

INDEPENDENT STUDY COURSE

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INDEPENDENT STUDY COURSE

I. ADVERTISING/MARKETING

A. Advertise 1 to 2 Months Prior To Publication

Courses are advertised 1-2 months before the date of publication. This includes advertisement in *OP* and *JOSPT* and a direct mail brochure.

B. Brochure Designs

One brochure design will be created for each course and reviewed by the ISC Editor prior to distribution. A consistent format will be maintained for all brochures and the course title will always appear on the brochure cover.

C. Course Marketing to PTs and PT Students

The Orthopaedic Section will market its ISCs and other educational offerings only to PTs and PT students except when courses are appropriate for PTAs and PTA students as indicated in the APTA policy on continuing education for PTAs and aides.

D. Pursuit of ISC Publication Services with Other Sections

The Orthopaedic Section will **not** actively pursue ISC publication services from other APTA Sections.

II. ADVISORY PANEL

A. Complimentary Copies and Contact Hours

The ISC Advisory Panel may request complimentary copies of all independent study courses published during their term on the panel. They can take the exam at no cost and if they pass receive the contact hours.

B. Panel Structure

The ISC Advisory Panel will be made up of the ISC Editor (Chair), the Section Board of Directors Liaison, the Education Committee Chair, and 2 other members recommended by the ISC Editor.

C. Meetings

The ISC Advisory Panel will meet three times each year: 1) Mid-January, 2) Mid-May, and 3) Mid-September. Additional meetings will be held when deemed necessary by the ISC Editor.

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D. Terms

To ensure panel consistency between Section elections or the selection of a new ISC editor, the ISC editor contract would remain a three-year June 1st through May 31st contract. The ISC Liaison and Education Chair will serve their elected terms. Of the 2 other members of the panel to be selected, one member would have a 2-year appointment and the second member would have a one-year appointment. Members of the Advisory Panel would serve no more than 2 terms.

E. Solicitation of Qualified Authors

A list of 3 to 5 potential topics for ISCs will be developed on the mid-September ISC Advisory Panel conference call. Once topics are developed a call for authors will be mass e-mailed to all Section members and placed on the Section web site. Based on the availability of potential authors, the ISC Advisory Panel will determine the 2 to 3 possible ISC courses that could be developed from the initial 3 to 5 topics. The ISC Editor will present these potential ISC courses, monograph titles, and potential authors to the Section Board of Directors for approval at the Combined Sections Board of Directors Meeting.

III. AUTHOR BONUS AND PERKS

A. Authors Can Take Final Exam and Receive Contact Hours at No Charge

Authors will: 1) receive a complimentary copy of the entire independent study course for which they wrote a monograph; 2) be able to take the final exam for the course; and 3) receive appropriate contact hours at no charge, if they pass the exam. Authors are only eligible to receive contact hours if they complete and pass the exam

B. Complimentary Copies of Monograph

Authors will receive a complimentary copy of the entire independent study course, which they wrote. Co-authors will receive one complimentary copy of only the monograph they authored. By request only, authors and co-authors may receive 5 additional copies of their monograph.

C. \$300 for Early Submission of Monograph

A \$300 bonus will be given to independent study course authors if their monograph arrives at the Section office at least 30 days prior to the submission deadline stated in their contract agreement.

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1 **IV. AUTHOR CONTRACTS**

2 3 A. Board Approval Needed Prior to Sending Contracts

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5 Independent Study Course contracts should not be sent to authors until the Board of Directors
6 has formally approved the course topics and monograph titles. Authors may only be contracted
7 to write 1 monograph per course. Exceptions must be approved by the Board and will be
8 granted only under unusual circumstances.

9 10 B. Contract and W-9 Form

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12 A signed contract outlining the responsibilities that must be met to receive an honorarium and a
13 completed W-9 form are needed for all independent study course authors.

14 15 C. Missed Contract Deadline

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17 Once the initial contract has been sent to the author by the Section office the perspective author
18 has 2 weeks to submit the signed contract to the Section office. If the contract is not received
19 after 2 weeks, a reminder is sent to the author by the Managing Editor. After an additional 2-
20 week grace period (now 4 to 5 weeks after the contract was initially mailed), if the perspective
21 author continues to fail to respond, the ISC Editor will call the author and remind him to return
22 the signed contract. *Following an additional 2 weeks* (now 6 to 7 weeks since the mailing of
23 the initial contract), if the author has still not submitted a signed contract he will be informed
24 by the ISC Editor that he will be replaced.

