

EDUCATION

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Category

Policy

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1 **1. COMBINED SECTIONS MEETING**

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A. Programming

Special Interest Groups and Education Groups

All Special Interest Groups (SIGs) are required to offer 4 hours of educational programming at CSM. Education Groups (EGs) are required to present three hours of programming at CSM. Besides programming at CSM, SIGs and EGs may provide off-site educational programming throughout the year. SIGs and EGs will have the opportunity to provide pre-conference courses at CSM on a rotating basis determined by the Education Committee chairperson.

All educational programming requires the approval of the Orthopaedic Section Board of Directors. This is accomplished through the Education Committee Chairperson.

B. Moderating Responsibilities

The SIG representative or Education Chair is responsible for moderating CSM programming. This includes:

- Arriving early to make sure correct audiovisual equipment is in place
- Introducing the speakers and making announcements regarding the Orthopaedic Section business meeting, receptions, etc.
- Obtaining course evaluation forms and stamps from the Orthopaedic Section booth
- Dissemination and collection of the course evaluation forms
- Stamping programs as requested by attendees
- Returning course evaluations and stamp to the Orthopaedic Section booth

C. Speaker Reimbursement

Pre-conference and Off-site courses <i>All Speakers</i>	CSM Short Programs <i>(1-4 hours) Non-PT and Non-PTA</i>	CSM Short Programs <i>PTs and PTAs</i>
Travel at Section rates (up to \$470.00)	Travel at Section rates (up to \$470.00)	No travel reimbursement
\$100.00 per speaking hour	\$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 day(s) presenting	No per diem reimbursement
Registration for day(s) presenting arranged through APTA	Registration for day(s) presenting reimbursed by APTA	Registration for day(s) presenting, reimbursed by APTA

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1 Each speaker should indicate on his/her CSM registration form that he/she is a “speaker”
2 and list the date of presentation. APTA will send a check with partial refund of the
3 registration fee 6-8 weeks after CSM. Orthopaedic Section SIG/EG Program chairs who
4 serve as moderators are considered “speakers” for CSM registration.
5

6 D. Pre-conference Course Cancellations 7

8 The number of registrations will be evaluated 6 weeks prior to the start of the course in
9 order to determine the viability of holding the course. Should the course be canceled due to
10 low registration, registrants (and speakers) shall be notified no less than 30 days prior to the
11 course start date. Courses will be canceled if they do not have sufficient registration
12 revenue to cover expenses one week prior to APTA’s deadline for registrants to receive a
13 full refund of the CSM registration fee. It is suggested that attendees and speakers wait
14 until it has been confirmed that the course will be held before making flight arrangements.
15 Speakers will only be paid the honorarium if the course is offered.
16

17 E. Joint Programming 18

19 Joint programming with other sections, SIG’s, or EG’s counts as one half the time scheduled.
20 Speaker payments will follow the guidelines of the lead section with a contract for the specific
21 amount being signed by the speakers prior to the CSM and agreed upon by the involved
22 sections, SIGs, or EGs participating in the program. Joint programming is planned through the
23 Orthopaedic Section Education Program Chair.
24

25 F. Registration fees will be paid by all pre-conference and off-site attendees except by individuals 26 involved in the actual presentation of the program and Section staff/Education Committee 27 members if involved in administrative support. 28

29 G. Sponsorship 30

31 1. Contributor Approval by Board of Directors

32 Potential sponsorships must be approved by the Board of Directors. They are to be listed as
33 contributors, not sponsors.
34

35 2. Membership Meeting Sponsors

36 Companies may sponsor the Section by paying for food and beverages at the CSM
37 membership meeting. The applicable sponsor will not be able to distribute any form of
38 promotional literature, but instead will be recognized with a sign at the event.
39

40 3. Sponsorship of Reception

41 The Orthopaedic Section does not solicit outside sponsors for the reception.
42

43 4. Sponsorship from Product Companies

44 Monetary sponsorship for CSM activities from product companies only will be accepted.
45 Each interested co-sponsor needs Board approval.
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II. ALL ORTHOPAEDIC SECTION EDUCATIONAL PROGRAMMING

A. Contact Hours

1. The Orthopaedic Section awards lecture and clinical contact hours for all continuing education courses instead of awarding CEUs. Each state can then translate the number of lecture and clinical contact hours into the appropriate number of CEUs for the therapist.
2. Education program chairs and committee members may be awarded contact hours for attending Section educational courses provided they submit the proper paperwork.
3. Speakers for continuing education courses will be eligible for contact hours providing they attend the entire course.
4. The Orthopaedic Section will offer contact hours only for educational events with which the Section is directly involved. This is a member benefit. At this time the Section does not offer contact hours for for-profit courses.

B. Refund for Courses with Limited Enrollment

A refund will be given for courses with limited enrollment (if notification of cancellation is received in writing prior to 7 days out) in the amount of the registration fee less a 20% administrative fee. No refunds will be given less than 7 days prior to the course; emergencies are an exception.

C. Refund for Courses with Unlimited Enrollment

A refund will be given for those courses with unlimited enrollment (if notification of cancellation is received in writing prior to the course) for the amount of the registration fee less a 20% administrative fee. No refunds will be given after the start of the course; emergencies are an exception.

D. Speaker Reimbursement

Payment of speaker honorariums is dependent on the course being offered. If the course is canceled for any reason, speakers will not be paid an honorarium. Speakers are not to book airfare to a course until Section confirmation that the course will take place is received.

III. ORTHOPAEDIC STUDY GROUPS

A. Contact Hours for Educational Programming

Orthopaedic Study Groups may apply for contact hours for educational programming by completing a packet available from the Section office. The Education Chair will review the packets and determine whether contact hours may be awarded.

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B. Non-members will be charged for Contact Hours

Non-members who have attended an Orthopaedic Study Group educational session must pay for contact hours. If they choose to join the Section and pay the dues at the time of the session, there will be no additional charge for the contact hours.