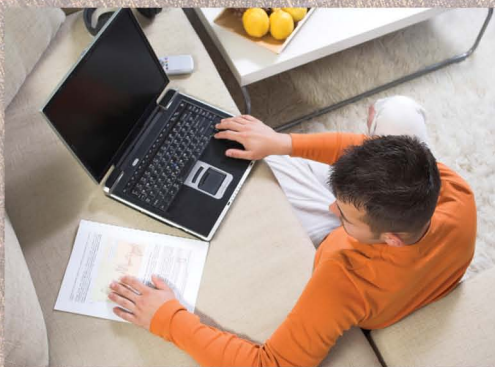




American Board for Certification  
in Orthotics, Prosthetics & Pedorthics, Inc.

# THE GUIDE TO MAINTAINING YOUR CERTIFICATION

SETTING THE STANDARD FOR CERTIFICATION  
AND ACCREDITATION SINCE 1948





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**Congratulations** on attaining certification from the organization with the highest standards in the profession! You are now among an elite group of individuals who have met the rigorous demands of education, training, and demonstrated competency set by the American Board for Certification in Orthotics, Prosthetics and Pedorthics, Inc. (ABC). ABC is the leading nationally and internationally recognized standard setting organization in the profession. ABC encourages you to maintain your certification and requires that you meet the three following requirements in order to do so:

- Adhere to the *Code of Professional Responsibility*
- Participate in the Mandatory Continuing Education program
- Pay an annual fee

## Professional Conduct

As an ABC certified individual you are required to abide by the *Code of Professional Responsibility* in order to maintain your certification. The *Code* was adopted to ensure acceptable standards of moral and professional conduct. Certified individuals must abide by the rules and policies of the board and must otherwise conduct themselves in a manner that brings credit to the profession. If necessary, you must expose any incidences of illegal, improper and/or unethical conduct of others that can assist the board in maintaining the standards of the profession. A copy of this document is provided to you in your initial certification packet and is also available on the ABC website ([www.abcop.org](http://www.abcop.org)).

## Mandatory Continuing Education

ABC requires that you maintain your certification through appropriate learning activities relevant to your ABC credential. Although ABC will acknowledge content outside of your scope of practice, **you are required to earn the majority of your continuing education credits on content specifically related to your ABC certification.** Each discipline has a specific credit requirement within a 5-year cycle that you will find later in this publication.

Effective continuing education maintains and improves the competency of the healthcare provider and the delivery of patient services. Technological and scientific advancements make it impossible for today's orthotic, prosthetic, and pedorthic professional to

accept the idea that the competency that you demonstrated when entering the profession will serve you throughout your career.

Continuing education programs will only be considered valid by ABC if they contain the professions' generally recognized and accepted body of knowledge and skills (as they pertain to the basic sciences), the discipline of clinical orthotics, prosthetics and pedorthics and the public healthcare provision. Other valid programs may include those that provide cutting edge scientific information that is at the forefront of research in the orthotic, prosthetic, and pedorthic professions.

ABC's continuing education definition and rules are purposely broad in scope so that you may undertake continuing education activities that are most relevant to your professional responsibilities. As such, all continuing education opportunities submitted for credit must comply with this definition.

Credits are awarded at the rate of one credit per hour (60 minutes) of an instructive presentation or demonstration and one half (.5) credit per hour for certain hands-on or laboratory work (e.g. casting).

## Annual Renewal Fees

Certified individuals must pay annual renewal fees to maintain their certification with ABC. Annual renewal notices are mailed in mid-September and are due December 1 each year. Newly certified professionals will receive a prorated invoice for the first year's certification fee.

# Educational Program Approval

Since ABC grants credentialing in the disciplines of orthotics, prosthetics, pedorthics, and mastectomy, only educational programs specifically related to the practice of those disciplines will be granted continuing education credits.

- ✦ **Scientific** credits are awarded to activities that are clinically or technically based
- ✦ **Business** credits are awarded to activities designed to improve various aspects of facility management

In order to help you identify appropriate and applicable continuing education opportunities, ABC's Continuing Education Committee created Category I and Category II credit designations.

