

I. Mission and Goals

Criterion 1. Mission and Goals

1. Please provide the mission statement for your organization's continuing education program.

2. If the continuing education program is part of a larger organization:

- a. Please provide the mission statement for the larger organization.

3. If you have delegated responsibility for administering the program to an employee or agent:

- a. Check to certify that this employee or agent shall contribute to the development of the CE program's mission statement.

- b. Please provide the name and title of this employee or agent.

4. Check to certify that your organization's mission statement is periodically reviewed and revised as necessary.

II. Administration and Organization

Criterion 2. Administrative Authority

1. What person or department acts as the administrative authority of your CE program?

2. Please list the name, title, and qualifications of the CE program's primary administrator.

3. Check to certify that this authority's duties include the creation and retention of accurate records of participant attendance and activities offered, including needs assessment, methods, objectives, course outlines and evaluation procedures.

Criterion 3. Support Personnel

1. Please list the names, titles, and responsibilities of all CE support personnel

2. Check to certify that this level of staffing is sufficient to plan and implement your CE program effectively.

Criterion 4. Cooperative Courses

1. Check to certify that you understand and agree to comply with the following:

- a. If we offer PACE-designated courses in cooperation with another PACE Recognized Provider, both organizations shall be equally and fully responsible for ensuring compliance with PACE requirements. The respective functions of each provider shall be identified and documented.
- b. If we offer PACE-designated courses in cooperation with a non-PACE Recognized Provider, our organization shall be fully responsible for ensuring compliance with PACE requirements.
- c. If we have a commercial relationship with any other entity in the development, distribution, or presentation of a PACE-designated course, this relationship shall be fully disclosed to course participants.

Criterion 5. Publicity

1. Please attach three samples of advertising and promotional materials that comply with this criterion. (click on the criterion button above for details)

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Criterion 6. Record Keeping

1. Check to certify that you will maintain records sufficient to serve the needs of participants and regulatory bodies for at least 5 years.
2. Please attach a sample of attendance verification that complies with the data fields required by this criterion (click on the criterion button above for details).

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Criterion 7. Method of Verifying Attendance or Participation

1. Please briefly describe your method(s) of attendance verification that you feel complies with Criterion 7 (click on the criterion button above for details).

2. Please attach any pertinent samples.

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Criterion 8. Documentation of Attendance or Participation

1. Please attach a sample of course participants' attendance documentation.

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2. Check to certify that duplicate or replacement documentation is available and labeled as such.

Criterion 9. Continuing Education Credits

- 1. Check to certify that CE credit is based on a 50 minute contact hour, not including meals or breaks.
- 2. For courses that do not lend themselves to direct translation into contact hours, please describe how you accurately appraise the amount of time required to successfully complete the course.
- 3. Check to certify that contact hours are determined prior to offering the course.

Criterion 10. Grievance Procedures

- 1. Attach a copy of your organization's grievance procedures. Procedures must include processes to resolve tuition and fee disputes.

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Criterion 11. Legal Compliance

- 1. Check to certify your CE program agrees to comply with all applicable laws and regulations in the provision of CE offerings.

III. Budget and Resources

Criterion 12. Fiscal Responsibility

- 1. Check to certify that your fiscal resources are sufficient to meet the goals and objectives of your continuing education program.
- 2. Check to certify that CE is the sole activity for your organization.

OR -----

3. If CE is only one element of your organization's multiple activities

- a. Check to certify that the CE budget allocation is a separate and clearly identifiable component of your organization's total budget.

IV. Faculty and Staff

Criterion 13. Faculty and Staff

- 1. Check to certify that each instructor is qualified to teach the subject matter assigned to him or her.
 - a. Please give an example.
- 2. Check to certify that the total number of instructors is sufficient to achieve effective educational results regardless of the teaching method used.
- 3. Check to certify that participants are given adequate opportunity for direct interchange with instructors.
- 4. Check to certify that sufficient support personnel are assigned to assist with administrative and technical matters for each course.

V. Educational Course Development

Criterion 14. Objectives

1. Educational goals and learning objectives must be appropriate for the credit hours allocated to the course. Please attach a sample of educational goals and learning objectives for a course you provided.

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Criterion 15. Needs Assessment

1. Briefly describe your methods of conducting needs assessments

2. How frequently are needs assessments conducted?

Criterion 16. Subject Matter

1. Please provide an example of a course that is evidence-based, authority-based, and/or tradition-based.

2. Please provide an example of a course of yours that is professionally credible, academically rigorous, and presented in a balanced manner.

