

# Approved Provider Program



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### Recognition as an Approved Provider Application: Tips for Writing a Process

The purpose of this document is to assist applicants in completing the [Recognition as An Approved Provider Application](#). Many sections of the application require the applicant to provide the process that will be followed to ensure Approved Provider Program (APP) criteria are met when conducting professional development activities. It is not sufficient to attest that the criteria will be followed; instead, the applicant must provide the detailed process that will be followed to ensure the criteria are met. **When writing a process remember that the applicant is NOT applying for PD activity approval. The applicant is applying to be an approved provider; therefore the organization's general, overarching processes should be provided. The process should NOT indicate specific information related to a PD activity.**

#### Criteria

Specific criteria for each section are outlined in the application. Short [webinars](#) will help applicants understand the criteria to support writing a process that includes procedures and standards.

#### Writing a Process for Recognition as an Approved Provider Application

Consideration	Explanation	Example
Proper nouns	Use the proper name of the office, department, or job title, instead of an individual's name, when writing the process.	The <i>United Hospital Therapy Department</i> ...
Simple, yet specific  Must, will	Use simple yet specific terminology that can easily be understood by reviewers. Use words such as " <i>must</i> " and " <i>will</i> " rather than " <i>should</i> " when describing a process that must be followed.	The United Hospital Therapy Department <i>will</i> assign an OT Consultant...
Who, what, when, how	Outline the process that will be used to ensure APP criteria are met by indicating <i>who</i> will be involved in the process, <i>what</i> that person will assess (e.g., procedures/guidelines), and <i>when</i> and <i>how</i> they will do so.	The <i>United Hospital Therapy Department head (who)</i> will assign an OT Consultant ( <i>who</i> ) to assess <i>learning outcomes (what)</i> by referencing <i>Section 1 of the APP manual (how)</i> . <i>After (when)</i> the outcomes are deemed appropriate the OT consultant will...