## Category I Credits

Category I continuing education opportunities are generally sponsor-based programs (seminars or conferences) that have been pre-approved by ABC for **relevance to your specific credential**. The programs must have qualified presenters or instructors and provide clear and concise learning outcomes. **Only program sponsors can apply for credit for this category**. In addition to satisfying the above requirements and those outlined in the *Policies and Procedures for Sponsors of Continuing Education Programs*, sponsors are responsible for providing attendance verification through daily morning and afternoon sign-in sheets. This ensures that you receive the appropriate credits for your attendance. If you fail to sign in for any portion of the program, you will forfeit the credits for that session.

Category I continuing education credits can also be granted for distance learning opportunities such as self-study, audio-visual and/or computer based courses. In order to receive credits for distance

learning programs, you must successfully complete an exam or test administered and graded/evaluated by the sponsoring group. Once the course sponsor has confirmed that you have successfully completed the course and exam, they will forward this information to ABC. **You can only receive credit once for a distance learning course**. Credits for distance learning opportunities are only entered on a periodic basis. Those dates are **February 28, May 31, August 31, November 30, and December 31**.

## Category II Credits

Category II continuing education opportunities are generally independent, unsupervised activities and while relevant to the profession, **may or may not be specifically relevant to your credential**. For courses that have been pre-approved by ABC as Category I for other disciplines, you only need to sign in on the sheets that will be submitted to ABC. Credits will be applied appropriately under Category II. For courses that have not been pre-approved, you can apply for these credits using the Category II application included in the back of this publication.

Category II recognizes the educational value of a wide variety of independent learning activities and provides you the opportunity to participate in self-directed continuing education. You can develop a personal education program, determine specific educational objectives and select the learning activities most effective to reach these objectives. These learning activities can include literature research, reading, and other forms of independent study. The maximum number of Category II credits allowable toward the renewal of your credential can be found in the discipline specific section of this publication.

Activities related to doing your job are not eligible for continuing education credits (e.g. Residency Site Director, Medical Team Affiliation, etc.). Submissions must demonstrate how you benefited on an educational level in order to receive credits.

# Additional Category II Opportunities

## College Courses

Credits for college courses require prior approval from ABC and are based on the relevance to the profession. You must receive a passing grade in order to be awarded credits. Upon completion of the course, an official transcript from the institution must be submitted. The number of credits awarded will correspond to the number of college credits earned. This applies to both graduate and undergraduate courses.

Teaching college level courses can earn you one credit per semester credit, one-third credit per trimester credit, and one-quarter credit per quarter credit.

## Allied Health or Medical Seminars

In the event that a sponsor does not apply for Category I credits for a particular program or activity, you can still receive credits by providing ABC with a detailed course program or brochure, indicating lecture titles, names and qualifications of the presenters, the duration of each session for evaluation. If you are considering attending an allied health or medical program, you can request that ABC evaluate the program before you attend in order to determine the number, if any, of Category II credits you could earn.

## Lectures

If you are a lecturer or presenter at a Category I approved seminar or conference, you will receive 2 credits for each hour of presentation. For presentations made at non-Category I approved seminars or conferences, you will receive 1 credit per hour of presentation. If you are presenting an update from a recognized allied health care organization (ABC, AOPA, AAOP, ISPO, etc.), you will receive one-half credit per hour of presentation. Lecturers cannot sign-in for their own courses and be awarded attendee credits. For this activity to be eligible for credits, you

must demonstrate how preparing for the lecture or presentation was educational and furthered your competence as a healthcare provider. A maximum of 4 credits per year can be earned for this activity.

## Teaching Clinics

You can receive one-quarter credit for each hour that you attend a hospital teaching clinic. The sponsor or coordinator must provide written verification of your attendance to be submitted with your application. Credits can only be earned for this activity as a student, not as a lecturer or for providing patient care. A maximum of 3 credits per year can be earned for this activity.

