GUIDELINES FOR COMPLETION OF CPME 715,
APPLICATION FOR APPROVAL OF SPONSOR OF CONTINUING
EDUCATION IN PODIATRIC MEDICINE

Introduction

Complete application materials must be received in the office of the Council on Podiatric Medical Education by December 1 for consideration at the February meeting of the Continuing Education Committee and the April Council meeting, or by June 1 for consideration at the August Committee meeting and October Council meeting. Applications that are received and/or completed after these deadlines are held until the following review cycle. Approval is effective at the time of the Council’s action on the application for approval.

The Continuing Education Committee and the Council will evaluate the application based on demonstrated compliance with the standards and requirements in CPME 720.

Preparation and Submission of CPME 715

The application has four sections: Narrative Responses, Current/Projected Activities, Attachments Required of All Sponsors, and Attachments Required of Sponsors of Instructional Media Only.

The completed application must be prepared in the following manner:

- The application must begin with a cover letter signed by the director of continuing education.

- The $1500 application fee, made payable to the Council on Podiatric Medical Education, must be submitted as part of the application. Staff will review each application and request additional information as needed when the application is received by the deadline. If the application and supplementary documentation are in order, the sponsor’s application is placed on the agenda of the Continuing Education Committee’s next meeting. The application will not be processed without the correct number of copies, all required attachments, and the application fee.

- Submit the completed application and all attachments on two flash drives. All narrative responses and attachments must be labeled to correspond to the items in all sections of CPME 715. Do not delete questions when completing a computerized version of the form. The application is not to exceed 100 pages.
• Narrative responses must be provided for items 1-13 in Section I. Items in Section I are referenced to the appropriate requirement(s) in CPME 720. Requirements that are applicable only to sponsors of instructional media and requirements that may not be applicable to particular sponsors are identified by italics. All items must be answered; if the item is not applicable, the sponsor is to indicate “N/A” as the response to that item. The sponsor’s narrative responses must provide sufficient detail (and examples where appropriate) to demonstrate compliance with the stated requirements or, if necessary, to outline the sponsor’s plans to attain compliance. Each narrative response must be identified by the appropriate number and letter indicated in Section I of CPME 715.

• The attachments listed in Section III must be provided by all sponsors. Attachments listed in Section III are referenced to the appropriate requirement(s) in CPME 720. Requirements that are applicable only to sponsors of instructional media and requirements that may not be applicable to particular sponsors are identified by italics. All items must be answered; if the item is not applicable, the sponsor is to indicate “N/A” as the response to that item. Completed copies of pages 5 and 6 of CPME 715 must be removed from the application form and submitted as attachments. Each attachment must be identified by the appropriate number indicated in Section II of CPME 715.

• The attachments listed in Section IV must be provided only by sponsors of instructional media. Each attachment must be identified by the appropriate number indicated in Section IV of CPME 715.

CPME 715 is available on the web at www.cpme.org or as an email attachment (sbsaylor@apma.org).

A sponsor that provides both courses and instructional media must assure that all sections of the application address both instructional formats.
APPLICATION FOR APPROVAL OF SPONSOR OF CONTINUING EDUCATION IN PODIATRIC MEDICINE

The sponsor should review the attached guidelines prior to completing this application. Applications that are not prepared in accordance with the guidelines will be returned for completion and this may affect the sponsor’s approval status.

The sponsor is invited to attach to this application any additional statement or information that may provide further evidence of compliance with the standards and requirements in CPME 720, *Standards, Requirements, and Guidelines for Approval of Sponsors of Continuing Education in Podiatric Medicine*. The Continuing Education Committee and/or the Council on Podiatric Medical Education reserves the right to request further information from the sponsor related to its application.

Name of sponsor: _________________________________________________________________

Address: _______________________________________________________________________

City-state-zip: __________________________________________________________________

Telephone number: ____________________ Fax number: ____________________________

E-mail address: __________________________________________________________________

Name of chief administrative officer of sponsor: _______________________________________

Name of director of continuing education: __________________________________________

Office address: __________________________________________________________________

City-state-zip: ___________________________________________________________________

Telephone number: ____________________ Fax number: ____________________________

E-mail address: __________________________________________________________________

Indicate whether the sponsor will offer courses and/or instructional media:

- [ ] Courses
- [ ] Instructional Media
- [ ] Both
SECTION I: NARRATIVE RESPONSES

1. Sponsor’s Background in Continuing Education
   In narrative form, provide a brief history of the sponsor’s involvement in continuing education. Indicate the length of time for which continuing education activities have been offered.

