

# Approved Provider Program



## CE Administrator Change Agreement

Provider # \_\_\_\_\_ has changed its CE Administrator from \_\_\_\_\_  
to \_\_\_\_\_

As an AOTA Approved Provider of professional development, your organization agrees to:

- Provide accurate and truthful information to AOTA in all transactions to the best of its knowledge including, but not limited to, in the completion of the foregoing Application and this Agreement.
- Identify the subject matter on which your organization provides professional development and briefly describe the format, structure, and nature of the educational services provided. Require all instructors to make their best efforts to monitor developments in the subject matter of their coursework and program, and provide students with appropriate and current information and developments in the field.
- Designate one or more persons who are the Primary Contact and Secondary Contact in your organization and provide their name(s), address(es), telephone number(s), and email address(es).
- Maintain sufficient financial resources to be able to provide quality professional development and otherwise comply with the terms of this Agreement. For any program or coursework offered to the public, the organization will ensure that it has contracted with a sufficient number of available instructors who are fully qualified to teach the subject matter that they are designated to teach. Your organization must properly account for all funds collected from participants for services and refund any and all such funds collected from participants for cancelled or postponed courses or programs within 30 days of the cancellation date.
- Conduct all professional development activities in a professional and ethical manner that respects the rights and worth of the individuals you serve. Ensure that all staff and instructors demonstrate high standards of professional conduct and refrain from unethical or illegal behavior such as discrimination; deceptive advertising or claims; fraud; or misrepresentation; and defamatory or disparaging remarks about consumers or learners.
- Provide full and accurate disclosure of information about your organization's programs, services, and fees at all times in your promotion and advertising material, and comply fully with all representations and terms set forth in such materials.
- Use the approved AOTA Approved Provider logo and Provider approval statement in marketing or promotional materials without any modifications only for those activities to which you assign AOTA CEUs. In the event AOTA approves this application, AOTA by this Agreement hereby grants to the entity submitting this application a nonexclusive license to use the AOTA Approved Provider name and logo

“Marks” (which will be incorporated into this Agreement upon approval in a lawful and appropriate manner) in any publication to publicize the entity’s status as an AOTA Approved Provider. Applicant, if approved, agrees not to communicate this Approved Provider status in any manner other than using the exact Mark’s terms, words, or phrases approved by AOTA without AOTA’s prior written permission. Applicant acknowledges and agrees that the Approved Provider logo and terms, words, or phrases approved by AOTA may only be used in advertising and marketing materials for courses after Step 2 approval and awarded AOTA CEUs by the Applicant. The Applicant may not use or publicize AOTA’s Approved Provider status or use the AOTA Marks in any other way in any advertising and/or marketing activity. Applicant shall not engage in any practice that could suggest or imply AOTA Approved Provider status of other professional development activities or products. Applicant agrees that nothing in this Agreement shall give Applicant any right, title, or interest in the Marks other than the right to use the Marks in accordance with this Agreement.

- Refrain from maligning the title of AOTA, the Marks, or the validity of this Agreement.
- Report to the AOTA APP Program Manager within 30 days any change that may materially impact your organization’s ability to deliver services on which this application is based, including, but not limited to, the change of the designated primary or secondary contact.
- On notification of a review by AOTA, permit AOTA-designated representatives to monitor any offering of a professional development activity for purposes of evaluating your organization’s compliance with the AOTA APP criteria, and to waive registration fees for such representatives.
- Furnish requested information, work cooperatively with the AOTA Professional Development staff, and pay associated fees on a timely basis.
- On notification by AOTA, abide by any revision of the approval criteria or inform AOTA of intentions to withdraw as an Approved Provider.
- Complete an annual report and pay the annual fee within 30 days of notification and prior to offering any activities for AOTA CEUs.

AOTA reserves the right to reject or terminate any provider who has not fully met or maintained the Criteria and Guidelines of its Approved Provider Program, or who AOTA otherwise believes, in the exercise of its discretion, will not offer or has not maintained high quality, ethically sound, and topic-appropriate professional development programming for occupational therapy practitioners. If your organization’s application is rejected or not approved, or Approved Provider status is terminated, AOTA will provide the reasons for the rejection, non-approval, or termination. Any AOTA decision to reject your application is not appealable; however, your organization may re-apply after a period of at least 180 calendar days has transpired from the rejection date.

The CE Administrator and/or OT Consultant agree to:

- Maintain OT licensure, remain in good-standing, and keep current in the scope of OT practice, *Occupational Therapy Practice Framework*, and evidence.
- Identify or assist in identifying at least 1 and up to 3 appropriate AOTA Categories for each PD activity, indicating the relevance to occupational therapy.
- Review PD activities in terms of their relevance to OT and evidence-based foundation, including course description, learning outcomes, target audience, educational level, in-depth course outline, and any additional information needed to determine if the course should be awarded AOTA CEUs.
- Ensure that each learning activity addresses OT relevance by using one or more of the following methods:
  - Require presenters to address relevance to OT within the presentation.
  - Ask learners to identify how they will utilize the new knowledge and skills within their OT practice during the PD activity and on the learning outcome assessment.
  - Incorporate discussion groups, case examples, homework, or similar structured activities that facilitate incorporating knowledge and skills into OT relevant practice.

- Discuss or demonstrate the unique/specific contribution of occupational therapy.
- Employ meaningful methods that facilitate reflection and integration of the material within the appropriate scope of OT practice.
- Be involved in planning and developing future courses that are targeted for OT practitioners.
- Review course evaluations and tests from OT practitioners to determine if each course is meeting the needs of OT learners, and provide recommendations for improvement to the provider.
- Assist in needs assessment methods, implementation, and review of findings as they pertain to OT practitioners.

By signing this Agreement your organization agrees to indemnify and hold harmless AOTA against all losses arising from (a) any violation of this Agreement by you; (b) any intentionally inaccurate or untruthful information provided by you to AOTA; or (c) the event of application rejection.

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Signature of CE Administrator

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Signature of OT Consultant (if applicable)

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Printed/Typed Name

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Printed/Typed Name

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Email Address

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Email Address

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Title

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Title

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Date

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Date

*Note:* My electronic (typed) signature on this document constitutes my legal signature in accordance with 21 CFR Part 11: Electronic Records; Electronic Signatures Act.