## Published Articles

You will receive one credit for each full page of text, excluding references, appendices, etc. for a published article. Your article must be published in an accepted reference journal, but is not limited to orthotic, prosthetic, or pedorthic publications. A copy of the published text must accompany your request for credits. A maximum of 5 credits can be earned per year for this activity.

## In-Service Lectures

You can receive in-service credit if a certified individual provides you with a summary of information they attained at a course or meeting. The event must be documented and verified by the certified individual.

## Humanitarian Work

You can receive recognition for your humanitarian work either in the United States or abroad. In order to apply for credits, you must document your clinical, educational or technical involvement. In order to earn credits for this type of activity, you must provide ABC with a copy of your itinerary, a letter from the sponsor, and a trip report. One credit is awarded for eight hours of humanitarian work with a maximum of 5 credits per year.

## Exhibit Hall Credits

You can earn credits for exhibit hall attendance if the meeting or conference has been approved for Category I credits and there are a minimum of 15 exhibitors. Exhibit hall attendance at a large annual meeting (over 100 exhibitors) will earn you 3 credits, medium meetings (between 50–100 exhibitors) will earn you 2 credits, and small meetings (between 15–49) will earn you 1 credit.

In order to receive these credits, you must submit a Category II Exhibit Hall Attendance Application. You are limited to 3 Category II Exhibit Hall Attendance credits per year. A form is available at the ABC booth wherever we are exhibiting and is available on the ABC website at all times.

## Product Demonstrations

If you participate in a product demonstration by a manufacturer representative, you are eligible to receive one credit per hour. The company representative must provide you with a document verifying the date, location, and duration of the event. This document must be submitted to ABC along with your Category II Application. A maximum of 2 credits can be earned per year for product demonstrations by an in-house vendor.

## Guidelines for Earning Credits

- Your certification is time-limited and expires every five years. You must earn the minimum number of required credits for your discipline to maintain your certification.
- Only credits obtained after your official ABC certification date will be counted toward satisfying the continuing education requirement in your discipline(s). You are not certified as of the date of your exam. Certification dates are set once all of the exam paperwork has been processed and approved. Your certification and expiration dates can be found on your certificate.

- You can earn all of your credits in one year or over the course of the full five years.
- Credits earned in your 5-year cycle that exceed the minimum amount required cannot be applied toward future continuing education cycles.
- You may not attend the same course more than once a year or more than twice during your 5-year cycle and receive multiple credits. If you wish to receive credit for attending a course more than twice in a 5-year cycle, you can appeal to ABC for approval.
- Activities related to organizational responsibilities such as serving on boards, committees, or councils are not eligible for continuing education credits.
- Failure to satisfy your continuing education requirements within the 5-year cycle will result in suspension. You will be subject to penalty credits in addition to earning the deficient credits within the following calendar year.

## Applying for Credits

### Category I

Only program sponsors can submit applications for Category I credits. You are encouraged to confirm with ABC whether Category I credits have been granted for your credential by checking online at [www.abcop.org](http://www.abcop.org) or by contacting the sponsor directly.

Sponsors are required to submit proof of attendance to ABC at the conclusion of their course or program. Once we receive the program sign-in sheets, we automatically post the credits directly to your continuing education record. Sponsors have up to 30 days to submit the sign-in sheets to ABC. Processing is usually complete within another 1-2 weeks after the information is received by ABC.

For programs containing both morning and afternoon sessions, credits are awarded per session. It is your responsibility to sign both the morning and afternoon sign-in sheets to ensure that you receive the maximum credits available for the program.

## Category II

For programs that have not been pre-approved for Category I credits, you may submit on your own behalf through Category II. Requests must be submitted on the Category II Application and must include all required documentation. All documentation must include your name and certification number at the top of each page. Incomplete applications will not be processed.

Documentation must include:

- A copy of the detailed program, brochure, or agenda indicating the session titles, names, and qualifications of the speakers and the duration of each session.
- Proof of attendance—either a certificate of attendance, a cancelled check, or receipt of your registration payment, or a letter of verification from the sponsor.
- Completion of the Program Evaluation section on the Category II Application.

