

## EDUCATION POLICIES

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3 **I. COMBINED SECTIONS MEETING**  
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5 A. Programming  
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7 Special Interest Group Vice President/Education Chair

- 8 1. Provide a proposal for 2 hours of educational programming and a one hour  
9 Business Meeting from 7:00 – 7:50 AM each year at CSM that follows the  
10 Scholar One deadlines and rules for submission. The applicable SIG's  
11 submission will be reviewed by the Orthopaedic Section's Education  
12 Committee. Entering a proposal does not guarantee that it will be selected for  
13 the CSM program. The SIG Vice President/Education Chair will be offered  
14 the programming that scores highest in the selection process that fits the  
15 special interest area. This may or may not be the programming the SIG Vice  
16 President/Education Chair submitted.  
17 2. Has the opportunity to provide pre-conference courses at CSM. If the class is  
18 cancelled due to inadequate pre-registration, the SIG will be required to pay  
19 the APTA registration fee as shown below:  
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Precon	2017	2018	2019
1-Day	\$250	\$500	\$750
2-Days	\$325	\$575	\$825

21 Educational Interest Group Chair  
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24 1. The Section's SIG and EIG Policies and Rules of Order (Item 2.E.Budget)  
25 states the reimbursement provided for the EIG Chair.  
26 2. Provide a proposal for 2 hours of educational programming each year at CSM  
27 that follows the Scholar One deadlines and rules for submission. The EIG  
28 Chair's submission will be reviewed by the Orthopaedic Section's Education  
29 Committee. Entering a proposal does not guarantee that it will be selected for  
30 the CSM program. The EIG Chair will be offered the programming that  
31 scores highest in the selection process and fits the educational interest area.  
32 This may or may not be the programming the EIG Chair submitted.  
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34 Special Provisions/ board selected programming  
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- 36 1. One session of programming will be set aside in ScholarOne by the Education  
37 Chair for use at the Board of Directors discretion if possible.  
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39 2. There will be general programming each year that addresses the strategic plan  
40 (for example emerging practice issues)  
41 Programming selection/ approval  
42 All preconference classes will be submitted by the educational chair for board  
43 approval in May.

1 B. Moderating Responsibilities

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3 The SIG Vice President/Education Chair and the EIG Chair are responsible for  
4 moderating their respective sessions at CSM. This includes:

- 5 1. Arriving 15 minutes prior to the start of the session to make sure the  
6 audiovisual equipment and lighting are ready for the session.  
7 2. Introducing the speakers and making announcements regarding the  
8 Orthopaedic Section business meeting, receptions, etc.  
9 3. Advises attendees of the process in which CEUs are awarded via a letter  
10 following CSM, if CEUs are required.

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12 C. It is preferred that the primary speaker of an educational session be a member of  
13 the Orthopaedic Section. If not, a section member should sponsor the speaker.

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15 D. Speaker Reimbursement

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1. Reimbursement is based on the following table:

<b>Pre-conference and Off-site courses</b> <i>All Speakers</i>	<b>CSM Short Programs (1-4 hours) Non-PT and Non-PTA</b> Speaker must present for at least 30% of the total course program in order to receive this honorarium and travel reimbursement	<b>CSM Short Programs PTs and PTAs</b> Speaker must present for at least 20 minutes to receive honorarium
Travel at Section rates (up to \$600.00)	Travel at Section rates (up to \$600.00)	No travel reimbursement
For non-lab classes: \$100.00 per speaking hour per speaker For lab classes: \$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
	Registration for day(s)	Registration for day(s)

	presenting reimbursed by APTA	presenting, reimbursed by APTA
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- 1           2. Each speaker should indicate on his/her CSM registration form that he/she is a  
2           “speaker” and list the date of presentation.  
3           3. APTA will send a check with partial refund of the registration fee 6-8 weeks  
4           after CSM.  
5           4. Speaker reimbursement for Educational Sessions will NOT be provided to  
6           Orthopaedic Section members who:  
7           a. Holds a leadership position in the Section or Association, including SIG  
8           and EIG officers;  
9           b. Are currently under contract with the Section for services; or  
10          c. Are paid an honorarium by the Section.

