

# CEU SITE AUTHORIZATION PROGRAM APPLICATION

## I. PROGRAM DEFINITION

The CEU site authorization program establishes a system for the approval and administration of CEU's and CEU programs on an "on-site" basis. Approved agencies are authorized to award CEU's according to the program guidelines outlined in section (IV) and in accordance with the policies adopted by the Maryland/District of Columbia Society for Respiratory Care Inc.

## II. PROGRAM RATIONAL

To create a standardized CEU administration program within Maryland and the District of Columbia that is cost effective and accessible for health care agencies and practitioners.

## III. PROGRAM DISCRIPTIONS

### 1. Approved Agencies:

Approved agencies are agencies that have completed the application process and have remitted the yearly site authorization fee. Approved agencies must identify a Site CEU Coordinator responsible for documentation and recording of approved CEU's and CEU programs. Approved agencies can be defined as: hospitals, health care organizations, educational facilities, or other ancillary health care organizations that employ or provide educational opportunities for respiratory care practitioners. Approved agencies that have more than one affiliation or partnership may be required to pat an additional fee or name additional site coordinators to cover the entire system, if the system is very large.

### 2. CEU Site Coordinator:

A designated individual who is authorized to approve and issue "on-site" CEU's. The CEU Coordinator is required to maintain records relating to CEU programs and CEU's issued. Completion of an annual report form indicating CEU activity for the site is to be mailed, faxed or e-mailed to the education chair of the MD/DC Society, so that the Education Chair can report to the Board the total number of CEU's issued per year.

### 3. On-Site Programs:

Approved educational programs conducted "on-site" within the agency system. The CEU Site Coordinator can only approve programs that take place within their respective agency or health care system.

### 4. MD/DC Education Chair:

Designated individual responsible for the coordination and correspondence of the CEU site authorization program. All questions relating to program policy and operation can be

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directed to the education chair. The education chair reports directly to the Board of Directors of the MD/DC Society.

## IV. PROGRAM GUIDELINES

### 1. CEU Program Approval Process:

Approved programs for CEU's are those program that meet or adhere to the following criteria set forth by the MD/DC Society for Respiratory Care and the licensure Boards for both Maryland and the District of Columbia. The CEU site coordinator approves programs directly according to the following guidelines:

Basic Guidelines:

- 50 minutes of direct educational instruction equates to 1 CEU
- No partial credit awarded
- Educational content must be directly related to the practice of respiratory care or cardiopulmonary medicine. Because of the wide diversity of programs and topics, the CEU coordinator must use their discretion in approving programs in accordance with the guidelines. The following are examples of acceptable topics (but not limited to):
  - o General respiratory care practice
  - o Cardiopulmonary intensive care topics
  - o Emergency medicine topics that are relevant to cardiopulmonary medicine
  - o ACLS, PALS and NRP courses
  - o Other topics related to cardiopulmonary medicine and practice

### 2. CEU Certificates:

The site coordinator will issue a "standardized certificate" that is included in the site administration packet. Copies of the certificate can be made. The following information must be completed on each certificate awarded:

- Program #
- Program Name
- Date of Program
- Location of Program
- Site of CEU Coordinator Signature
- Participant Name
- Number of CEU's awarded
- Embossed Stamp (provided in package)

### 3. Roster Sheets:

Roster sheets including the participant's names should be completed and kept on file by the CEU site coordinator. The CEU Roster sheet included in the administration packet

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can be used or a site coordinator can choose to use electronic format or other means of documentation to maintain accurate roster sheets.

### 4. Annual Report:

A short annual report form will be submitted either by mail, fax or e-mail summarizing the total number of CEU's awarded and the total number of programs conducted on a yearly basis. The report can be e-mailed directly to the MD/DC Society's Education Chair and is due at the end of the month of May each year.

### 5. Site Authorization Fee/Renewal Fee:

The yearly fee for site authorization is **\$300**. The MD/DC Society for Respiratory Care board of directors believes that this is a cost effective mechanism for department directors to supply entire departments with the necessary CEU's required by law. \$100 per additional affiliated site.

### 6. CEU Program Issuing Numbers:

Agencies participating in the CEU site authorization program will be given a block of sequential numbers, one hundred at a time for program designation. For example Hospital A will be given program numbers 1 – 100, Hospital B, 101 – 200 etc. When an agency has consumed all of their numbers, additional numbers will be authorized by contacting the education chair.

### 7. Retroactive CEU Approval:

Site coordinators can approve programs that have occurred within 6 months prior to the institution of this process. Programs that are yearly and ongoing can be pre-approved for a certain number of CEU's. CEU's however, cannot be awarded until the participant and roster sheets verify attendance.

Facility Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CEU Site Coordinator Name \_\_\_\_\_

Site Coordinator Credentials \_\_\_\_\_ License# \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Does your organization have multiple campuses? If yes, please indicate the campuses that you are applying for CEU site approval.

_____	_____
_____	_____
_____	_____

**Site Authorization Agreement:**

This site agency/coordinator agrees to follow the guidelines outlined in the CEU site authorization program. The agency/site coordinator is required to maintain accurate records of attendance regarding CEU programs. The agency agrees to pay the stated fee within and participate in the program. The agency in return will receive all the necessary documentation relative to the authorization of CEU's and the administration of the program. The education chair will mail a site authorization CEU packet within 6-9 weeks of receiving this application and the required fee. Approved agencies will be billed on a yearly basis, unless the agency contacts the education chair in writing that they no longer want to participate in the program prior to the beginning of each May.

\_\_\_\_\_  
CEU Site Coordinator Signature Date

\_\_\_\_\_  
Manager's Signature Date

(Make checks payable to the MD/DC Society for Respiratory Care Inc. and mail to:

Robert L. Joyner, Jr., PhD, RRT  
Attention: Site Authorization  
312D Devon Hall Salisbury University  
Salisbury, MD 21801



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