Category II applications must be sent to ABC within 60 days of completion of the continuing education program or activity. Applications that exceed the 60-day time period may not be considered. A Category II Application is included at the end of this publication and is also available on the ABC website.

ABC does not send individual verification of approval for each Category II Application. Please review your continuing education statement online to verify that your credits have been processed. This can be done by logging on to your account at [www.abcop.org](http://www.abcop.org) with your user name and password. Processing can take between 4-6 weeks.

## Mandatory Continuing Education (MCE) Statements

To help you track the continuing education credits required to maintain your certification, ABC monitors the ongoing accrual of credits that have been submitted and issues MCE Statements indicating the status of the credits you have earned semi-annually. This statement summarizes your continuing education activity during your current 5-year MCE cycle. This information is also accessible online from the ABC website. You must be current with your annual fees and in good standing to access this information.

It is your responsibility to verify the accuracy of your MCE Statement and monitor your progress toward completing the required credits.

If an omission has been made, you have two years from the course date to notify ABC in writing. You must include the name of the sponsor, course title, date, and location.

ABC reserves the right to remove credits that have been awarded in error. ABC is not obligated to honor credits that appear on an MCE Statement in error.

## Failure to Satisfy the Mandatory Continuing Education Requirements

Failure to comply with the mandatory continuing education requirements by the end of your 5-year MCE cycle will result in suspension for up to one year. During suspension, you are not permitted to use your certification title and number, you will not receive any complimentary publications, nor will you be included in the ABC online directory.

Failure to maintain your certification may also have a serious effect on your facility's accreditation. Only individuals with an active certification can provide direct patient care and/or supervise others in the provision of care. While on suspension, another appropriately certified individual in good standing must sign off on your patient records.

ABC will send you notification of the deficient credits and the impending suspension via certified letter. ABC imposes discipline specific penalty credits if you fail to meet the minimum credit requirements during your 5-year MCE cycle. These penalty credits are added to the number of credits you are delinquent and the total must be satisfied before suspension will be lifted. You must inform ABC via certified letter within 30 days of your delinquency notification that you intend to earn the deficient and penalty credits within one calendar year. Failure to do so may result in immediate revocation of your certification.

Please refer to your discipline specific credit requirements to determine the number of penalty credits that will be applied. The subsequent 5-year MCE cycle will commence as scheduled, shortening the subsequent cycle by the amount of time it takes you to satisfy the credits. The deficient and penalty credits you earn while on suspension will not be applied to your next 5-year cycle.

## Reinstatement of Credential

Once you've satisfied both the penalty and deficient credits, you must remit all delinquent and current year's annual renewal fees in order to regain all rights and benefits to your ABC certification title and number. Subscriptions to the complimentary publications will be renewed as well. You will receive a letter acknowledging your reinstatement along with a new time-limited certificate.

## Revocation of Credential

In accordance with ABC's general policies regarding reinstatement, failure to be reinstated during the one-year suspension period will result in revocation of the delinquent certification. Notice of your revocation may be published in the *O&P Almanac* and provided to third party payers.

## Reapplication

If your credential is revoked, you may reapply and become recertified upon successful completion of the appropriate re-entry examination(s). The educational and experiential requirements at the time of reapplication will be waived. Once recertified, you will be provided with a new certification number, certification date, and MCE expiration date.

# Leave of Absence Policy

A request for a leave of absence from the profession for not more than two years can be approved by the Continuing Education Committee according to the following criteria:

- A leave of absence will not be granted for more than two years. If you wish to recertify after a leave of absence of more than two years, you must fulfill the ABC reinstatement requirements in effect at the time you return to direct patient care activities.
- During the leave of absence, you may not use your credential for the purpose of direct patient care or facility management. If you are found to be using your credential for either of these purposes, you will be subject to disciplinary action as set forth by the *Code of Professional Responsibility*.
- You must continue to pay annual renewal fees. Your name will appear in the online directory with the modifier (L) designating that you are on a leave of absence.
- Your 5-year MCE cycle will be extended by the equivalent length of time that you are on leave of absence.