2. Needs Assessment
   In narrative form, provide information related to each of the following:
   a. Describe the process used to conduct the most recent needs assessment and/or the process to be implemented for future needs assessments (requirements 2.1, 2.2, 2.3).
   b. Identify all sources of information that are utilized in the needs assessment (e.g., survey/questionnaire forms and/or activity evaluation forms that requested participants to suggest future activity topics, minutes or correspondence including suggestions from the advisory/education committee, advice from consultants or other professionals, review of public health statistics, patient care data, and/or current literature, etc.), to demonstrate that needs and interests are identified from data sources that extended beyond the sponsor’s own perceptions of participants’ needs and interests (requirement 2.2).
   c. Identify specific example(s) providing evidence that the sponsor plans continuing education activities in response to the identified needs and interests of prospective participants (requirement 2.3).

3. Objectives
   In narrative form, provide information related to each of the following:
   a. Describe the process by which educational objectives are developed, indicating the individuals/groups responsible for this process and at what stage of the planning process the objectives are developed (requirement 3.1).
   b. Identify how objectives are made known to participants (requirements 3.1, 11.1).

4. Educational Methods
   In narrative form, provide information related to each of the following:
   a. Describe the process(es) by which educational methods are selected, including evidence demonstrating that the methods are appropriate in view of the objectives determined for the activity (requirements 4.1, 4.2).
   b. List all educational methods employed by the sponsor in the past 12 months and/or planned for future activities (e.g., lecture, group discussion, practical experience, journal reading, videotape, etc.) (requirements 4.1, 4.2).
c. Describe the way(s) in which the sponsor’s continuing education activities are designed to allow and encourage participants to become actively involved in the learning process (requirements 4.1, 4.2, 6.2).

5. Evaluation Processes
In narrative form, provide information related to each of the following:

a. Describe the process(es) used to allow participants to provide feedback assessing the effectiveness of the activity (requirement 5.1).

b. If the sponsor utilizes an examination, describe how and by whom the examination is validated (requirement 5.3; if not applicable, indicate “N/A”).

c. Describe the process by which the most recent formal annual review of the program of continuing education was conducted, including the following information:

- Identify the individuals/groups involved
- Date(s) on which the annual review was conducted
- List of information or data considered
- Results of the annual review, including plans for improvement (requirement 5.4)

d. If the sponsor provides continuing education activities that are repeated on a regular basis, describe the formal periodic assessment of the activity, including the following information:

- Identify the individuals/groups involved
- Date(s) on which the periodic assessment was conducted
- List of information or data considered
- Results of the periodic assessment, including plans for improvement (requirements 5.4, 9.6; if not applicable, indicate “N/A”)

6. Faculty
In narrative form, provide information related to each of the following:

a. List the measures that the sponsor utilizes to assess whether faculty members are qualified to provide instruction in the relevant subject matter (e.g., board certification, institutional affiliations, publications, professional experience, etc.) (requirement 6.1).

b. Describe the ways in which faculty members are involved in advance planning for the continuing education activity (requirement 6.3).

7. Facilities
In narrative form, provide information related to each of the following:

a. List and describe the types of facilities and sites utilized in the past 12 months and/or planned for future activities for the sponsor’s continuing education activities (e.g., hotel conference rooms, classrooms, laboratories) (requirement 7.1; this requirement is applicable only to sponsors of courses).
b. Explain how and identify the criteria used to assess the suitability of the facilities, equipment, and support services needed for continuing education activities (requirement 7.1; this requirement is applicable only to sponsors of courses).

8. Independence from Conflict of Interest
In narrative form, provide information related to each of the following:

a. Describe how the sponsor screens faculty for potential commercial relationships that would need to be disclosed or any other potential conflicts of interest (requirement 8.4).

9. Financial Resources
In narrative form, provide information related to each of the following:

a. List the following information for each activity provided or produced during the past 12 months and/or planned for the future:

- Title of activity
- Sources of income (revenue)
- Amount of income (revenue)
- Total expenses
- Use(s) of residual funds (requirements 10.1, 10.3)

b. If continuing education is only one aspect of the sponsor’s activities, indicate whether financial resources for the program of continuing education are a clearly identifiable component of sponsor’s total budget and resources. If they are not, include an explanation (requirement 10.2; if not applicable, indicate “N/A”).

