



**THE ORGANIZATION FOR CYTOGENETIC
& MOLECULAR PROFESSIONALS**

**AREA 1 CEU
Program Approval Application (PAA)**

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**Association of Genetic Technologists
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Introduction**

Thank you for requesting a Program Approval Application (PAA) from the Association of Genetic Technologists (AGT). We are pleased to see activities being planned and presented to benefit genetic technologists and supervisors.

BOC-certified technologists must recertify every three years, and are required to obtain 3.6 CEUs (or 36 points) to recertify. Programs such as the one you are in the process of planning, offer an excellent opportunity for these needed CEUs.

If we can be of any assistance as you go through this PAA, please feel free to contact us.

General Information

Please answer all questions as completely and accurately as possible. All responses should be typed or neatly printed. At least 30 days should be allowed for review and return of the application.

A **\$50.00** fee for AGT members (**\$75.00** for non-members) is assessed for all programs requesting Area 1 Approval. A **\$125.00** fee is assessed for programs that are given multiple times during a calendar year.

Your PAA will be reviewed by AGT's Education Committee. After review of your PAA, you will be notified of the number of CEUs that can be awarded to participants for satisfactory completion. You will receive a roster sheet, evaluation form, and an Area 1 CEU certificate for all participants. The program coordinator has the responsibility for seeing that these forms are correctly filled out and that the roster sheet and evaluation forms and/or pre-/post-tests are returned within one week to the Director of Education for the permanent recording of the approved program. You must verify on the roster sheet whether each individual participant has met the specified goals and completion of the requirements for the course before CEUs can be awarded.

Requirements for Program Provider Approval

The Association of Genetic Technologists (AGT) has applied for and has been approved as an accrediting agency for the states of California and Florida. These states have very strict criteria for regulating approved continuing education programs. You will notice that the record of attendance requires a signature along with printed name and an acknowledgment of participation in either the evaluation or the pre-/post-test. Please note that this record of attendance must be maintained for a minimum of four years, and AGT must be provided with the same information after completion of the program. The State of California Department of Health Services may also request this record of attendance or request permission to observe the course at no charge.

Definition of PAA and Area 1 Activities

The Program Approval Application (PAA) Form solicits information necessary in evaluating programs for Area 1 Continuing Education Units (CEUs)

Programs eligible for Continuing Education Units in Area 1 must maintain, improve, or advance skills and/or knowledge of the participants in either genetics, cytogenetics, supervisory-management functions, or related laboratory skills. They must be an organized educational experience under reasonable sponsorship, capable direction and qualified instruction.*

*Definition of Continuing Education Unit Programs from the *Handbook of the Council on the Continuing Education Unit*.

Definition and Calculation of the CEU

Continuing Education Units are a uniform unit of measurement for the accumulation of information about individual participation in non-credit continuing education. One Continuing Education Unit is awarded for each 10 contact hours of instruction in the educational activity.

For organized verbal instruction, such as lectures, seminars, etc., the actual time used by the instruction determines the number of CEUs, e.g., a one hour lecture equals 0.1 CEU.

In the case of hands-on laboratory sessions, clinical experience or other non-traditional methods of instruction, the contact hours must be based on the equivalent instructional class hours. This means that if a four-hour lab session is needed to cover the material that could be given in a two hour lecture, then only two contact hours are awarded. This difference will be greatest with large groups of participants (>50) and less with small groups (<10) because of individualized instruction and shorter periods of waiting for equipment, etc.

Fractions of an hour will not be considered. Time for breaks, registration, welcoming remarks, business, board or committee meetings are separate from instruction time and are not eligible for CEUs.

The time devoted to a luncheon or dinner presentation which is an integral part of the educational experience may be included in calculating instructional time.

Time for study, assigned reading, written assignments and other related activities outside of the class or meeting schedule are not eligible for Area I CEUs.

GUIDELINES FOR FILLING OUT THE PAA

These guidelines should be used by both the program coordinator and the Education Committee reviewers in considering the application.

1. Program Coordinators must be actively involved in the planning and/or presentation of the material. However, other sponsors and cooperating organizations should be listed.
2. Title: The complete title should be listed as it will be used in advertising the course.
3. Date: Beginning and ending dates, or multiple dates should be included if the program is to be offered more than once.
4. Location: The city, state and the site of the program should all be listed.
5. Description: A complete brochure or schedule describing the program is required.
6. Format: The method for presenting the information should be indicated. If the format consists of a variety of speakers, with a question and answer period, then lecture only should be checked. If the program is a workshop (hands-on, demonstrations, etc.) then workshop only should be checked. If the program consists of both lectures and workshops, then lecture/workshop should be checked. If the program contains neither of these, please describe the format in detail.
7. Goals and Objectives of Program: A goal is a continuing purpose that provides a sense of direction throughout the program. It should be general in scope. Objectives are measurable, desired results, to be accomplished within a specified frame. Through the use of objectives, a goal may be reached.
8. Faculty: The faculty selection should be based on your perception of the individual's knowledge of the subject. It is requested to provide a CV or description of each faculty member. The rationale for this is that reviewers need to have some means of deciding why a faculty member was chosen to participate in the program. A description should include why the individual was chosen, their expertise, and background. (degree, credentials, etc.).
9. Audience: The intended level of the audience should be indicated as beginner (pre-certification or little of no experience, intermediate, or advanced).
10. Number of Participants Expected: This number is important in the workshop courses since the number of CEUs awarded is based on the amount of time each participant can be actively involved in the proceedings. It is also important so that the correct number of Area 1 Certificates can be sent to the program coordinator.
11. Number of CEUs Desired: Please refer to the definition of the CEU. **Fractions of an hour cannot be awarded CEUs.** Hands-on workshops are usually considered 2:1. Two hours of workshop are equal to one contact hour or 0.1 CEU. If the faculty to student ratio is high in a workshop or the workshop is predominantly lecture with limited hands-on experience, 0.1 CEU may be awarded for every contact hour. If you are planning to have a program with both lecture and workshop, it is extremely important that you indicate whether CEUs are going to be given for the combined program (i.e. all participants attend both lecture and workshop) or for

each portion alone (i.e. all participants attend lecture, but workshops are signed up for and not intended for all participants).

