Program Development Checklist

Refer to the *BOC Approved Provider Maintenance Requirements* for more detailed information.

✓ **Plan Ahead**
Program Directory information is required and must be entered in your online profile a minimum of 2 weeks 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.

✓ **Determine Practice Gap and Educational Need**
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 *Practice Analysis, 7th Edition* and is offered at or above entry level knowledge and skill for ATs.

✓ **Identify Qualified Program Faculty**
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.

We are here to help! Contact the BOC with any questions at (877) 262-3926 or Provider@bocatc.org.

Program Implementation Checklist

Refer to the *BOC Approved Provider Maintenance Requirements* for more detailed information.

① Planning Your Program

✓ **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 2 weeks prior to the program start date.

  ✓ **Promotional Materials** - Include all items listed in the *BOC Approved Provider Maintenance Requirements.*

  ✓ **Advertising Opportunities**# - Includes Mailing List Rentals, Email Blast Service, Website Advertising, *Cert Update* Advertising and Sponsorship Opportunities.

✓ **Create Attendance Roster***

✓ **Create Statement of Credit***

✓ **Collect Program Faculty Documentation** - Collect a curriculum vitae, résumé or biography for each program faculty and a completed Program Faculty Release Form* identifying copyright and conflict of interest information.

② Event Administration

✓ **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.

③ Evaluation and Review

✓ **Distribute Statements of Credit***

✓ **Review Program Evaluations***

✓ **Provide Feedback to Program Faculty**

✓ **Conduct Internal Program Review**

✓ **Retain Records** - Keep all documents for 5 years following the program date.

✓ **Process Complaints**

Not required
* A sample is available online at www.bocatc.org.