



## **MAOT APPROVED PROVIDER PROGRAM POLICIES, GUIDELINES & PROCEDURES**

1. The course should meet the Continuing Competence requirements as described in the Massachusetts Board of Allied Health Professionals [BOARD OF ALLIED HEALTH PROFESSIONALS 259 CMR 7.00: CONTINUING COMPETENCE Section 7.01](#)). The Course should fall within the Scope of Occupational Therapy Practice.
2. Points: 1 contact hour =1 point (60 minutes of learning activity excluding meals & breaks)
3. All courses must be completed within one (1) year of the approval date.
4. All CE approval applications must be received a minimum of forty-five (45) calendar days before the date for which the approval is sought. There will be a late fee if the CE approval form is submitted less than 45 days prior, and there can be an expedited process (see below).
5. Approval will be valid for twelve (12) months duration from the initial approval date.
6. The Provider must complete all the required Approved Provider program Forms and submit all required supporting documentation along with the non-refundable fee to the MAOT.
7. The provider must submit the following information to MAOT for obtaining continuing education approval:
  - (a) Program outline or brochure or course description or course content
  - (b) Measurable learning objectives
  - (c) Target audience
  - (d) Instructional level identified by the Provider (i.e., Beginner or Introductory, Intermediate, Advanced).
  - (e) Clinical application or relevance to the Occupational Therapy Practice, i.e., How the course relates to Occupational Therapy scope of practice.
  - (f) Mode of course delivery/Instruction methods that will be used: In-person course, Teleconference or live webinar, Self-study/Self-paced Recorded Webinar, Group study (Journal Club, Formal study group), Hybrid model(live/self-paced recorded/virtual sessions), other modes.
  - (g) Proposed Number of course contact hours.
  - (h) Sample schedule/Agenda, including meals and breaks.
  - (i) Sample Published material will be distributed to the participants.



- (j) Expected Course date or Duration of the course (If it is a Recorded/Self-paced course/ A self-study/ or it involves multiple days) Mention the expected date it will go live to the participants and note the end date).
  - (k) Qualification of the presenter(s) with resume(s)
  - (l) The Educational activity/ courses should be based on relevant current evidence and information. To ensure this, MAOT requires three to five relevant and current citations/references from peer-reviewed journals, textbooks, or other evidence-based sources (within five years) that directly support the proposed subject matter.
  - (m) Sample Course Evaluation. (i.e., Pre/post-test to measure learning).
  - (n) Sample of the certificate of attendance (It must include the name of the participant and the provider, date/duration of the activity, number of contact hours, title of the course and location of the activity, signature of the provider or authorized personnel, etc.).
  - (o) Signed Agreement/ Disclosures/ Disclaimers/Attestation Forms by the providers or authorized personnel to ensure that the provider will adhere to MAOT's APP Policies and Procedures.
8. If the approval is denied, the provider can appeal the decision with MAOT with the appropriate form and appeal fee (See Appeal Form and procedures).
9. To appeal a denial, you must:
- (a) Fill out the Appeal Form
  - (b) Pay the fee (25% of the original fee)
  - (c) Sign the Agreement/Disclosures/Disclaimer/Attestation form
  - (d) Submit additional documents or clarification to support your appeal.
  - (e) The appeal process may take 2-3 weeks.
- The appeal process can be expedited with a fee (An additional 25% of the original fee). MAOT will process your appeal request once it has received the appeal form, fee, and all the relevant documentation for review.
10. The providers are required to maintain a record of the participant's attendance for a period of seven (7) years so that the attendance can be verified if the Allied Health Board or other professional bodies audit the participant.
11. Upon successfully completing the course, the provider must provide proof of attendance in the form of a Certificate of Attendance. (It should include the participant's name, the provider, date/duration of the activity, the MAOT Approved Course logo, number of contact hours, title of the course and location of the activity, signature of the provider or



authorized personnel, etc.) **The certificate of attendance must include some version of a Competency Disclaimer Statement.** (Example: **“Information provided should be used within the scope of occupational therapy practice”**).

12. Once the course has been approved, the provider will receive the decision by email from MAOT confirming the approval.
13. Providers are required to have a policy for canceling the registration by the participants.
14. The provider must have a policy and procedure for course cancellation if the provider needs to cancel the course.
15. Providers must have a policy for reasonable accommodations for the participants who request them according to the applicable federal and state laws.
16. No certificate of attendance should be issued to a participant who has not completed course requirements set by the provider, such as not completing the course evaluation, required coursework, etc.
17. The primary instructor must have a minimum of two (2) years of documented expertise in the course content.
18. Non-Refundable Fees:
  - One course- 3.0 hours- \$75.00
  - One course-3.25 - 7.0 hours- \$125.00
  - One course-7.25-12.0 hours- \$200.00
  - One course-12.25-24 hours-\$300.00
  - One course-24.25-36 hours-\$600.00
  - (Hours are based on the number of sessions offered, not the number of hours that can be earned over the duration of the course)
  - 3 Course Approval Package– 25% off any combination of 3 single course prices listed above
  - Expedited approval fee: 25% additional charge
  - Appeal fee: 25% of the original APP Application Fee
19. The MAOT Approved Provider Committee will consist of Five members chaired by the MAOT APP Coordinator. The MAOT may recruit additional eligible volunteers to review submissions based on the number of courses received and the practice area.
20. The MAOT, or its authorized agents, may assign multiple reviewers for any educational activity or course (i.e., poster presentation, workshop, seminar, conference, etc). MAOT may use its discretion on the number of reviewers needed based on the complexity of the educational activity or course, the qualification & experience of the reviewers, and individual situations. In the event of a disagreement among the reviewers' decisions,



MAOT or its authorized agents may contact the reviewers for further clarification. If deemed necessary, MAOT may also request additional information from the course provider(s). Should the disagreement persist, MAOT will convene a meeting to review the final results and conduct a vote. A majority vote, in accordance with MAOT's APP guidelines & procedures, may be required to determine the final decision of "Approved/Not Approved."

21. MAOT will maintain a list of all approved providers on its website for one year.
22. Additional advertising on the MAOT website and social media is available at separate rates. (See details on [www.maot.org](http://www.maot.org))
23. Grievance procedures for the course participants: (If the provider fails to comply with the MAOT Approved Provider Procedures)
  - The MAOT Approved Provider Committee will review the grievance and determine the merit
  - If the grievance is valid, provider approval may be subject to termination
24. MAOT Course Approval Duration: One year from the initial approval date
25. Use of MAOT Logo: "The MAOT Approved Course" Logo will be sent to the Providers upon course approval. The provider may use the "MAOT Approved Course logo" on their course description only for the duration of the approval period. The provider must display the MAOT APP Approved Logo on the Registration site/event page/informational material. The certificate of attendance must display the MAOT Approved Logo & the number of approved hours.
26. Renewal reminders may be sent 60 days prior to the expiration date to the provider.
27. MAOT Course Approval and use of the MAOT brand does not imply endorsement of course content, specific products, or clinical procedures.