It is your responsibility to notify ABC that you wish to reactivate your credential *before* the two years has expired.

# Emeritus Status

Emeritus is an inactive/retired status reserved only for those Certified Orthotists and/or Prosthetists who satisfy all of these requirements:

- Have officially retired from patient care and are not engaged in any employment arrangement using the ABC credential.
- Have been credentialed by ABC for at least 25 years.
- Are at least 55 years of age or are prevented by reasons of health from continuing to practice.
- Are in good standing at the time of application.

Individuals granted Emeritus status are not permitted to use the ABC credential for purposes of patient care that would result in professional remuneration or which would be used for the financial and business benefit of an orthotic or prosthetic facility. You may continue to use your credential designated with the modifier (E) following your credential in circumstances where you are providing patient care for a humanitarian purpose or on a charitable basis.

If you have been granted Emeritus status, the annual renewal fee is waived. You may retain your original certificate but you are not actively credentialed with ABC. A new certificate verifying your Emeritus status will be issued. You will continue to receive a complimentary subscription to the *O&P Almanac* and *Mark of Merit* newsletter.

# Retired Status

Retired status is granted to those individuals who have retired from practice and are not eligible for Emeritus status. The use of the retired credential is prohibited for purposes of professional remuneration or which would be used for the financial and business benefit of an orthotic, prosthetic, or pedorthic facility. You may continue to use your credential designated with an (RET) in circumstances in which you are providing patient care for a humanitarian purpose or on a charitable basis. Retired individuals are not listed in the online directory, do not receive the complimentary publications, and do not pay an annual renewal fee.

# Reinstatement Policies

## Past-Due Individuals

If you do not renew your certification in any given year you will no longer possess the credential and are not permitted to use the ABC credential or logo. Only credential holders in good standing will receive the *O&P Almanac*, *Mark of Merit* newsletter, and be listed in the ABC online directory.

Past-Due individuals are subject to the following policy on reinstatement:

- If you have not renewed your credential for a period of one to two years, you may reinstate your original certification by submitting the current year and all past year renewal fees. Please note all fees submitted will be applied to the oldest balance due.

- If you have not renewed your credential for a period of more than two years, you may reinstate your certification only by taking and passing the appropriate re-entry examination(s) in addition to paying the current renewal fees. However, you will not need to meet the current educational and experiential requirements. The prevailing fees and available schedule date for examinations will apply.

Upon passing the exam(s), you will receive a new certification number, certification date, and MCE expiration date.

## Retired or Emeritus Individuals

If you have been granted Retired or Emeritus status and wish to reinstate your credential, you are subject to the following policies for reinstatement:

- To return to active practice before two years, you can send a letter of request to ABC. All previous and current renewal fees must be paid at the time of reinstatement.
- To return to active practice after two or more years, you must take and pass the appropriate re-entry examination(s) and pay current renewal fees. However, you will not need to meet the current educational and experiential requirements. The prevailing fees and available schedule date for examinations will apply.

Upon passing the exam(s), you will receive a new certification number, certification date, and MCE expiration date.

# Certified Orthotist / Prosthetist Continuing Education Requirements

## Single Discipline Orthotist or Prosthetist—CO or CP

- A total of 75 credits must be earned during the 5-year cycle.
- A minimum of 50 credits must be Category I Scientific.
- A maximum of 25 credits may be Business and/or Category II Scientific.
- Business credits can be earned in either Category I or II, but **do not** count toward satisfying the 50 Category I Scientific credits.

## Dual Discipline Orthotist Prosthetist—CPO

- A total of 100 credits must be earned during the 5-year cycle.
- A minimum of 75 credits must be Category I Scientific.
- A maximum of 25 credits may be Business and/or Category II Scientific.
- Business credits can be earned in either Category I or II, but **do not** count toward satisfying the 75 Category I Scientific credits.
- When extending your credential from CO or CP to CPO, the certification date of your most recent credential will determine your 5-year continuing education cycle. For example, if your orthotic certification was awarded in 2006 and your prosthetic certification was awarded in 2009, the effective date for your 5-year cycle will be 2009.

