To learn more about ABC and the programs and services we offer, visit ABCop.org or call 703.836.7114.

American Board for Certification in Orthotics, Prosthetics & Pedorthics
330 John Carlyle St., Suite 210
Alexandria, VA 22314
**FAQS**

If the course is live and then recorded as an e-learning course, do we need a separate application?

Yes. Each unique format/platform requires a separate application.

Once my course expires in two years, can I reapply for it to be renewed without changing the content?

Yes, approved courses can be renewed for two additional two-year cycles without changing the content. Simply submit an renewal application along with the application fee and an attestation that the course content has not changed. After two additional cycles (a total of 6 years), the course must be updated.

**How is credit awarded for conferences?**

As with any course, Category I credits are awarded based on the scope of practice for each discipline. For example, a session on prosthetics would only be applicable to a CPO/CP, but not a CPed, CO, CFo, etc. Business courses are applicable to all disciplines. When promoting credits awarded for a conference, please consider how many actual session hours are applicable to each discipline and communicate that information to your potential attendees.

---

**APPLYING FOR CREDITS**

Complete the fillable PDF application
Include the detailed agenda, speaker information, quiz (required for webinars and eLearning courses) and any documents that will aid in our review of the course
Send via secure fax – 703.842.8921
OR email mce@abcop.org

DO NOT INCLUDE CREDIT CARD INFO – call us with those details
OR mail to – ABC, Box 76100, Baltimore, MD 21275-6100
Apply at least 8 weeks prior to start of the class

Select only one course type on the application. Each delivery method has unique requirements and courses are not approved for multiple delivery formats.

**Webinars • On-line • live (synchronous) events**

All webinar sponsors are required to provide participants with a quiz at the conclusion – minimum of 10 questions per hour of content. Participants must earn a score of 80% or above to receive credit. Webinars are approved for two years and the application fee is $150 for a maximum of 10 sessions of the same course. Additional 10 session packs (the same course given 10 more times) is $150 and can be purchased anytime during the two-year approval period.

**eLearning courses • On-line and on-demand (asynchronous)**

All eLearning courses are required to provide participants with a quiz at the conclusion – minimum of 10 questions per hour of content. Participants must earn a score of 80% or above to receive credit. eLearning courses are approved for two years and the application fee is $150 per course.

**WHO EARNS CATEGORY I CREDITS?**

Certificants will earn Category I credits if the course content is directly applicable to their discipline based on their Scope of Practice. Courses will be approved for Category I credits if 50% of the content is relevant and within the scope of practice for the discipline for which you are applying. Other participants will receive Category II credits.

Course approval will be sent via email following our review of your application materials.

---

**REPORTING COURSE PARTICIPANTS**

Participant lists for both eLearning and live courses must be sent to us 30 days post event. We prefer an Excel spreadsheet however, you may also provide a Word document. All lists must be sent to mce@abcop.org and include the participants’ name, ABC credential number, course date and location (for live courses).

---

**Conferences • Education Fair • State/Regional Meetings**

Multi-session, multiple-day education events held yearly will be approved only for the specific dates you specify in a calendar year – application fee is $200

**Live courses**

Live courses are face-to-face meetings, demonstrations and seminars that are one-time events or the same course offered several times a year. One-time live events are approved only for a specific date and the application fee is $100.

A live course held multiple times per year will be approved for two years. The application fee is $150 for up to 10 sessions of the same course. Additional 10 session packs (the same course given 10 more times) are $150 and can be purchased anytime during the two-year approval period.

**Webinars & Live courses held multiple times**

Two years following application approval (past is not approved without changing content) $150 per course

Two years following application approval (can be renewed twice without changing content) $100 for first 10 sessions $150 additional 10 sessions of same course

---

**APPLYING FOR CREDITS**

Complete the fillable PDF application
Include the detailed agenda, speaker information, quiz (required for webinars and eLearning courses) and any documents that will aid in our review of the course
Send via secure fax – 703.842.8921
OR email mce@abcop.org

DO NOT INCLUDE CREDIT CARD INFO – call us with those details
OR mail to – ABC, Box 76100, Baltimore, MD 21275-6100
Apply at least 8 weeks prior to start of the class

Select only one course type on the application. Each delivery method has unique requirements and courses are not approved for multiple delivery formats.