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#### E. Pre-conference Course Cancellations

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#### F. Joint Programming

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- G. 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.

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#### H. Sponsorship

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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.

#### I. Welcome Breakfast

1. Offer a Welcome Breakfast on the first morning of programming if feasible. A continental breakfast will be served.
2. Arrange for a podium and microphone for the President to welcome everyone and introduce the Section leadership.

#### J. Membership Social

1. A social will be offered prior to the awards ceremony and after the business meeting at CSM whenever fiscally feasible
2. Food and cash bar are ordered through APTA Meeting Services Department.

#### K. Membership Meeting

1. The membership meeting will be held before the social and awards ceremony at CSM
2. A dais with podium for the elected officers and audiovisual equipment are ordered through the APTA Meeting Services Department.

#### L. Awards Ceremony

1. Typically held after the Membership Meeting. Boutonnieres for Award winners and Board members are ordered through the APTA Meeting Services Department.

## **II. ANNUAL ORTHOPAEDIC SECTION MEETING**

- A. The purpose of the Annual Orthopaedic Meeting (AOM) is to promote and enhance exceptional educational content for continuing competence in orthopaedic physical therapy practice and provide professional development opportunities through a didactic and hands-on learning experience.

- 1 B. A description of the necessary processes, expected communications, and  
 2 appropriate time frames required to organize and conduct the Annual  
 3 Orthopaedic Meeting can be found in the Manual of Operating Procedures for  
 4 Development of the Annual Orthopaedic Meeting (MOP). Please see MOP  
 5 for details.
- 6 C. Exhibitors: We reserve the ability to have Exhibitors as the Meeting  
 7 progresses as determined by the Committee and approved by the Board of  
 8 Directors.
- 9 D. Registration Fees

	<b>Early-bird</b>	<b>Advance</b>	<b>On-site</b>
PT Orthopaedic Section Member:	\$595	\$645	\$765
PT Section Mbr Group Discount	\$545	NA	NA
PT APTA Member:	\$645	\$695	\$800
PT Non-APTA Member:	\$845	\$895	\$1000
PTA Ortho Section Mbr	360 410	410 460	530 565
PTA APTA Member PTA non-APTA Member	460	510	615

- 10 E. Attendees
- 11 1. The Orthopaedic Section is dedicated to advanced orthopaedic practice for  
 12 physical therapists.
- 13 2. A track for PTAs will be created on a trial basis in 2016.
- 14 3. Complimentary registration will not be provided to past presidents of the  
 15 Orthopaedic Section.
- 16 4. Complimentary registration will be given to the AAOMPT President in  
 17 return for complementary registration for the Orthopaedic Section  
 18 President at the AAOMPT annual meeting.

### 20 **III. ALL ORTHOPAEDIC SECTION EDUCATIONAL PROGRAMMING**

#### 22 A. Contact Hours

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- 24 1. The Orthopaedic Section awards contact hours for all continuing education  
 25 courses instead of awarding CEUs. Each state can then translate the number  
 26 of contact hours into the appropriate number of CEUs for the therapist.
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- 28 2. Education program chairs and committee members may be awarded contact  
 29 hours for attending Section educational courses provided they submit the  
 30 proper paperwork.
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- 32 3. Speakers for continuing education courses will be eligible for contact hours  
 33 providing they attend the entire course.
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1           4. The Orthopaedic Section will offer contact hours only for educational events  
2           for which the Section is directly involved.

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B. Refund for Courses

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A refund will be given for courses (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.

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C. Speaker Reimbursement

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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 the Section confirms that the course will take place.

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D. Multi level Educational Programming

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The education committee should consider different levels of educational programming in the selection of proposals for the Annual Combined Sections Meeting.

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**IV. EDUCATION CHAIR HONORARIUM**

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A. The Education Chair will receive a \$2,000 honorarium after the APTA Combined Sections Meeting each year.