25 26 D. Timeframe for Securing Authors

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28 Authors will be confirmed 18 months prior to the start date of a course so that the author has 9
29 months to write and the Section has 9 months for production.

30 31 32 **V. AUTHOR HONORARIUM/EXPENSES**

33 34 A. Amount of Honorarium/Expenses

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36 Authors will be paid an honorarium of \$1,200 plus up to \$250 expenses. Receipts must be
37 submitted with the reimbursement form at the time of the expense request.

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39 In unusual circumstances, the Board of Directors may allow an author to exceed the \$250
40 expense allotment if there is reasonable justification for the expense. The author must notify
41 the Editor of anticipated additional expenses when or before submitting the first draft of the
42 monograph.

43
44 Cases will be considered on an individual basis and would not exceed a total of \$500 per author
45 with a \$1,000 maximum over budget per course.

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B. Complimentary ISC in Lieu of Honorarium

When authors cannot accept an honorarium because of their specific employment situation (ie, armed forces, government), they will receive a maximum of 3 complimentary independent study courses or have the Section donate \$500 on their behalf to the nonprofit organization of their choice.

C. Deduct \$100 per Week for Overdue Monograph

The Section reserves the right to subtract \$100 per week from an independent study course author's honorarium for each week his/her monograph is overdue.

D. Officers and Committee Chairs May Author an Independent Study Course Monograph With Prior Board Approval

Section officers and committee chairs may serve as speakers/authors for Section sponsored courses only with prior approval of the Board of Directors. They are eligible for honorariums if approved in advance by the Board of Directors.

E. Receive Payment after Reviewing First-page Proofs

Authors will receive payment after they have reviewed the first-page proofs and returned the authorization statement.

F. Royalty-free Right to Reprint

Independent Study Course authors are allowed to reprint their original monograph in any books or articles, of which they are authors or editors, without having to pay any fees to the Section (Royalty-free Right to Reprint), provided that an appropriate credit line is given to the Orthopaedic Section Independent Study Course Series in the publication.

For a period of two (2) years after the initial date of the publication of their Independent Study Course monograph

1. Authors *are not permitted* to:

- a. Photocopy or reproduce their monograph in its entirety in any manner for a presentation in which a fee is charged;
- b. Reprint or reproduce their monograph in any type of electronic format, including web-based courses.

2. Authors *are permitted* to use:

- a. Portions of their original monograph or a modification of a portion of their original monograph for a presentation in which a fee is charged as long as the portion or modification used by the authors does not diminish the value of the original work copyrighted by the Orthopaedic Section, APTA, Inc.;
- b. Concepts, findings, and assimilation from their monograph as part of a teaching syllabus as long as the material is rewritten and presented in a format that is unique and different from the original Independent Study Course monograph.

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- 3 3. Authors wishing to use a portion of, or their entire monograph as part of a teaching syllabus
- 4 for:
- 5 a. Academic teaching should refer to Section X. REGISTRATION; Part E. ISC Fees
- 6 (Copyright Permission);
- 7 b. Continuing education courses should refer to Section IX. MONOGRAPHS/COURSES;
- 8 Part B (Courses Must be Purchased in Their Entirety).

9 Purchase of ISCs by Academic/Educational Institutions

10 Refer to Section X. REGISTRATION; Part H (Sale of ISCs to Academic/Educational

11 Institutions)

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13 *Two (2) years from the date of the initial publication of the monograph, the Orthopaedic*

14 *Section releases ownership of the monograph to the author.*

15

16 G. Missed Outline/Monograph Deadline

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18 The author is required to submit an outline and learning objectives one month after signing the

19 contract. Four months after signing the contract the author will submit subsections and

20 references for his outline that will be used in the sections and subsections of his monograph. If

21 the author has not submitted this information by the end of the fifth month after signing the

22 contract, the ISC Editor will inform the author that he will be replaced.

23 (See attachment – Flowchart)

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25 H. Monograph Deadline Dates

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27 The author's deadline date for submitting a completed monograph will be 9 months prior to the

28 monograph publication date. (See attachment – Flowchart)

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31 **VI. COPYRIGHT (NON-AUTHOR)**

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33 A. Individual Reprint Requests Granted on a One-time Nonexclusive Basis

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35 Requests to reprint in printed and electronic form (from entities other than the author) will be

36 granted on a one-time, non-exclusive basis, provided:

