

PACE Application for Recognition Workbook



Please use this reference in conjunction with your PACE *Policies & Procedures* and *Criteria*. Each section of the application refers to a specific Criterion which is noted at the beginning of the section.

Examples and *Notes* appear in gray boxes and may be either helpful notes or examples. In a few cases, the pop-up will be a multiple-page pdf document. In those instances, the necessary link is noted.

Note: The enclosed aids are only examples, not standards. Other documentation may also be acceptable.

I. Mission and Goals

Criterion 1. Mission and Goals



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

1.1 Example:

"The mission of the ACME College Department of Continuing Education is to maintain continuing and supplemental education and information on current research for the advancement of practicing chiropractors and their support personnel; to maintain a mechanism to assess the educational needs of those individuals; and to offer advanced training and certification."

2. If the continuing education program is part of a larger organization, such as a department within an institution:
 - a. Please provide the mission statement for the larger organization.

1.2 Example:

"The mission of ACME College is to educate students in the art, science and philosophy of chiropractic and prepare them to become Doctors of Chiropractic; to cultivate practitioners' competence in wellness promotion, chiropractic procedures, and management of patients' healthcare needs. ACME is committed to instilling in students a sense of integrity and ethical practice. The College is committed to sponsoring active research, programs for postgraduate education, training for ancillary personnel, and services that benefit the general community."

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.

2.2 Note:

Sufficient documentation for Criterion 2.2 includes a CV or resume for the primary administrator of the continuing education program.

Example on next page

Criterion 2.2 sample document

Jonathan Smith, D.C.
ACME College

Professional Accomplishments at ACME College

Director of Continuing Education (2005 to present)
Professor of Orthopedics (1999-2005)
Instructor of Technique (1993-1999)

Academic Accomplishments

ACME College Professor of the Year Award (2004)
Member of NBCE Part III Test Committee (2001-present)

Related Professional Experience

Accreditation site team member – Council on Chiropractic Education (1998 to present)
Guest lecturer – FCLB Annual Congress (1998, 2001, 2002)
Independent private practice (1982-1993)

Additional Training

Diplomate, American Board of Radiology – Mt. Holyoke Chiropractic College
Certified Chiropractic Acupuncturist – Walter Reed Medical School (1999)
Certified Radiographic Technician – Jones Chiropractic College (1974)

Professional Activities and Affiliation

Elected to the Commission on Accreditation for the Council on Chiropractic Education (2003-2005)
Appointed postgraduate representative for the Association of Chiropractic Colleges to the Federation of Chiropractic Licensing Boards. (1999-2003)
Appointed to Federation of Chiropractic Licensing Boards - Continuing Education Task Force (1999-present)

Publications

Smith, J. "Chiropractic Education." *ChiroWorld*. Fall 2006:12-14
Smith, J. "Teaching the Leaders." *Education Weekly*. June 2005: 124-130

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

→ Criterion 3

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

3.1 Note:

Sufficient documentation for Criterion 3.1 includes a brief job description for the support personnel of the continuing education program.

Example:

Alice Watts, Continuing Education Coordinator

The Coordinator of Continuing Education is directly responsible to the Dean of Continuing Education and coordinates all activities of the Department.

Responsibilities include

- creating and maintaining all pertinent records and transcripts
- securing appropriate approval of all department offerings
- performing regular needs assessments
- maintaining files of all course and instructor materials
- coordinating all program offerings including postgraduate relicensure seminars, diplomate programs, and ancillary personnel programs
- maintaining financial records and performing annual financial report
- coordinating contractual agreements with speakers, hotels, and other outside agents
- monitoring divisional activities to ensure compliance with institutional mission statement

William Blythe, Administrative Assistant

Provides clerical assistance including tasks related to preparation for on/off campus seminars. Duties and responsibilities include

- preparing seminar packets and materials
- handling pre-registration activities
- verifying attendance
- making updates to computer database to maintain accurate class listing on all programs

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

Criterion 4. Cooperative Courses

 **Criterion 4**

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

 **Criterion 5**

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

Example on next page

Dr. Reginald K. Spencer

...has maintained an active chiropractic practice in Johnstown, CO for over 25 years. He is an accredited traffic accident reconstructionist (ACTAR) and is actively involved in trial work. His second edition has just been released from Smith and Carvey Publishers and is titled *Bio-mechanics, Diagnosis, and Management of Injuries from Motor Vehicle Collisions*.

