



Program Development Checklist

START HERE

Plan Ahead

Program Directory information is required and must be provided through your online profile a minimum of 10 business days prior to the program start date.

Determine CE Category

Category A CEUs versus EBP Category CEUs
If requesting EBP Category CEUs, submit separate EBP application and allow extra time for processing.

Determine Program Type

Live Event versus Home Study Program
Program logistics are different depending on the program type.

Determine Audience

The target audience must include ATs. Programs must be intended for the credentialed healthcare or wellness provider.

Complete Needs Analysis

Identify the knowledge, competency or performance gap for the program. What is it that ATs don't know or what aren't they doing in practice?

Determine Topic and Content

Ensure the program content aligns with the Role Delineation Study and is offered at or above entry-level knowledge and skill for ATs.

Identify Qualified Instructors

Contact subject matter experts who have previous experience in the program content. Obtain a curriculum vitae or résumé to document their qualifications.

Develop Measurable Learning Objectives*

Use Bloom's Taxonomy to create an educational skeleton for the program and define the knowledge or skills the participants are expected to acquire.

Determine Level of Difficulty

NATA's Professional Development Committee has developed 3 education levels: Essential, Advanced and Mastery.

Create Participant Assessments*

Participant assessments* must measure the participants' mastery of the program content.

Create Program Evaluations*

Program evaluations* measure the administrative components of your program. Use them to gather information and make future program improvements.

* A sample is available online at www.bocatc.org.

Program Logistics Checklist

Refer to the *BOC Approved Provider Handbook* for more detailed information on the items listed below.

Prior to the Event	
	Create Program Schedule and Assign CEUs
	Market Your Event
	Program Directory - Program information is required and must be provided through your online profile a minimum of 10 business days prior to the program start date.
	Promotional Materials - Include all items listed in the <i>BOC Approved Provider Handbook</i> on page 13.
	BOC Mailing List Rentals and Email Blast Service [#]
	BOC Website Advertising [#]
	Cert Update Advertising [#]
	Create Attendance Roster*
	Create Statement of Credit*
	Collect Instructor Documentation - Collect a curriculum vitae, résumé or biography for each program instructor and a completed Speaker Release Form* identifying copyright and conflict of interest information.
During the Event	
	Attendance Roster* - Keep a record of attendance.
	Declare Conflicts of Interest*
	Participant Assessments* - Provide and collect completed assessments.
	Program Evaluations* - Provide and collect completed evaluations.
After the Event	
	Distribute Statements of Credit*
	Review Program Evaluations*
	Provide Feedback to Instructors
	Conduct Internal Program Review
	Retain Records - Keep all documents for 5 years following the program date.

[#] Not required

* A sample is available online at www.bocatc.org.

Contact the BOC with any questions at (877) 262-3926 or Provider@bocatc.org.

We are here to help!