## Failure to Satisfy MCE

Certified Orthotists and/or Prosthetists who fail to satisfy the continuing education requirement within the 5-year cycle are required to complete 30 penalty credits in addition to the number of credits they are deficient. These credits must be earned within the following calendar year. Of the 30 penalty credits, a minimum of 20 must be Category I Scientific.

# Certified Pedorthist Continuing Education Requirements

- A total of 55 credits must be earned during the 5-year cycle.
- A minimum of 35 credits must be Category I Scientific.
- A maximum of 20 credits may be Business and/or Category II Scientific.
- Business credits can be earned in either Category I or II, but **do not** count toward satisfying the 35 Category I Scientific credits.

## Failure to Satisfy MCE

Certified Pedorthists who fail to satisfy the continuing education requirement within the 5-year cycle will be required to complete 16 penalty credits in addition to the number of credits they are deficient. These credits must be earned within the following calendar year. Of the 16 penalty credits, a minimum of 10 must be Category I Scientific.

# Certified Assistant Continuing Education Requirements

## Single Discipline Assistants—COA or CPA

- A total of 50 credits must be earned during the 5-year cycle.
- A minimum of 30 credits must be Category I Scientific.
- A maximum of 20 credits may be Business and/or Category II Scientific.
- Business credits can be earned in either Category I or II, but **do not** count toward satisfying the 30 Category I Scientific credits.

## Dual Discipline Assistants—CPOA

- A total of 65 credits must be earned during the 5-year cycle.
- A minimum of 45 credits must be Category I Scientific.
- A maximum of 20 credits may be Business and/or Category II Scientific.
- Business credits can be earned in either Category I or II, but **do not** count toward satisfying the 45 Category I Scientific credits.

## Failure to Satisfy MCE

Certified Assistants who fail to satisfy the continuing education requirement within the 5-year cycle will be required to complete 15 penalty credits in addition to the number of credits they are deficient. These credits must be earned within the following calendar year. Of the 15 penalty credits, a minimum of 10 must be Category I Scientific.

# Certified Technician Continuing Education Requirements

## Single Discipline Technicians—CTO or CTP

- A total of 30 credits must be earned during the 5-year cycle.
- A minimum of 20 credits must be Category I Scientific.
- A maximum of 10 credits may be Business and/or Category II Scientific.
- Business credits can be earned in either Category I or II, but **do not** count toward satisfying the 30 Category I Scientific credits.

## Dual Discipline Technicians—CTPO

- A total of 40 credits must be earned during the 5-year cycle.
- A minimum of 30 credits must be Category I Scientific.
- A maximum of 10 credits may be Business and/or Category II Scientific.
- Business credits can be earned in either Category I or II, but **do not** count toward satisfying the 40 Category I Scientific credits.
- When extending your credential from CTO or CTP to CTPO, the certification date of your most recent credential will determine your 5-year continuing education cycle. For example, if your orthotic certification was awarded in 2006 and your prosthetic certification was awarded in 2009, the effective date for your 5-year cycle will be 2009.

## Failure to Satisfy MCE

Certified Technicians who fail to satisfy the continuing education requirement within the 5-year cycle will be required to complete 10 penalty credits in addition to the number of credits they are deficient. These credits must be earned within the following calendar year. Of the 10 penalty credits, a minimum of 7 must be Category I Scientific.

# Certified Fitter Continuing Education Requirements

## Orthotic Fitters—CFo

- A total of 50 credits must be earned during the 5-year cycle.
- A minimum of 34 credits must be Category I Scientific.
- A maximum of 16 credits may be Business and/or Category II Scientific.
- Business credits can be earned in either Category I or II, but **do not** count toward satisfying the 34 Category I Scientific credits.

## Mastectomy Fitters—CFm

- A total of 10 credits must be earned during the 5-year cycle in either Category I or Category II.
- A maximum of 2 credits may be Business.

