

APPROVED TRAINING PROVIDER APPLICATION

Please fill out and submit this application form to continuingeducation@athletictherapy.org to start the course provider approval process. Submission of this form indicates interest from the course provider, and does not guarantee acceptance in to the Approved Provider Program. Once your entire application has been reviewed, you will be sent a formal agreement with guidelines for participating in the Approved Provider Program.

If you are applying for CEUs for an annual association conference, do not fill out this form. Email us directly at continuingeducation@athletictherapy.org and we will follow-up with you.

COURSE PROVIDER INFORMATION

Course Provider

Name:

Email:

Phone:

Billing Company

Name:

Address:

City:

Province:

Postal Code:

Country:

Website:

What type of courses do you offer? (Check all that apply)

Live/In-Person

Conference

Live/Online

Multi-Week Course

Self-Guided Online

Other

What are the general content areas your courses focus on?

(ex. Musculoskeletal, Leadership, Research, Emergency Care, Mental Health, Communications, etc.)

ACCREDITED TRAINING PROGRAM GENERAL GUIDELINES**Continuing Education Units (CEU)**

By becoming an Approved Training Provider, the CATA is awarding your courses the CATA CEU value of 0.4 units/contact hour. This is twice the value of non-approved courses. It is the responsibility of the approved training provider to properly assign CEU values for their courses. A contact hour represents an hour of scheduled instruction time under the presence of an instructor or, in the case of self guided courses, engaged with a learning module. Examples of contact time include (but are not limited to):

- Lectures
- Tutorials
- Seminars
- Workshops
- Hands-on Activities
- Online Modules
- Examinations

Examples of non-contact time include (but are not limited to):

- Study Time
- Homework
- Out-of-class Work

Any questions regarding CEU values should be sent directly to continuingeducation@athletictherapy.org.

Course Administration

It is the responsibility of Training Providers to ensure that all course related administration processes are managed including, but not limited to, instructor selection, course registration and scheduling, student assessment records, attendance verification of attendance, course materials, course facilities and equipment, and adequate relevant insurance.

Course Completion Certificates

Certificates of course completion utilizing CATA's certificate template are to be issued by Training Providers to CATA members who complete approved courses.

Course Activity Reporting

A report showing CATA member registrations and course completions is to be provided to CATA twice per year. The report should be sent to continuingeducation@athletictherapy.org and provided in Microsoft Excel format or a compatible spreadsheet format such as Google Sheets.

Reports should contain the following information:

- Course name
- Course date
- Member name
- Registration date
- Registration payment amount

Course Review and Audit

CATA may review course content and instructor credentials or adjust the CEU value of a course from time to time. This may be done via a random audit or based upon feedback received from course attendees.

Course Promotion and Communications

CATA shall prepare and distribute regular communications to members promoting the CATA Continuing Education Program and related approved courses in general through various marketing efforts which may include the CATA website, emails, social media posts, and other communications as CATA may deem appropriate.

Term

Training Providers will be approved to offer CEU's for an initial one-year period starting from the date on which their program application and participation agreement are signed. Approval will be renewed automatically for additional one-year periods unless otherwise terminated by CATA or by the Training Provider.

Fees/Costs

In exchange for Approved Training Provider status and the ability to award CEU's, Providers are required to remit a commission fee to CATA equivalent to 5% of the gross revenue generated by CATA Member course registrations.

FREQUENTLY ASKED QUESTIONS**Why is the CATA updating the course provider fee structure?**

The cost to administer and promote approved courses is significant, continually increasing, and the program is becoming difficult to maintain over the longer term within the current fee per course structure. In addition to ensuring the program can continue to provide value to members, a commission structure benefits course providers by eliminating upfront fees and reducing the risk for course providers in launching new courses, especially for smaller providers and new providers developing courses for the first time.

How will the CATA know if courses are of high quality and led by proper instructors?

Courses will be monitored for quality and appropriate content as well as instructor credentials. Upon submission of an application, the CATA may request additional information to verify course content and instructors and/or may request additional information in the future if needed to clarify course content.

What type of marketing support will the CATA be providing?

The approved provider program is being supported with a dedicated marketing effort. Course providers will gain greater presence on CATA's website through additional content, more prominent course provider branding, added details about each provider, and bolder course listings. Incremental marketing communications will also be implemented with more frequent communications run consistently throughout the year across multiple member communications channels including website banner ads, member newsletter articles, and social media. This will provide more value to course providers through greater member awareness of courses and increased registrations.

Is this going to increase the administrative demands put on the course providers?

Approving course providers instead of individual courses will save course providers time and administration as only one application will be required for an overall approval that will cover all of the courses from the provider. Reporting and payment of program fees require a minimal report be sent to CATA twice per year - a basic list of members who have registered for courses including member name, course name, date and registration fee – after which CATA will issue an invoice for the corresponding commissions (a template can be provided to make this easier on request).