- 37 1. Granting the request does not diminish the value of the copyrighted material;
- 38 2. No more than two paragraphs of text, quoted exactly;
- 39 3. Adaptations or modifications of the original material are submitted for approval by the
- 40 Independent Study Course Editor to ensure that the adaptation does not violate the spirit or
- 41 intention of the original;
- 42 4. An appropriate credit line is included in the publication; and
- 43 5. The Orthopaedic Section is provided a complimentary copy of the publication in which its
- 44 copyrighted material appears
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B. Publisher Reprint Requests Granted on a Reciprocal Basis

Requests to reprint that meet the standards delineated in the above section will be granted on a reciprocal basis:

1. Publishers who do not charge the Independent Study Course Series a fee for reprinting their copyrighted materials will be granted the right to reprint materials to which the Orthopaedic Section holds the copyright free of charge;
2. Publishers who charge the Independent Study Course Series a fee for reprinting copyrighted materials will be charged an identical fee for reprinting materials to which the Orthopaedic Section holds the copyright.

C. Permission to Reprint Fee

A \$75 fee will be charged to non-authors and non-Orthopaedic Section members to receive permission to reprint independent study course materials. A \$50 fee will be charged to non-authors who are Orthopaedic Section members.

VII.EDITOR/SUBJECT MATTER EXPERTS

A. Editor Honorarium

The Editor will be paid an amount per monograph edited as dictated in the Agreement to Provide Editorial Services. Payment will be made after the author reviews first-page proofs. (See attachment – ISC Editor Agreement)

B. Editor Performance Evaluation

ISC authors, Advisory Panel members, and Section staff will evaluate the performance of the ISC Editor annually.

C. Subject Matter Expert Honorarium

SMEs will be paid \$300 per monograph reviewed as dictated in the SME contract. After the SME returns the reviewed monograph to the ISC Editor, the Section office will be notified and payment will be made to the SME.

D. Term of ISC Editor

The initial appointment for the ISC Editor will be a three (3) year term with the option to serve an additional three (3) year term for a maximum of six (6) years.

INDEPENDENT STUDY COURSE

VIII. FINAL EXAMS

A. Contact Hours Awarded to Those who Pass

Contact hours will be awarded to registrants who pass the exam with a score of 70% or better. For a 6-monograph course, 30 contact hours will be awarded upon passing the exam. For a 3-monograph course, 15 contact hours will be awarded after passing the exam.

B. Extensions

Extensions are routinely granted to those who request them, not to exceed 1 year from date of purchase.

C. If 50% or More Get a Question Wrong

If 50% or greater get a final exam question wrong the Editor and/or Author must review these questions.

D. Notification of Exam Results

Corrected Scantron answer sheets cannot be returned to registrants as it compromises exam security. The registrant will be notified of his/her test score (%) by letter. Individuals can request to be notified of which items they answered incorrectly, but the correct answers will not be divulged. If someone challenges a question, the inquiry will be referred to the Editor and/or Author.

Every effort will be made to accommodate expedited processing, however, most exams cannot be processed in this manner, regardless of licensure deadlines.

E. Receiving Course Credit

The completed Scantron answer sheet and CEU registration form must be returned to the Section office for credit.

F. Retaking Exams

1. \$25 fee for 3-monograph courses.
2. \$50 fee for 6-monograph courses.
3. \$75 fee for Current Concepts or any course with greater than 6 monographs.
4. No extensions will be granted after the deadline.
5. Registrants re-taking the exam have 14 days to return the exam.
6. Exams can only be re-taken two (2) times.

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G. Timeframe to Complete Exam for Completed Courses

Registrants in completed courses (except for Current Concepts) have 3 months from receipt to complete the final exam. Current Concepts registrants will have 4 months to complete the exam.

H. Timeframe to Complete Exam for Current Courses

Registrants in current courses have 4 weeks from receipt of the final monograph to complete the final exam.

IX. MONOGRAPHS/COURSES

A. Completed Courses

A completed course will be any ISC course initially offered in a previous year.

B. Courses Must be Purchased in Their Entirety

An ISC can be purchased only as a complete course. Monographs will not be sold separately. Individuals wishing to use only a portion of the ISC for teaching continuing education must purchase an entire course per participant.

C. Offer 10 Free ISCs to Item Writers

The Orthopaedic Section will donate an ISCs to the first 10 Orthopaedic Specialty Council Item Writers who submit at least 5 items approved to be included in the OCS test item bank per calendar year. The Item Writer may choose any current ISC except Current Concepts. Item Writers are eligible to take the exam and earn contact hours.

D. Quantity to Print

Initial printing of each monograph will be a quantity of 300 plus 30%. This should ensure hard copy availability for a maximum of 1-2 years after the initial course offering. After the hard copies run out only CD copies of the ISC series will be provided to course registrants.