Dr. Spencer has also published a 2003 book titled *Motor Vehicle Collision Cases: Manual for Medical Experts* which summarizes over 300 DC/MD depositions and trial transcripts. Dr. Spencer has conducted seminars specializing in motor vehicle injuries for more than 15 years.

This course is for any chiropractor who wants to know the latest whiplash associated disorders research!

Other ACME College
Continuing Education Programs

Chiropractic Imaging - New Trends
Speaker: Joan Harper, D.C.

Pediatric Challenges
Speaker: Ronald White, D.C.

ACME Chiropractic Symposium 2008
January 8-14, 2008

For more information on any of our courses including on-line and distance learning, contact the ACME College Department of Continuing Education at
555-555-5555
CE@ACME.edu
Or visit our website at
www.ACMEcollege.edu



ACME College

Department of Continuing Education
123 North Parish Street
Johnstown, Colorado 80534

Phone: 555-555-5555 - Fax: 555-555-5555
E-mail: CE@ACME.edu

ACME College

**Motor Vehicle
Collision Injuries**



Whiplash Associated Disorders



Reginald K. Spencer, D.C.
Injury biomechanics specialist

Lecture/Seminar

Financial support
provided by
**W. Coyote's
Cervical Collars**



ACME College is a PACE
Recognized Provider

Course Content

Frontal, Side, and Rear-end Crashes

- Types of injuries seen in DC practice
- Speed threshold for injuries
- Validating low-speed injuries

Biomechanical Factors of Injuries

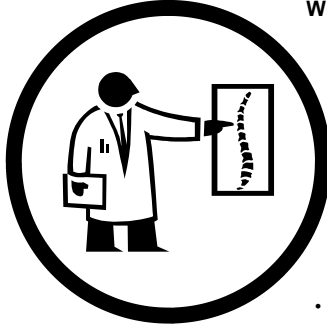
- Passenger cars vs. SUVs and PUs
- Direction of impact and injury
- Seatbelts, airbags, and head restraints

Human Factors Influencing Injury

- Age and gender of occupant
- Out-of-position occupant
- Pre-existing conditions

Diagnosis and Management Strategies

- History and examination strategies
- Diagnosis protocols
- Fitting your management to the type of diagnosis
- Documentation standards



When to Discharge, Prognosis, and Written Reports

- How to determine when MMI has been reached and how to document it
- Distinguishing curative from supportive care
- Review of prognostic studies
- Concluding Report

Literature Validation of Chiropractic

- Evidence based medicine
- Review of chiropractic literature that supports DC treatment
- Patient satisfaction studies
- Future of Chiropractic

Every attempt is made to offer programs as announced. ACME reserves the right to adjust program faculty, location, dates, times, and / or tuition to accommodate unanticipated occurrences, to limit seating, or to cancel due to insufficient enrollment. ACME is not responsible for any expenses incurred by registrants due to program adjustments or cancellation. Only those who are preregistered can be notified in the event of changes/cancellation

Educational Objectives

Chiropractors provide treatment to almost one-third of all car accident claimants in America and successfully manage the multiplicity of conditions that result from these crashes. The physician is required to know how to take a history, perform an examination, make a diagnosis, provide appropriate management strategies, and articulate his/her findings and conclusions to third-party payers and attorneys. It is imperative that the managing physician be knowledgeable regarding the types of injuries that result from automobile accidents and aware of the complexities involved in rehabilitating the injured patient.