10. Management of Administrative Processes
In narrative form, provide information related to each of the following:

a. Describe the method(s) utilized to verify participants’ attendance at and/or completion of activities and, for sponsors of courses only, the frequency with which attendance is verified (requirement 11.3).

b. Describe the method(s) utilized by sponsors of instructional media to determine the amount of time required for participants to complete all activities produced during the past 6 months and/or planned for the future (requirement 11.4, pages 10-11 of CPME 720; if not applicable, indicate “N/A”).

c. Describe the manner in which records of attendance are maintained, including the length of time for which they are maintained (requirement 11.5).
11. **Administrative Structure and Responsibilities**

This page is to be removed from the application, completed by the sponsor, and submitted as an attachment.

Indicate which of the following are responsibilities of the director of continuing education and/or the advisory/education committee. (Check all that apply. Include an explanation for each “other” area checked) (requirements 9.2, 9.3, 9.4, 9.5).

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<th>Director</th>
<th>Committee</th>
<th>Other</th>
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- [ ] participates in development of the mission statement
- [ ] assesses and analyzes needs and interests
- [ ] develops learning objectives
- [ ] develops hour-by-hour schedules of topics
- [ ] selects educational methods
- [ ] evaluates individual activities and annual review of the program of continuing education
- [ ] coordinates the processes of examination development, administration, and scoring
- [ ] selects faculty and communicates and consults with faculty
- [ ] selects facilities and assures that all facilities and materials needed are available
- [ ] participates in development of the sponsor’s written agreement related to commercial support of continuing education activities
- [ ] manages financial resources
- [ ] develops publicity
- [ ] admits and registers participants
- [ ] verifies attendance
- [ ] maintains and issues records of attendance
- [ ] calculates and awards continuing education credit accurately and appropriately
- [ ] adheres to the sponsor’s patient protection policies
- [ ] ensures proper marketing and distribution of activities
- [ ] other (specify):
12. Patient Protection

This page is to be removed from the application, completed by the sponsor, and submitted as an attachment.

a. In continuing education activities involving patient evaluation or treatment by either faculty or participants, indicate which of the following method(s) the sponsor utilizes to ensure patient protection. (Check all that apply and include written documentation for each applicable item.) (requirement 12.1; if not applicable, indicate “N/A”).

[ ] Confirmation prior to the activity that participants possess the basic skill, knowledge, and expertise required to learn and perform the treatment techniques to be taught.

[ ] Written informed consent from the patient and/or appropriate third party prior to evaluation or treatment.

[ ] Use of aseptic conditions and appropriate equipment and instruments.

[ ] Sufficient clinical supervision by faculty during patient treatment to ensure that procedures are performed competently.

[ ] Arrangements for completion of treatment by a qualified clinician if necessary.

[ ] Existence of adequate and appropriate arrangements and/or facilities for emergency and postoperative care.

[ ] Other (specify):

b. Describe how participants are informed of the hazards of using limited knowledge in integrating new techniques into their practices (requirement 12.2; if not applicable, indicate “N/A”).
13. Applicant Sponsors of *Instructional Media* Only:

This page is to be removed from the application, completed by the sponsor, and submitted as an attachment.

a. Provide the following information for the activity submitted as an attachment to the application. Specify the educational methods and the formats in which instruction is provided (e.g., lecture - on audiotape, article - in journal) (requirements 4.1, 4.2).

<table>
<thead>
<tr>
<th>Subject</th>
<th>Format</th>
<th>Contact Hours</th>
<th>Faculty</th>
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b. Indicate the length of time that this activity will be available for distribution to and/or completion by prospective participants.
SECTION II: CURRENT/PROJECTED ACTIVITIES

Instructions for Completion

Date:

Sponsors of courses are to indicate the date(s) of each course. Sponsors of instructional media are to indicate the date(s) of production of each activity.

Location/Facility:

This column is to be completed only by applicant sponsors of courses.

Type of Audience:

All sponsors are to use the following abbreviations:

- P - podiatric physicians; N - nonpodiatric physicians; H - allied health professionals; PA - podiatric assistants; O - others.

Educational Methods:

Sponsors of courses are to use the following abbreviations:

- L - lecture; PD - panel discussion; DG - discussion group; Q - question-answer periods; P - patient clinic; La - laboratory participation; C - case review and presentation; De - demonstration; G - grand rounds; AV - audiovisual materials; PS - problem-solving exercises; IS - individualized/independent study programs; O - other.

Sponsors of instructional media are to specify the type of instruction and the format in which it is delivered (e.g., lecture - on audiotape, article - in journal). The above abbreviations may be used when appropriate.

