Key Updates to IJCAHPO's CEC Policies

This document outlines some of the key updates to *IJCAHPO's Criteria and Application for Continuing Education Providers* Handbook. It does not include all changes and policies, so please reference the handbook for full details and guidance in preparing your CEC application.

Format

- On-Demand Events are now recognized as an acceptable format for CE programs:

  On-demand event education is defined as courses delivered through a broadcast over the internet, intranet, local network, or any other media in which the instructor is at a distance from the audience. On-demand events can only be available to attendees for a maximum of two months. Attendees can watch courses at their own pace.

- The Classroom (On-Site) Education/Training definition has been updated:

  Classroom—or on-site—education/training is the traditional form of learning in which students come to a classroom or other location where learning and instruction take place with an instructor in the room (lectures, seminars, learning labs [workshops], and panel discussions).

  Instructors who will be at a distance from the attendees may be accepted as part of a classroom program if all of the following conditions are met:

  - The instructor takes questions from the audience in real time.
  - All attendees are in the same location.
  - Regular classroom attendance monitoring procedures are in place.
  - Information regarding a presenter being at a distance from the attendees must be provided at the time of application.

Submission Guidelines

- Applications must be submitted via ShareFile at https://jcahpo.co/CECSubmit.
- Handwritten forms will not be accepted.
- Live-stream, on-demand, and distance learning programs must include a post-test/quiz that contains a minimum of 4 multiple-choice questions per CE credit hour requested.
- Quiz Requirements have changed:
  - Post-test/quiz must contain a minimum of 4 multiple-choice questions and should contain 4 questions per CE credit hour requested. Only those students who receive a passing grade (75% or higher) on the post-test/quiz and complete the program evaluation may receive IJCAHPO CE credit.
  - All quizzes must be formatted to the following standards:

    1. Each question must be related to course content.
    2. Each question must contain 1 correct answer.
    3. Each question must include 2 or 3 distractors (incorrect answers).
    4. Distractors must be plausible.
    5. "All of the above," "none of the above," or "A and B" type distractors are not accepted.
    6. True/false questions are not accepted.

Faculty Qualifications

- The topics and requirements for course topics that must be taught or principally authored by a medical doctor (MD) or a doctor of osteopathy (DO) have been clarified:

  Clinical Judgment, Disease, Medical Diagnosis, Medical Treatment, Dissection, or Surgery

Courses that involve the above topics must be taught or principally authored by a medical doctor (MD) or a doctor of osteopathy (DO). If a non-MD or non-DO is presenting or authoring the course on any of these topics, an MD or DO must develop and deliver at least 51% of the course.

Attendance and Evaluation Records
- The requirements for submitting attendance records to IJCAHPO have been updated and clarified:
    - Classroom (On-Site) Education/Training: A typed registration list with attendee emails, as well as sign-in sheets with printed names and signatures, must be sent to IJCAHPO within 30 days after the program date.
    - Live Stream or On-Demand Event: A typed registration list with attendee emails and attendance records must be sent to IJCAHPO within 30 days after the program date.
    - Distance Learning Education: A typed registration list with attendee emails and attendance records must be submitted quarterly.

Fee Changes
- Several changes have been made to the fee structure. Please see pages 10-11 for details.
    - Clinic/Hospital/Academic and Association/Society now have separate fee structures.
    - A processing fee will now apply to applications, except for in-service training.
    - A change fee will now apply when changes are made to a program after it has been submitted.

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