- **You will learn** to formulate appropriate documentation of motor vehicle accidents.
- **You will get** 33 years of practical real-world treatment experience from Dr. Spencer that will be applicable to your own practice.
- **You will get** the latest update in the medical-chiropractic research related to MVAs.
- **You will get** an overview of recent publications that support chiropractic in the management of various types of musculoskeletal conditions.
- **Most importantly, you will learn** how to enhance the likelihood of a more positive outcome with your patients.

Continuing Education -

Up to 12 hours of chiropractic continuing education. Must attend entire session for full CE credit. Not all subjects acceptable in all jurisdictions

Program Hours -

Saturday hours: 8:00 am - 12:00 pm and 1:00 pm - 5:00 pm (8 hours)
Sunday hours: 8:00 am - 12:00 pm (4 hours)

Register Now!
or online at www.acme.edu

Location	Dates
<input type="checkbox"/> Johnstown - Main Campus	07/21/08 - 07/28/08
<input type="checkbox"/> Johnstown - Main Campus	08/04/08 - 08/05/08
<input type="checkbox"/> Johnstown - Main Campus	08/18/08 - 08/19/08
<input type="checkbox"/> Windsor - North Campus	07/21/08 - 07/28/08
<input type="checkbox"/> Milliken - East Campus	08/04/08 - 08/05/08
<input type="checkbox"/> Berthoud - West Campus	08/18/08 - 08/19/08

Course fee: **\$285 USD**
(includes \$10 PACE record-keeping fee)

Name _____
Address _____

Phone _____

Method of Payment

- Check MasterCard
 Bill Me American Express
 Visa

Credit Card # _____ Exp. date _____
Signature _____

Note: Meals not provided.
Optional course CD available for purchase for \$25.

Refund/Cancellation Policy: Cancellations must be received in writing in the Continuing Education office no later than 2 weeks prior to the course date for a full refund. Partial refunds may be awarded at the discretion of the Dean of Continuing Education.

Contact Charlie Rand: 555-555-5555 ext 5

ACME College

Department of Continuing Education
123 North Parish Street
Johnstown, Colorado 80534

Phone: 555-555-5555 - Fax: 555-555-5555
E-mail: CE@ACME.edu

Criterion 6. Record Keeping**Criterion 6**

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).

Upload Attachments

6.2 Note:

An appropriate upload for this criterion would be an excerpt from your attendance record database, including header row(s).

Tip: Many D.C.s carry multiple licenses, so make sure your database can handle these!

Example:

Last Name	First Name	NPI	Lic. # 1	Juris. # 1	Lic. # 2	Juris. # 2	Lic. # 3	Juris. # 3
Murdock	John	1536498752	DC12439	CA	4523	FL	n/a	n/a
Murdock	John	1536498752	DC12439	CA	4523	FL	n/a	n/a
Williams	Michele	6549835189	105-2495	WY	DC8930	CO	10451123	AZ

Address1	Address2	City	State	Zip	Phone
425 SW 8th Ave	Ste 103	Burnsville	CA	90634	(981) 996-0644
425 SW 8th Ave	Ste 103	Burnsville	CA	90634	(981) 996-0644
9021 CR 47		Windsor	CA	80641	(970) 686-5423

Course title	Course subject(s)	Course date	Course location	Credit hours by subject	Educational method
<i>Recognizing Pediatric Anomalies Session I</i>	pediatrics, diagnosis	3/12/2008-3/13/2008	Los Angeles, CA	6-pediatrics; 6-diagnosis	lecture
<i>Recognizing Pediatric Anomalies Session II</i>	pediatrics, diagnosis	3/14/2008-3/15/2008	Los Angeles, CA	8-pediatrics; 4-diagnosis	lecture
<i>Nutritional Innovations</i>	nutrition	4/2/2008	Cheyenne, WY	4-Nutrition	on-line interactive

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).

7.1 Note:

An effective method of verifying attendance may include proctor-mediated check-in and check-out with ID and signature confirmation at the beginning of the course, after breaks, and after the course is dismissed. Other effective methods include bar code scans of ID badges, password-protected online programs, electronic records of time spent online, Web cam verification, etc.