Criterion 17. Instructional Materials

1. A syllabus or general outline must be made available to all participants.
 - a. Please attach a sample of a course syllabus or course outline

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- b. Please attach a sample of supplemental materials that meets the standards outlined in this criterion. (click on the criterion button above for details)

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Criterion 18. Admissions

1. Please check here to certify that your course(s) will be available to all licensed chiropractors (or chiropractic assistants where appropriate) as specified in this criterion.
2. If prior training or preparation is required for any of your courses, please attach a sample participant notification of prerequisites.

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Criterion 19. Conflicts of Interest

1. Click to certify that whenever possible you shall refrain from entering into relationships that create conflicts of interest. Any conflicts of interest that do occur shall be fully disclosed.
2. Click to certify that you shall not accept funding from any source that requires you to cede control of any aspect of a PACE-designated course.
3. Click to certify that all terms and conditions of external financial support shall be in writing.

- 4. Click to certify that any commercial relationships will be disclosed in promotional materials to participants.
- 5. Click to certify that courses shall present a balanced view of therapeutic options and use generic product names whenever possible.

Criterion 20. Protection of Live Models

- 1. Check to certify that none of your courses will ever include demonstrations on patients or participants.

OR -----

- 2. If any of your courses will include demonstrations on patients or participants:

- a. Please attach a copy of your written, informed consent document for live models.

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- b. Please explain how you verify instructor and participant qualifications (including licensure status and professional liability coverage) to safely perform the technique or procedure being demonstrated.

- c. Please explain how you verify that a technique or procedure to be taught can lawfully be performed in the jurisdiction where the demonstration takes place.

- d. Check to certify that you will supply in good working order any equipment or instruments needed for the demonstration.
- e. Check to certify that you will supply adequate supervision during the demonstration.

- f. Check to certify that you will arrange for post-demonstration care and, if necessary, emergency care for live models.

VI. Methods of Delivery

Criterion 21. Educational Methods

1. Check to certify that, in selecting educational methods, you will consider:
- Course content and goals;
 - Size and composition of intended audience;
 - Skill level of participants;
 - Medium of presentation;
 - Nature and extent of facilities; and
 - Number of instructors, evaluators, and support personnel.
2. Check to certify that participants are warned about incorporating techniques and procedures in their practices when the course has not provided them with supervised clinical experience in the technique or procedure.
3. Check to certify that your organization has consulted the appropriate experts for any courses requiring electronic or technical capabilities.

Criterion 22. Participant Involvement

1. Describe how your courses encourage active audience participation and involvement.

Criterion 23. Distance Learning

1. Check to certify that your courses do not include distance learning.

OR -----

2. If your course(s) employ distance learning, please complete the following:

a. What method do you use to determine credit hours?

b. How do you ensure timely participant feedback and communication with instructors?

c. What self-assessments, such as periodic quizzes or concept reviews, of subject mastery are available for participants? Do longer courses offer section assessments?

d. How do you provide references for further study?

e. Click to certify that any requisite course deadlines are clearly identified.

f. Click to certify that if distance learning courses lead a participant to perform procedures or techniques upon a patient, the participant shall be directed to create and retain appropriate clinical records, including informed consent, history, x-rays or other diagnostic imaging, examination findings, treatments rendered, materials, methods, and outcomes.

g. How do you provide necessary technical assistance to participants?

h. Click to certify that computer-based distance learning courses shall offer ease of navigation and that you will strive to ensure that program features are functional.

- i. If distance learning will be conducted via electronic correspondence, what security measures will be involved?

VII. Facilities

Criterion 24. Facilities, Instructional Media and Equipment

1. Check to certify that facilities, instructional media and equipment selected for CE courses shall be appropriate to audience size and adequate to realize the objectives of the course.
2. Check to certify that sufficient space and equipment shall be available to allow active participation by each attendee.
3. Check to certify that instructional media and equipment shall be in good working order.
4. Check to certify that, if participants are required to supply their own materials or equipment, you shall include specific descriptions of all required materials or equipment in your course announcement and promotional materials.

VIII. Evaluation

Criterion 25. Course Evaluation

1. Please attach a sample of post-instructional evaluations or satisfaction surveys.

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2. Check to certify compiled results of instructional evaluations or satisfaction surveys will be reported to PACE.