## Orthotic-Mastectomy Fitters—CFom

- A total of 60 credits must be earned during the 5-year cycle.
- A minimum of 40 credits must be Category I Scientific.
- A maximum of 20 credits may be Business and/or Category II Scientific.

- Business credits can be earned in either Category I or II, but **do not** count toward satisfying the 40 Category I Scientific credits.
- When extending your credential from CFo or CFm to CFom, the certification date of your most recent credential will determine your 5-year continuing education cycle. For example, if your orthotic certification was awarded in 2006 and your mastectomy certification was awarded in 2009, the effective date for your 5-year cycle will be 2009.

## Therapeutic Shoe Fitters—CFts

- A total of 25 credits must be earned during the 5-year cycle.
- A minimum of 17 credits must be Category I Scientific.
- A maximum of 8 credits may be Business and/or Category II Scientific.
- Business credits can be earned in either Category I or II, but **do not** count toward satisfying the 17 Category I Scientific credits.

## Failure to Satisfy MCE

Certified Fitters who fail to satisfy the continuing education requirement within the 5-year cycle will be required to complete penalty credits in addition to the number of credits they are deficient. These credits must be earned within the following calendar year.

The penalty credits are as follows:

**Orthotic Fitter**—16 penalty credits, 10 of which must be Category I Scientific

**Mastectomy Fitter**—3 penalty credits, 2 of which must be Scientific

**Orthotic/Mastectomy Fitter**—19 penalty credits, 12 of which must be Category I Scientific

**Therapeutic Shoe Fitter**—7 penalty credits, 4 of which must be Category I Scientific

# Optimally Utilizing the ABC Website

The ABC website offers a wealth of resources. You can pay your annual fees, verify your continuing education credit history, update your contact information, apply for a new credential, apply for facility accreditation, stay up-to-date on ABC news and events, access information on state licensure, and access other information related to the orthotic, prosthetic, and pedorthic profession.

To access your personal account information from the ABC website, Log In from the Account Login box on the home page. Enter your 9-digit Login Master ID followed by the letter I (for Individual). Your Master ID can be found on the top left of your MCE Statement or annual invoice. Your password is your 4-digit year-of-birth.

To better assist you, ABC has made the following credit lists available to you for printing and review through the ABC website:

- **Mandatory Continuing Education**

**(MCE) statement.** This report will only show credits applicable to a specific MCE cycle (current MCE Effective Date through Expiration Date). If you maintain more than one credential, you need to select from the list of active credentials for which you would like to print an MCE statement.

- **Continuing Education Activities Report (CEAR statement).** This report allows you to enter a specific timeframe relevant to your personal needs. (i.e. documentation for license renewal, contract applications, ensuring hospital privileges, etc.)

The ABC website also offers a convenient resource for locating Category I approved continuing education opportunities. You have the option to select either Live Courses or Distance Learning opportunities. Only courses approved for Category I in your discipline will be displayed. If you opt to participate in a course that is relevant to an alternative discipline, you will be awarded Category II credits.

## Securing Your Professional Future

Maintaining your certification should be just as important to you as it is to ABC. Educational activities that are designed to maintain and develop the knowledge, skills, and professional relationships necessary for providing exemplary services for the public are at the forefront of these continuing education requirements.

Better-trained, better-educated and professionally engaged individuals provide superior patient care.

Maintaining your credential is your responsibility, but know that we are here to help you with any questions you may have about the process, professional discipline, continuing education, or your annual fee. Please do not hesitate to contact us at 703-836-7114 or [info@abcop.org](mailto:info@abcop.org).



# Category II Application Continuing Education Credits

**IMPORTANT:** Refer to the instruction on the reverse for completing this application. Category II applications may be mailed to the address on the reverse or faxed to 703-836-0838.