2. Please attach any pertinent samples.

Upload Attachments

7.1 Example:

Nutritional Innovations

Verification sheet:

October 4, 2008

Parkland Marriott Hotel, Parkland, TX

Instructor: Dr. William Finch

Proctor: Lisa Newman *Lisa M. Newman*

Name	Lic # (s)	Check-in Signature	After Break	Check-out
Richard T. Polk, D.C.	CA 3524	<i>Richard T. Polk, D.C.</i>	RTP	RTP
Diana Smythe, D.C.	TX 4520	<i>Diana L. Smythe</i>	<i>DS</i>	<i>DS</i>
Jill Walters, D.C.	TX 9022	<i>R. Jill Walters, D.C.</i>	RJW	RJW

1. Please attach a sample copy of documentation of completion.

Upload Attachments

8.1 Note:

Please upload a copy of the document course attendees receive to acknowledge they've take the course.

Example:

Verification of Continuing Education
Course - **Nutritional Innovations**
Date - **January 6-7, 2009**
Instructor - **Roberta Campbell, D.C.**
Credit Hours - **12.0**
Attendee

Douglas Martin, D.C.	CA Lic: 2566
329 S Wellington St	GA Lic: 65988
Marksdale, CA 95678	NPI: 4569875298

ACME College
Dept of Continuing Education
123 North Parish Street
Johnstown, CO 80534
Phone: 555-555-5555
E-mail: CE@ACME.edu

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

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.



9.2 Example:

“Credit hours are calculated based on an average number of hours required by several preliminary participants to complete the program. Once established, we monitor the amount of time it takes for learners to complete the program and make adjustments as necessary.”

3. Check to certify that contact hours are determined prior to offering the course.

Criterion 10. Grievance Procedures**➔ Criterion 10**

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

Upload Attachments

10.1 Example:**GRIEVANCE PROCEDURES:****Policy for Grievance Resolution:**

A full description of the grievance must be submitted in writing to the ACME Dean of Continuing Education. Upon assessment of the circumstances surrounding the grievance, the Dean will make a determination as to the validity of the complaint and the degree (if any) of the College's responsibility.

Resolution may include any of the following:

- Tuition fees may be waived
- Tuition fees may be reduced
- Tuition fees may be refunded
- A credit amount may be given toward another class
- No action taken, tuition fees may stand as advertised

Criterion 11. Legal Compliance**➔ Criterion 11**

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

→ Criterion 12

- 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

→ Criterion 13

- 1. Check to certify that each instructor is qualified to teach the subject matter assigned to him or her.
 - a. Please give an example.

13.1.a Note:

An appropriate response to Criterion 13, 1. a. can be to supply an instructor's CV, resume, or brief career narrative.

Example on next page

Dr. Janet Williams teaches Chiropractic Imaging courses for the ACME Department of Continuing Education:

CURRICULUM VITAE

Janet Williams, D.C., DACBR
ACME College
123 North Parish Street
Johnstown, CO 80534

PROFESSIONAL EDUCATION

1992 Diplomate in the specialty of Chiropractic Radiology (DACBR)
1987 Doctor of Chiropractic (D.C.); Graduated Magnum Cum Laude from ACME College; Johnstown, CO

ACADEMIC POSITIONS/EXPERIENCE

Chairperson, Department of Radiology, ACME College (1998 - present)
Director of Clinical Radiology, ACME College (1993 - present)
Associate Professor of Radiology, ACME College (1988 - 1993)

PROFESSIONAL ASSOCIATION MEMBERSHIPS

American Chiropractic Association (ACA) (1991-present)
The American Chiropractic College of Radiology (1991-present)

PUBLICATIONS

Williams, Janet. "Diagnostic Imaging of the Cervical Spine." JMPT, Fall 2006
Williams, Janet. "Interpretation of Patterns." Imaging Monthly, Spring 2004

LECTURES AND PRESENTATIONS

Instructor for the Diplomate Program in Chiropractic Orthopedics. MRI/CT scan: a 12-hour presentation sponsored by ACME College, Johnstown, Colorado, May 15-16, 2004.

