the
12 proper paperwork.
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14 3. Speakers for continuing education courses will be eligible for contact hours
15 providing they attend the entire course.
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17 4. The Orthopaedic Section will offer contact hours only for educational events
18 for which the Section is directly involved.
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20 B. Refund for Courses with Limited Enrollment
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22 A refund will be given for courses with limited enrollment (if notification of
23 cancellation is received in writing prior to 7 days out) in the amount of the
24 registration fee less a 20% administrative fee. No refunds will be given less than
25 7 days prior to the course; emergencies are an exception.
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27 C. Refund for Courses with Unlimited Enrollment
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29 A refund will be given for those courses with unlimited enrollment (if notification
30 of cancellation is received in writing prior to the course) for the amount of the
31 registration fee less a 20% administrative fee. No refunds will be given after the
32 start of the course with the exception of an unavoidable emergency.
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34 D. Speaker Reimbursement
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36 Payment of speaker honorariums is dependent on the course being offered. If the
37 course is canceled for any reason, speakers will not be paid an honorarium.
38 Speakers are not to book airfare to a course until the Section confirms that the
39 course will take place.
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42 **III. ORTHOPAEDIC STUDY GROUPS**
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44 A. Contact Hours for Educational Programming
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46 Orthopaedic Study Groups may apply for contact hours for educational
47 programming by completing an application available from the Section office. The

1 Education Chair will review the application and determine whether contact hours
2 will be awarded.
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4 B. Non-members will be charged for Contact Hours
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6 Non-members who have attended an Orthopaedic Study Group educational
7 session must pay for contact hours. If they choose to join the Section and pay the
8 dues at the time of the session, there will be no additional charge for the contact
9 hours.
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