X. REGISTRATION

A. Cancellation Fee

If notification of cancellation is received in writing prior to the course, the registration fee will be refunded less a 20% administrative fee. Absolutely no refunds will be given after receipt of materials.

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B. Continuing Education for Non-PTs/PTAs

Continuing Education for Individuals Other Than Physical Therapists and Physical Therapist Assistants

It is the position of the American Physical Therapy Association that:

Physical therapists and physical therapist assistants conducting continuing clinical education courses are obligated to identify target audiences and indicate in printed, lecture and advertising materials, that course content is not intended for use by participants outside the scope of their license or regulation.

Furthermore, they should make it clear when teaching elements of physical therapist patient/client management that subsequent use of those elements is physical therapy only when performed by a physical therapist or a physical therapist assistant in accordance with Association policies, positions, guidelines, standards, and ethical principles and standards.

In the interest of public safety, physical therapists and physical therapist assistants should not conduct continuing clinical education courses that teach elements of physical therapist patient/client management to individuals who are not licensed or otherwise regulated, except as they are involved in a specific plan of care, and in accordance with Association policies, positions, guidelines, standards, and ethical principles and standards.

C. Handling Fee for Lost or Misplaced Certificates

Independent study course participants will pay a \$3.00 handling fee for requests of lost or misplaced certificates of completion. Payment must be received in the Section office prior to mailing new certificates.

D. Handling Fee for Lost or Misplaced Monographs

Registrants requesting a replacement for lost monographs must pay a \$15.00 fee per monograph. Exception: if the original monograph was not received it will be sent free of charge. Payment must be received in the Section office prior to mailing the replacement monograph.

E. ISC Fees for Hardcopy/CDs*

**6-monograph course	Orthopaedic Section Member	\$160
	APTA Member	\$260
	Non-APTA Member	\$335
**3-monograph course	Orthopaedic Section Member	\$ 80
	APTA Member	\$155
	Non-APTA Member	\$205

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1	**Current Concepts Course	Orthopaedic Section Member	\$215
2		(\$240 beginning in 2006)	
3		Non-Orthopaedic Section Member	\$440
4		(\$490 beginning in 2006)	
5			
6	**Copyright permission	(\$110 for purchase of course by	\$225
7		Academic Institution/Faculty Member	
8		and \$115 for copyright permission.	
9		NOTE the \$115 copyright permission fee	
10		must be paid annually.)	
11			

12 *Fees include \$10 shipping and handling for 6 monograph courses, \$5 shipping and handling
13 for 3 monograph courses, and \$15 shipping and handling for Current Concepts.

14 **CDs can be purchased after the last monograph in the series has been published.
15 (See attachment – Case by Case Decisions)

17 F. Payment in Full

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19 Payment in full for independent study course registrations and shipping and handling must be
20 received before processing.

21 G. Sale of ISCs to Academic/Educational Institutions

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24 1. A CD of each ISC will be available for purchase by academic institutions, clinical
25 residency programs, and clinical fellowship programs for \$20 per CD per student for a 6-
26 monograph course and \$15 per CD per student for a 3-monograph course, and \$40 per CD
27 per student for the 12-monograph Current Concepts course (2006). CDs purchased at the
28 “per student” rate will include a container for each individual CD purchased.
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30 2. PT and PTA programs, clinical residency programs, and clinical fellowship programs may
31 also make bulk purchases of the ISC CDs. The price for these bulk purchases are:

32	<u>Type of ISC</u>	<u>Price for 50</u>	<u>Price for 100</u>
33	6-monograph course	\$ 750.00	\$1,000.00
34	3-monograph course	\$ 400.00	\$ 800.00
35	Current Concepts	\$1,500.00	\$2,000.00
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37			

38 **CDs purchased at the bulk rate will be sent in one container for each lot of 50 or 100**
39 **CDs and will be shipped to one location.**

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41 3. CDs will be available upon course completion.
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43 4. No contact hours will be given.
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INDEPENDENT STUDY COURSE

1 **XI.UNSOLD PRINTED COURSES**

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A. No Longer Current

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The Section office, along with the ISC Editor, will determine when a course is no longer current based on annual sales.

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9 **XII.CEU CERTIFICATION**

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A. Individuals Must Contact Their State Board to Receive CEUs

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Each individual is responsible for contacting his/her own State Board to receive the approved number of continuing education units (CEUs) or contact hours. It is the ultimate responsibility of each individual State Board to approve a course for CEUs.

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