Lecturer. Chiropractic Imaging: Plain Films to MRIs. A practical course in what, why and when to order spinal imaging modalities. 12-hour presentation sponsored by ACME College, Johnstown, Colorado, May 1-2, 2004.

Instructor for the Diplomate Program in Chiropractic Orthopedics. Special Studies/Imaging: a 12-hour presentation sponsored by ACME College, Johnstown, Colorado, April 17-18, 2004.

Lecturer. Chiropractic Imaging: Plain Films to MRIs. A practical course in what, why and when to order spinal imaging modalities. a 12-hour presentation sponsored by ACME College, Johnstown, Colorado, January 17-18, 2004.

Presenter. Case Presentations and Differential Diagnosis. Sponsored by Colorado X-ray Council; Windsor, Colorado; June 1, 2002.

- 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

→ Criterion 14

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.

Upload Attachments

14.1 Example:

PROGRAM: Physical Rehabilitation of the Spine – offered 1/15/08 in Weld, CA
Attendees at this presentation will learn

- how to differentially diagnose chronic, progressive low back pain.
- numerous pathophysiological presentations of common low-back disorders, the understanding of which will provide the practicing chiropractor a basis for determining: the natural course of a disorder, underlying causality, various stages of progression and differentiating factors.
- how to elicit and process relevant clinical information from presenting patients.
- how to process, evaluate, and cluster patient information according to relevance, significance and relatedness and to construct a complete problem list from the available patient information and be able to assess each problem.
- how to confirm or reject hypotheses with additional carefully selected and acquired pieces of patient information; to create diagnostic game plans and structure decision scenarios that are reasonable, orderly, precise, and considerate of cost-benefit-risk-time factors; and what additional data are needed and what further tests to order, bearing in mind the concept of imperfect information.

(continued)

(continued)

- specific diagnostic algorithms for chronic low back pain that are designed to increase the diagnostic accuracy of the practicing chiropractor; to solve patient presentations and confirm diagnoses rapidly, like the seasoned clinician who uses shortcuts, tangents, selected data subsets and high-yield tests.
- how to develop a more intelligent approach to problem solving by knowing what disorders are most common and therefore most likely to be present, by knowing the various presentations of a single disease and by realizing that several diseases may coexist in one patient.
- how to apply valid and reliable provocative orthopedic and neurologic examination procedures to facilitate the differentiation of neuromusculoskeletal disorders from organic disorders.
- how to systematically eliminate from consideration first, the more potentially life/health-threatening disorder before progressing with a concluding a diagnosis.
- how to accurately assess the validity and reliability of any one of the diagnostic possibilities for any given patient presentation.
- methodologies for challenging diagnostic hypothesis as they relate to low-back pain presentations.

Criterion 15. Needs Assessment

Criterion 15

1. Briefly describe your methods of conducting needs assessments

15.1 Note:

Possible formats for needs assessments may be post-course evaluation forms for attendees, structured surveys of the profession, or a review of current literature.

2. How frequently are needs assessments conducted?



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



16.1 Note:

The intention of this question is to determine whether a provider understands the hierarchy of evidence (where there is a conflict, evidence trumps authority, authority trumps tradition), and whether they can identify how this classification applies to a course.

For a course to be considered evidence-based it needs to have documented studies or trials supporting its efficacy.

Authority-based courses have the endorsement or approval of a recognized expert whose credentials and credibility are well-acknowledged within the field.

Tradition-based courses are courses based on a long history of use within mainstream chiropractic and may be fundamental to the principles of chiropractic.

Previous applicants have responded with a course listing and summary of objectives. These responses have proven sufficient, although this precedence does not guarantee approval.

FCLB is currently reviewing this application question and drafting best practices responses to serve as examples in this workbook.