**WHO EARNS CATEGORY I CREDITS?**

Certificants will earn Category I credits if the course content is directly applicable to their discipline based on their Scope of Practice. Courses will be approved for Category I credits if 50% of the content is relevant and within the scope of practice for the discipline for which you are applying. Other participants will receive Category II credits.

Course approval will be sent via email following our review of your application materials.
If the course is live and then recorded as an e-learning course, do we need a separate application? Yes. Each unique format/platform requires a separate application.

Once my course expires in two years, can I reapply for it to be renewed without changing the content? Yes, approved courses can be renewed for two additional two-year cycles without changing the content. Simply submit a renewal application along with the application fee and an attestation that the course content has not changed. After two additional cycles (a total of 6 years), the course must be updated.

How is credit awarded for conferences? As with any course, Category I credit is awarded based on the scope of practice for each discipline. For example, a session on prosthetics would only be applicable to a CPO/CP, but not a CPed, CO, CFo, etc. Business courses are applicable to all disciplines. When promoting credits awarded for a conference, please consider how many actual session hours are applicable to each discipline and communicate that information to your potential attendees.

Webinars • On-line • live (synchronous) events
All webinar sponsors are required to provide participants with a quiz at the conclusion – minimum of 10 questions per hour of content. Participants must earn a score of 80% or above to receive credit. Webinars are approved for two years and the application fee is $150 for a maximum of 10 sessions of the same course. Additional 10 session packs (the same course given 10 more times) is $150 and can be purchased anytime during the two-year approval period.

eLearning courses • On-line and on-demand (asynchronous)
All eLearning courses are required to provide participants with a quiz at the conclusion – minimum of 10 questions per hour of content. Participants must earn a score of 80% or above to receive credit. eLearning courses are approved for two years and the application fee is $150 per course.

WHO EARNS CATEGORY I CREDITS?
Certificants will earn Category I credits if the course content is directly applicable to their discipline based on their Scope of Practice. Courses will be approved for Category I credits if 50% of the content is relevant and within the scope of practice for the discipline for which you are applying. Other participants will receive Category II credits. Course approval will be sent via email following our review of your application materials.
**APPLYING FOR CREDITS**

- Complete the fillable PDF application
- Include the detailed agenda, speaker information, quiz (required for webinars and eLearning courses) and any documents that will aid in our review of the course
- Send via secure fax – 703.842.8921
- OR email mce@abcop.org
- DO NOT INCLUDE CREDIT CARD INFO – call us with those details
- OR mail to – ABC, Box 76100, Baltimore, MD 21275-6100
- Apply at least 8 weeks prior to start of the class

**Select only one course type on the application. Each delivery method has unique requirements and courses are not approved for multiple delivery formats.**

### Conferences - Education Fair - State/Regional Meetings

Multi-session, multiple-day education events held yearly will be approved only for the specific dates you specify in a calendar year – application fee is $200.

### Live courses

Live courses are face-to-face meetings, demonstrations and seminars that are one-time events or the same course offered several times a year. One-time live events are approved only for a specific date and the application fee is $100.

A live course held multiple times per year will be approved for two years. The application fee is $150 for up to 10 sessions of the same course. Additional 10 session packs (the same course given 10 more times) are $150 and can be purchased anytime during the two-year approval period.

### Webinars • On-line • live (synchronous) events

All webinar sponsors are required to provide participants with a quiz at the conclusion – minimum of 10 questions per hour of content. Participants must earn a score of 80% or above to receive credit. Webinars are approved for two years and the application fee is $150 for a maximum of 10 sessions of the same course. Additional 10 session packs (the same course given 10 more times) is $150 and can be purchased anytime during the two-year approval period.