Name: \_\_\_\_\_

Certification number: \_\_\_\_\_

Five-year continuing education period – From (year): \_\_\_\_\_ to (year): \_\_\_\_\_

Indicate the Category II program/activity for which this application is being submitted:

- |   |   |
|---|---|
| <input type="checkbox"/> Business/Commercial program      | <input type="checkbox"/> Study Group          |
| <input type="checkbox"/> Medical or Allied Health program | <input type="checkbox"/> College Course       |
| <input type="checkbox"/> Published Article                | <input type="checkbox"/> Teaching             |
| <input type="checkbox"/> Independent Study                | <input type="checkbox"/> In-house Seminar     |
| <input type="checkbox"/> Unique Circumstances             | <input type="checkbox"/> Lecture presentation |
| <input type="checkbox"/> Humanitarian Work                | <input type="checkbox"/> Other                |
| <input type="checkbox"/> Teaching Clinic                  |   |

**DO NOT USE THIS FORM FOR EXHIBIT HALL ATTENDANCE CREDITS. PLEASE USE THE CATEGORY II EXHIBIT HALL APPLICATION.**

Indicate whether you were a:  Participant *or*  Speaker

Course/program title: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date(s) and Location: \_\_\_\_\_

## PROGRAM EVALUATION

In a paragraph, describe the knowledge you gained from your participation in this activity as it relates to orthotics, prosthetics, pedorthics, mastectomy or therapeutic shoes. Attach additional sheets if necessary.

## INSTRUCTIONS

- Applications must be legibly printed.
- You can apply for Category II credits courses or programs that were not previously submitted for course approval by the sponsor.
- Use a separate form for each activity submitted.
- Submit your application within 60 days of the completion of the course or other activity.
- The required documentation must be included with your application.

### REQUIRED DOCUMENTATION

#### **Business, Commercial, Medical, or Allied Health Programs**

Submit a copy of the detailed course program or brochure, indicating lecture titles, names and qualifications of the presenters, the duration of each session along with proof of attendance. A certificate of completion or attendance, or a receipt for payment of the registration fee represents proof of attendance.

#### **Teaching Clinics, Study Groups, In-house Seminars, Teaching, Presentations, etc.**

Include a letter from the program sponsor or coordinator confirming your attendance. This letter must indicate the duration of the program, the information presented and the qualifications of the presenters.

#### **College Courses**

Submit an official transcript from the institution you attended, a course outline and a brief description of the relevance to the profession.

Please refer to *The Guide to Maintaining Your Certification* for more detailed guidelines on applying for Category II credits.

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#### **Please read and sign the following:**

I have read and understand the policies and procedures governing the awarding of Category II continuing education credits as outlined in *The Guide to Maintaining Your Certification*. Further, I understand that incomplete or illegible applications will result in a processing delay or may cause this application to be ineligible for consideration.

Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

*Retain a copy of this application for your records.*

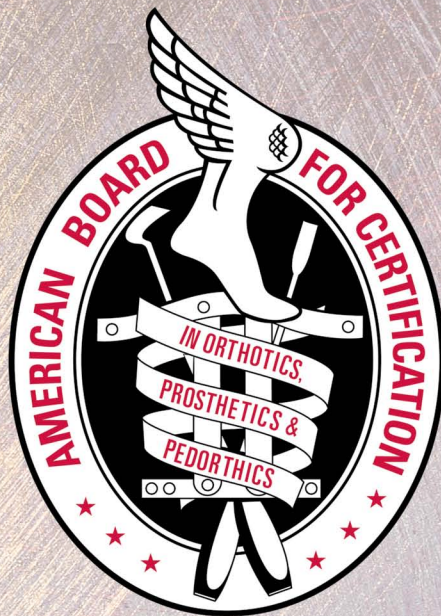
#### **MAIL TO:**

**American Board for Certification in Orthotics, Prosthetics and Pedorthics, Inc.**

Attn: Continuing Education Dept.  
330 John Carlyle St., Suite 210  
Alexandria, VA 22314

**Fax:** 703-836-0838





**American Board for Certification in  
Orthotics, Prosthetics and Pedorthics, Inc.**

**330 John Carlyle Street, Suite 210**

**Alexandria, VA 22314-5760**

**Phone: 703.836.7114**

**Fax: 703.836.0838**

**[www.abcop.org](http://www.abcop.org)**