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



16.2 Example:

Chiropractic Rehabilitation of Patellar Injuries is taught by a certified chiropractic rehabilitation expert. This course includes 8 hours of lecture and 4 hours on hands-on, instructor-directed work. Three diverse methods are presented including the pros and cons of total versus partial immobilization

Criterion 17. Instructional Materials

Criterion 17

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

Upload Attachments

Example on next page

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

Upload Attachments

17.1.b Note:

Appropriate documents for Criterion 17, 1. b. may include a textbook or workbook, a list of resources for further study, samples of relevant case studies, or a handout containing information and graphics relevant to the course.

Charrette Adjusting Protocols

12 Hour Workshop Overview

INTRODUCTION AND REVIEW OF TERMINOLOGY

SOFT TISSUE CHARACTERISTICS; ELASTIC AND VISCOUS QUALITIES

BIOMECHANICS OF THE LOWER EXTREMITIES

- Foot and Ankle
- Lower Leg
- Knee
- Hip

SERIAL DISTORTION OF THE LOWER EXTREMITY

- Pronation/Supination Syndromes
- Genu Valgus
- Leg Length Inequalities
- Muscle Imbalances
- Plastic Deformations
- Postural Abnormalities

EXAMINATION PROCEDURE

- Orthopedic Tests
- Neurological Tests
- Muscle Testing Techniques

STABILIZATION PROCEDURES

- Supportive Devices

EXTREMITY ADJUSTING

The Foot - Pronation Protocol Adjustments

- Navicular
- Cuboid
- Cuneiform
- Metatarsals 2-3-4
- Metatarsals 1 & 5
- Talus
- Calcaneus

The Foot - Other Foot Adjustments

- Cuboid Malalignment
- Hallux Valgus
- Toe Adjustments

The Knee

- Patella Alta
- Patella Baja
- Fibula
- Wrist Extension Thrust Technique
 - Medial Tibial Condyle
 - Lateral Tibial Condyle
 - Tibial Condyle
- Rehabilitative Exercises

EXTREMITY ADJUSTING, CON'T

The Hip

- Internal Rotation
- External Rotation
- Zindler Anterior Femur Adjustment
- Hip Mobilization

The Shoulder

- Glenohumeral Joint
- Acromioclavicular Joint
- Sternoclavicular Joint
- Costo Scapular Joint
- Trigger Points
- Inferior Glide
- Levator Scapulae Tendon
- Taping
- Rehabilitative Exercises
 - Scapular Squeeze
 - External Shoulder Rotation
 - Serratus Anticus Push

The Elbow

- Radio-Ulnar Joint
- Humero-Ulnar Joint
- Elbow Pronation Test
- Pronation Tenses Exercise

The Wrist

- Navicular/Scaphoid
- Triquetrum
- Lunate
- Thumb
- Carpal Spread
- Fingers
- Taping
- Posterior Capitate
- Rehabilitative Exercises
 - Finger Extension
 - Wrist Extension

Criterion 18. Admissions**→ Criterion 18**

- 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.

Upload Attachments

18.2 Note:

Notifications may, for example, be printed on course promotional materials or in course registration information.

Example:

-“Fundamentals 101 required for this course.”

-“Basic CPR is required for this course.”

Criterion 19. Conflicts of Interest**→ Criterion 19**

- 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

→ Criterion 20

- 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.

Upload Attachments

Example on next page

Criterion 20.2a

ACME College
Department of Continuing Education

INFORMED CONSENT

I, _____, understand that I am participating as a live model for the purpose of demonstrating chiropractic techniques, procedures and/or interventions during a continuing education program sponsored by ACME College.

Technique/Procedure to be Demonstrated:	Identified Risks:

Physical Limitations (if any) of Model:

Compensation for participation: \$ _____

ACME Continuing Education speakers are highly qualified to instruct and demonstrate procedures; however, as with any presentation, there is a chance of injury.

Should an injury occur, I understand my responsibility to inform the ACME College Department of Continuing Education at (555) 555-5555 so that appropriate action can be taken.

Signature *Date*

Print Name _____
Address _____
Telephone (____)____-_____

NOTE: Any advice or diagnostic/therapeutic procedures that are demonstrated or performed in the lecture/lab **do not** constitute a "doctor-patient" relationship and **do not** substitute for care that the model may/may not need.