### eLearning courses • On-line and on-demand (asynchronous)

All eLearning courses are required to provide participants with a quiz at the conclusion – minimum of 10 questions per hour of content. Participants must earn a score of 80% or above to receive credit. eLearning courses are approved for two years and the application fee is $150 per course.

### WHO EARNS CATEGORY I CREDITS?

Certificants will earn Category I credits if the course content is directly applicable to their discipline based on their Scope of Practice. Courses will be approved for Category I credits if 50% of the content is relevant and within the scope of practice for the discipline for which you are applying. Other participants will receive Category II credits.

Course approval will be sent via email following our review of your application materials.

### REPORTING COURSE PARTICIPANTS

Participant lists for both eLearning and live courses must be sent to us 30 days post event. We prefer an Excel spreadsheet however, you may also provide a Word document. All lists must be sent to mce@abcop.org and include the participants’ name, ABC credential number, course date and location (for live courses).

### FAQs

**If the course is live and then recorded as an e-learning course, do we need a separate application?**

Yes. Each unique format/platform requires a separate application.

**Once my course expires in two years, can I reapply for it to be renewed without changing the content?**

Yes, approved courses can be renewed for two additional two-year cycles without changing the content. Simply submit a renewal application along with the application fee and an attestation that the course content has not changed. After two additional cycles (a total of 6 years), the course must be updated.

**How is credit awarded for conferences?**

As with any course, Category I credit is awarded based on the scope of practice for each discipline. For example, a session on prosthetics would only be applicable to a CPO/CP, but not a CPed, CO, CFo, etc. Business courses are applicable to all disciplines. When promoting credits awarded for a conference, please consider how many actual session hours are applicable to each discipline and communicate that information to your potential attendees.

### Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Expiration Date</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conferences/Education Fair/ State/Regional Meetings</td>
<td>Calendar year - unique dates only</td>
<td>$200</td>
</tr>
<tr>
<td>One-time Event</td>
<td>Calendar year - unique dates only</td>
<td>$100</td>
</tr>
<tr>
<td>eLearning</td>
<td>Two years following application approval (for 10 consecutive hours without changing content)</td>
<td>$150 per course</td>
</tr>
<tr>
<td>Webinars &amp; Live courses held multiple times</td>
<td>Two years following application approval (for 10 consecutive hours without changing content)</td>
<td>$150 for first 10 sessions + $150 additional 10 sessions of same course</td>
</tr>
</tbody>
</table>

**WEBINARS • ON-LINE • LIVE (SYNCHRONOUS EVENTS)**

All webinar sponsors are required to provide participants with a quiz at the conclusion – minimum of 10 questions per hour of content. Participants must earn a score of 80% or above to receive credit. Webinars are approved for two years and the application fee is $150 for a maximum of 10 sessions of the same course. Additional 10 session packs (the same course given 10 more times) is $150 and can be purchased anytime during the two-year approval period.

**eLEARNING COURSES • ON-LINE AND ON-DEMAND (ASYNCHRONOUS)**

All eLearning courses are required to provide participants with a quiz at the conclusion – minimum of 10 questions per hour of content. Participants must earn a score of 80% or above to receive credit. eLearning courses are approved for two years and the application fee is $150 per course.

**WHO EARNS CATEGORY I CREDITS?**

Certificants will earn Category I credits if the course content is directly applicable to their discipline based on their Scope of Practice. Courses will be approved for Category I credits if 50% of the content is relevant and within the scope of practice for the discipline for which you are applying. Other participants will receive Category II credits.

Course approval will be sent via email following our review of your application materials.
To learn more about ABC and the programs and services we offer, visit ABCop.org or call 703.836.7114.

American Board for Certification in Orthotics, Prosthetics & Pedorthics
330 John Carlyle St., Suite 210
Alexandria, VA 22314
To learn more about ABC and the programs and services we offer, visit ABCop.org or call 703.836.7114.

American Board for Certification in Orthotics, Prosthetics & Pedorthics
330 John Carlyle St., Suite 210
Alexandria, VA  22314