12. Has this program been offered before for CEUs? A program should be considered the same if no more than 20% of the program has been changed and the goals and objectives remain the same.
13. Method of Assessment: There are numerous ways to assess learning, but the most common is a pre- and post-test, which is usually designed by the instructor. Other methods of assessment may be used such as trouble-shooting, calibrating or operating a new instrument, problem-solving or performing a new technique correctly. Participation in an activity through questions and discussions, even role playing, may be used to assess whether the objectives of the course have been met. If a pre- and post- test method is chosen, time in the program schedule should be documented for this activity. Although an increase in knowledge or learning cannot be assessed without a pre-test score, post-test submission assumes learning took place if all or most questions can be answered correctly.
14. Participant Evaluation of Program: AGT Continuing Education Program Assessment Form is provided for each program. However, an applicant may choose to submit a copy of their own evaluation form.

Plan for Monitoring Approved Providers

The Association of Genetic Technologists will primarily approve individuals as providers of continuing education programs. These providers must offer a program that will meet the following criteria

1. Use instructors who are competent in subject matter by education, training or experience.
2. All sessions are a minimum of 50 minutes in duration excluding evaluation by participants of the continuing education program, and CEUs are not granted for partial hours.
3. Are relevant to the scope of practice of clinical laboratory science and may include education, supervision and management.
4. Have clearly stated, measurable education objectives.
5. Use teaching methods which are consistent with the objectives of the continuing education program.

The scope of practice of clinical laboratory science is defined by the following descriptions:

Clinical Laboratory Sciences means those scientific disciplines which relate to the examination (which includes detection, identification, measurement or enumeration of an particular entity or substance) of biological specimens; and the evaluation, correlation, monitoring and reporting of results of an examination of biological specimens for the purpose of obtaining scientific data which may be used as an aid to ascertain the presence, progress and source of disease or physiological condition in a human being or used as an aid in the prevention, prognosis, monitoring or treatment of a physiological or pathological condition in a human being. For purposes of this section, a "biological specimen" means any material which is derived from the human body upon which examinations are performed for the purpose of providing information for the diagnosis, prevention, or treatment of disease, physiological or pathological condition or for the performance of non-diagnostic tests for assessing the health of an individual.

Clinical Laboratory Practice means the application of clinical laboratory sciences or the use of any means which applies the clinical laboratory sciences within or outside of a licensed clinical laboratory. Clinical laboratory practice includes consultation, advisory and other activities inherent to the profession.

Clinical Laboratory means any place used, or any establishment or institution organized or operated, for the practical application of the clinical laboratory sciences. That application may include any means which applies the clinical laboratory sciences.

The contact person or an AGT designee will attend the programs offered by the approved provider to ensure the program is consistent with these continuing education requirements. It may not be necessary for the contact person (designee) to attend subsequent program offerings of an approved individual. This will be left to the discretion of the contact person.

The contact person or designee will also provide the program provider with the appropriate forms for documenting the information required for an approved program. These documents will examine the credentials of the instructor, the appropriateness of the course content and the number of CEUs. This information will be carefully reviewed by the contact person after completion of the program.



Mechanism of Ensuring Provider Regulatory Compliance

The Program Approval Application will be submitted for every program that the provider will present. The provider will include in the application, information that demonstrates that the criteria are being met. This information is submitted and reviewed prior to the presentation of the program by the AGT Education Committee. The provider is then notified of the acceptability of the program.

The provider will be required to provide each participant with a certificate that includes name, CEUs, date of continuing education, name and address of both the program provider and accrediting agency (including the agency's California and Florida registration numbers) and signature of an appropriate AGT representative. The provider will also be required to maintain an official record of attendance. The record will include a signature of the participant obtained at the time of the program along with the time, date, location, subject matter and length of the program. This record shall be kept for at least four years and provided to the California Department of Health Services on request at no charge. The provider will evaluate the effectiveness of the continuing education program through an evaluation form or pre-/post-examination. The provider will allow a representative of the California Department of Health Services, to observe the program if requested, at no charge.

The contact person will provide examples of an appropriate attendance record and a program evaluation sheet to the provider. The AGT contact person will provide certificates of attendance that can be filled out by the provider with all the necessary information for compliance. After the completion of the program, the provider will supply the following to the contact person:

1. A list of participants who successfully completed the program.
 - The list should be the original record of attendance or a copy.
2. A summary of the results from the evaluations and/or the pre-/post-test or the actual documents.



SAMPLE Program Evaluation

Were you given the opportunity to assess your achievement (pre-/post-test, etc.)?

Yes _____ No _____ NA _____

Did you find the content of this activity to be of value to you?

Yes _____ No _____ NA _____

Was the amount of CEUs awarded for completion of the activity appropriate (0.1 CEU per contact hour for lectures, 0.1 CEU per two contact hours for workshops)?

Yes _____ No _____ NA _____

Was the length of the program adequate?

Yes _____ No _____ NA _____

Do you feel the fee charged was appropriate for what was offered?

Yes _____ No _____ NA _____

Would you participate in other activities offered by this sponsor?

Yes _____ No _____ NA _____

If a fee was charged, how was your participation in this activity funded?

Self _____ Institution _____

Sponsor Organization _____ Other _____

Please feel free to offer additional comments:

Please return this form as you leave in order to obtain CEUs.