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.

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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.