Continuing Education Contact Hours:

Please refer to CPME 720, pages 10-11, prior to competing this column.

NOTE: If an activity was canceled, include it in the list but identify it as having been canceled.
SECTION II: CURRENT/PROJECTED ACTIVITIES

For the 12-month period beginning ________________ and ending_________________

1. Before completing this chart, refer to the instructions on page 8 of the application. Additional copies of this chart may be made as needed.

<table>
<thead>
<tr>
<th>Activity Title</th>
<th>Date</th>
<th>Location/Facility</th>
<th>Type of Audience</th>
<th>Number of Participants</th>
<th>Number of Faculty</th>
<th>Educational Methods</th>
<th>Continuing Education Contact Hours</th>
<th>Tuition</th>
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SECTION II: CURRENT/PROJECTED ACTIVITIES (CONTINUED)

2. List the titles of all current and/or projected activities that were funded in part or in full by commercial sources. **For each activity, identify each of the following:** a) the name of the commercial source, b) the amount of funding provided, c) the percentage of the total activity budget that the funding represented, and d) the use(s) to which the funding was put (requirements 8.1-8.14).

<table>
<thead>
<tr>
<th>Activity title:</th>
<th>Name of commercial source</th>
<th>Amount of funding</th>
<th>% of budget</th>
<th>Use(s) of funds</th>
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Additional copies of this section may be made as needed.
SECTION III: ATTACHMENTS REQUIRED OF ALL SPONSORS

1. The mission statement developed by the sponsor relative to its program of continuing education (requirement 1.1).

2. Brochure(s)/publicity for all activities offered during the last 6 months and/or planned for future activities (requirement 11.1; related requirements include 3.1, 6.1, 6.2, 8.4, 8.12, 10.4, 11.2, 11.4).

3. Documents that demonstrate the method(s) used to determine needs and interests of prospective participants for recent continuing education activities (requirements 2.1 and 2.2).

4. Written statement of the overall needs and interests identified by recent needs assessment process(es) (requirement 2.3).

5. Detailed objectives for continuing education activities offered during the last 6 months and/or planned for future activities. Wherever possible, include the objectives that resulted from the needs assessment process(es) documented in this application (requirement 3.1). (If the sponsor will offer both courses and instructional media, separate objectives must be provided for each.)

6. Blank copies of evaluation forms that allow participants to provide feedback assessing the effectiveness of recent activities (requirement 5.1).

7. Written agreement(s) with each commercial source of funding for the past 6 months and those that have been drafted or completed for future activities (requirements 8.1 - 8.14; if not applicable, indicate “N/A”).

8. Information form(s)/contract(s) indicating commercial relationships/conflicts of interest for potential faculty (requirement 8.4; if not applicable, indicate “N/A”).

9. List of all permanent administrative staff (professional and support staff) responsible for continuing education, including academic degrees (requirements 9.1, 9.6).

10. List of the members of the advisory/education committee, including academic degrees. Indicate the name of the chair of the committee. For each committee member, indicate the number of years on the committee (requirement 9.5).

11. Copies of affiliation agreements for all completed activities for which the sponsor acted as an affiliate sponsor (i.e., extending its approval to another entity) within the past 6 months and/or that are planned for future activities (requirement 9.7; if not applicable, indicate “N/A”).

12. Nondiscrimination policy of the sponsor relative to continuing education (requirement 9.8).
SECTION III: ATTACHMENTS REQUIRED OF ALL SPONSORS (CONTINUED)

13. Final hourly schedules for all activities offered during the last 6 months and/or planned for future activities, if not included in the brochure(s)/publicity (requirements 1.1, 11.4).

14. Sample activity roster that identified the name of the organization, the name of the activity, and the number of contact hours (requirement 11.5).

15. Sample certificate/record of attendance that is or will be provided to individuals who successfully complete the activity (requirement 11.6).

16. Completed copy of the following pages of the application:
   - Page 1, General Information
   - Page 5, Administrative Structure and Responsibilities
   - Page 6, Patient Protection
   - Pages 9-10, Section II: Current/Projected Activities

SECTION IV: ATTACHMENTS REQUIRED OF SPONSORS OF INSTRUCTIONAL MEDIA ONLY

1. A representative activity in its entirety, including objectives, brochure, content-oriented examination, examination key, and all related instructional materials.

2. For media that are primarily audio and/or visual in nature, sample(s) of written materials that serve to summarize, further explain, or clarify the information provided in the audio and/or visual materials.

3. Completed copy of page 7 of the application (item 13 for applicant sponsors of instructional media).