



ABC Orthotic Fitter

Pre-Certification Course Application

APPLICATION SUBMISSION CRITERIA

ABC Orthotic Fitter Pre-Certification Course Approval Standards require all didactic course formats (classroom and distance learning) to be delivered in a manner that insures a base set of competencies in orthotic fitter knowledge and skills, required pathologies, required devices, as well as practice management and professional ethics are attained by the student.

The following items must be included in the submission material, divided as follows:

- | | |
|---------------------------------|---|
| ■ Course Name | ■ Multimedia Course Sections |
| ■ Company History | ■ Course Objectives |
| ■ Instructor Resumes | ■ Quizzes and Final Exam with Answer Keys |
| ■ Course Agenda | ■ Copy of Certification of Completion |
| ■ Course Curriculum by Sections | ■ Course Evaluation Form |

*ABC certified individuals participating in the course will be awarded **30 (Scientific) and 2 (Business) Category II credits.***

Company Name

Contact

Address

City

State

Zip

Phone

Fax

Email

Website

PROGRAM OBJECTIVES

Include a brief statement of the program’s overall education objectives and the competencies necessary for successful completion of this orthotic fitter pre-certification course (See the ABC Orthotic Fitter Pre-Certification Course Approval Standards for required pathologies, device list, distance learning delivery formats and guidelines for student assessment. Attach separate sheet with Program Objectives.)

Course Information – A minimum of 32 hours of instruction, with a minimum of 16 hours didactic and 16 hours in-person fitting lab.

- Didactic Program Length (*in hours*)_____
- Distance Learning Didactic Program Length (*in hours, if applicable*)_____
- In-Person Fitting Lab Program Length (*in hours*)_____

Number of courses administered per year _____
Maximum number of participants per course _____
Didactic program instructor(s) to student ratio _____
In-Person Fitting Lab program instructor(s) to student ratio _____
Course fee _____

Attach a complete list of all course dates and locations on a separate sheet along with a sample copy of the Certificate of Completion.

The instructor(s) must hold either a certified/licensed orthotist or certified/licensed orthotic fitter credential and be in good-standing with their credentialing board. Include a resume for each instructor with the application.

Instructor Information

Instructor Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Credential _____
Certification Number _____

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DIDACTIC PROGRAM DOCUMENTATION

In the table below, identify the instructor for each required didactic module. List the location of tabbed course sections in binder/booklet and PowerPoint presentation(s) and the length of each lecture.

COURSE SECTION	INSTRUCTOR	TAB/POWERPOINT LOCATION	LECTURE HOURS
Anatomy/Physiology			
Pathologies			
Biomechanics			
Patient Assessment			
Treatment Plan Materials/Equipment/ Tools			
Follow-Up Plan			
Practice Management			
Total Lecture Hours			

Student Assessment

The orthotic fitter didactic program requires the following assessments. Please provide copies of all quizzes, exams, answer keys and case study templates.

- Case studies (*Recommended for reinforcing treatment concepts.*)
- A quiz after 4 hours of lecture time.
- A graded quiz after 8 hours of lecture time.
- Final graded exam passed at conclusion of course. (*Open book tests are not allowed.*)

Lab Program Documentation

In the table below, identify the instructor of each required lab module. List the location of the tabbed course sections in the binder/booklet and PowerPoint presentation(s) and the length of each lab. (*Please refer to ABC Orthotic Fitter Pre-Certification Course Approval Standards Appendix C for required device list and recommended lab times.*)

LAB SECTION	INSTRUCTOR	TAB/POWERPOINT LOCATION	LECTURE HOURS
Cervical Spine			
Upper Extremity			
Spinal			
Lower Extremity Knee			
Lower Extremity Ankle/Foot			
Depth inlay Shoes			
Gradient Pressure Garments			
Total Lab Hours			

Student Assessments

The orthotic fitter lab program requires demonstration of proficient skill in the following tasks at the conclusion of the lab program:

- Proper use and function of devices
- Measurement of device
- Assembly of device
- Proper donning/doffing sequence

Courses with distance learning sections please complete the following:

Distance Learning Course Delivery (*Check all that apply*)

- Video Format (CD, DVD or streaming video with narration and course syllabus)
- Non-video format with narration (PowerPoint)
- PC
- Mac
- Linux

ABC Orthotic Fitter Pre-Certification Course Approval Standards require the course provider to provide the capability for live student/instructor interaction during normal business hours. Additionally, alternate sources of maintaining student/instructor communication channels must be provided.

Distance Learning Student Support (*Check all that apply*)

- Instant messaging
- Texting
- Email
- Conference call
- Web cam

Provide the online access code or instructions in order to review on-line distance learning course materials. _____

Your Application must be completed in its entirety and can be submitted electronically or included with two copies of the course material including didactic, lab and distance learning curriculum in a binder or booklet format.

Mail all materials to:

ABC
Attn: Fitter Education
330 John Carlyle St., Suite 210
Alexandria, VA 22314

For more information or questions about the application process, contact Heather Harris at hharris@abcop.org or 703-836-7114, ext. 227.

Allow 4 weeks for review and approval.

PAYMENT INFORMATION

Check – Check No. _____ Visa MasterCard AMEX Discover

Amount: \$100

Credit Card # _____

Expiration Date _____ CCV _____

Name on Card _____

Signature _____