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



20.2.b Example:

“Each potential instructor must submit a current curriculum vitae which is subsequently evaluated by qualified Department of Continuing Education staff. Background checks of potential instructors are conducted through the CIN-BAD system of the FCLB. At the discretion of the College, additional information (letters of recommendation, video-tape or DVD sample of previous presentations, sample live presentations, syllabi, etc.) may be solicited for evaluation. Potential instructors must submit proof of active licensure in some jurisdiction. Additionally, each potential instructor must submit evidence of current malpractice insurance coverage AND liability coverage.”

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.



20.2.c Example:

“If there is a question regarding the legitimate use of a diagnostic or therapeutic procedure in accordance with the practice act of a particular jurisdiction, it will be ACME College's responsibility to communicate with that particular jurisdiction to insure that what is being taught is in keeping with that jurisdiction's scope of practice.”

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

→ Criterion 21

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

Criterion 22

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



22.1 Note:

Participant involvement may include course discussion, questions and answers with the instructor, participatory demonstrations, worksheets or other seatwork, etc.

Criterion 23. Distance Learning

Criterion 23

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?



23.2.a. Example:

“To calculate hours for self-paced programs, we establish the credit hours based on an average number of hours required by several participants to complete the program. Once established, we continue to monitor the amount of time it takes for learners to complete the program and make adjustments as necessary.”

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



23.2.b. Note:

Instructor feedback and communication may, for example, be completed through e-mail, online chats or forums, telephone contact, or other standard forms of correspondence including course evaluations.

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?



23.2.d Note:

Examples of references for further study include recommended bibliographies, web links, or information about related courses.

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?



23.2.g Example:

“Technical assistance is available via e-mail, telephone, or a help menu. If we anticipate a technical problem, we send an e-mail notification to registered users.”

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?



23.2.i Note:

Examples of electronic security include password protection, hypertext transfer protocol over secure socket layer (<https://>), and numerous other security measures. Private e-mails may also be considered secure.

VII. Facilities

Criterion 24. Facilities, Instructional Media and Equipment Criterion 24

- 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 Criterion 25

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

25.1 Note:

Course evaluation for the purposes of PACE is not a post-test. It is attendee feedback on the quality of the course. Course evaluation needs to include, as appropriate, an assessment of physical location and facilities, media and materials, instructor presentations, and attainment of stated course objectives.

Example on next page

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

ACME College Continuing Education Program Evaluation

Your opinion is important to us! Please indicate your responses on this evaluation form and return it to the monitor at the conclusion of the program. Thank you.

Program: Whiplash Associated Disorders
Speaker: Reginald K. Spencer D.C.

Location: Johnstown, CO
Dates: Feb. 25-26, 2006

	Strongly Agree	Agree	Disagree	Strongly Disagree
Program was what I expected from brochure description				
Subject matter was appropriate for postgraduate level				
Instructor had a clear and logical presentation				
Instructor had adequate knowledge of subject matter				
Instructor was well prepared				
Instructor stimulated my interest in the subject				
Topics were well organized and presented with appropriate time given to each area				
Handouts were well organized and appropriate to the presentation				
Slide/overhead projections were easy to read				
Program hours are convenient				
Facility is in a convenient location				

On the back of this page, please indicate the reason(s) for any rating below "Agree"

	Excellent	Very Good	Good	Fair	Poor
OVERALL, how do you rate this instructor?					
OVERALL, how do you rate this program?					
OVERALL, how do you rate this facility?					

On the back of this page, please indicate the reason(s) for any rating below "Good"

What part of the program was **MOST** beneficial/interesting to you? _____

LEAST beneficial/interesting to you? _____

Based on this program experience, would you attend other ACME seminars: Yes No

If "No," please indicate reason _____

General comments: _____

May we use your comments on promotional material? Yes No

Name _____
Please print your name Your signature

(You do not need to give your name if you wish to remain anonymous)