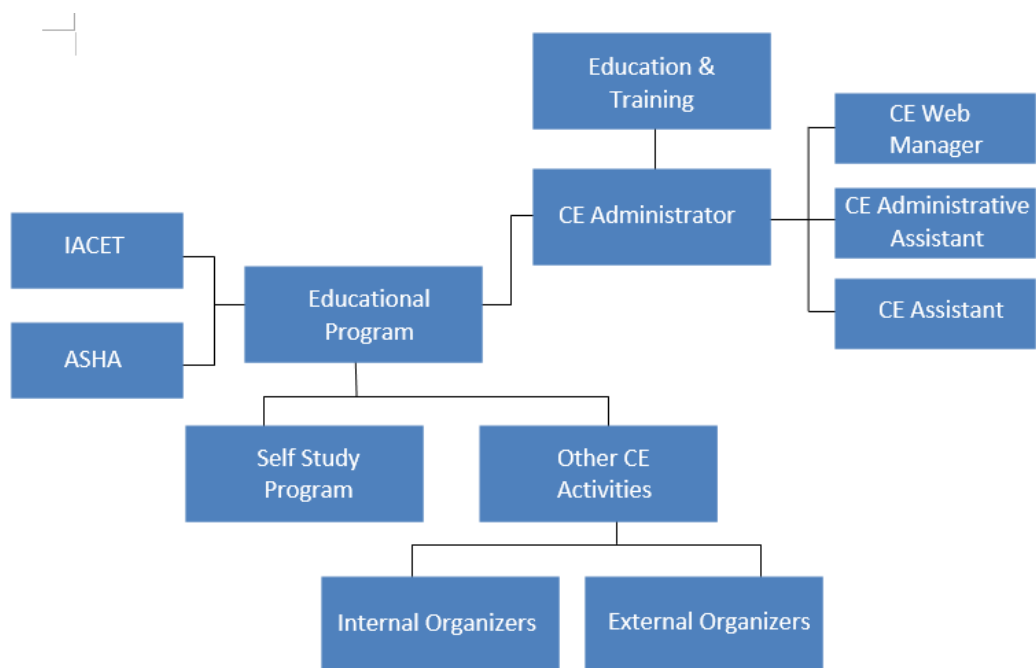# AAC Institute CE/T policies

Table of Contents

AAC Institute Educational Mission

The mission of the AAC Institute's Educational Activities is to offer high-caliber education to improve and increase a *gold standard* of service delivery in the field of augmentative and alternative communication (AAC) by all stakeholders, world-wide and at any level of their knowledge and skills. The content of our educational activities applies the components of evidence-based practice; research and clinical evidence and the personal values, beliefs and expectations of the individuals who use AAC and their families. We distinguish ourselves in the AAC field because our faculty works to make the learning experience: *innovative, interdisciplinary* and of direct *practical* importance.
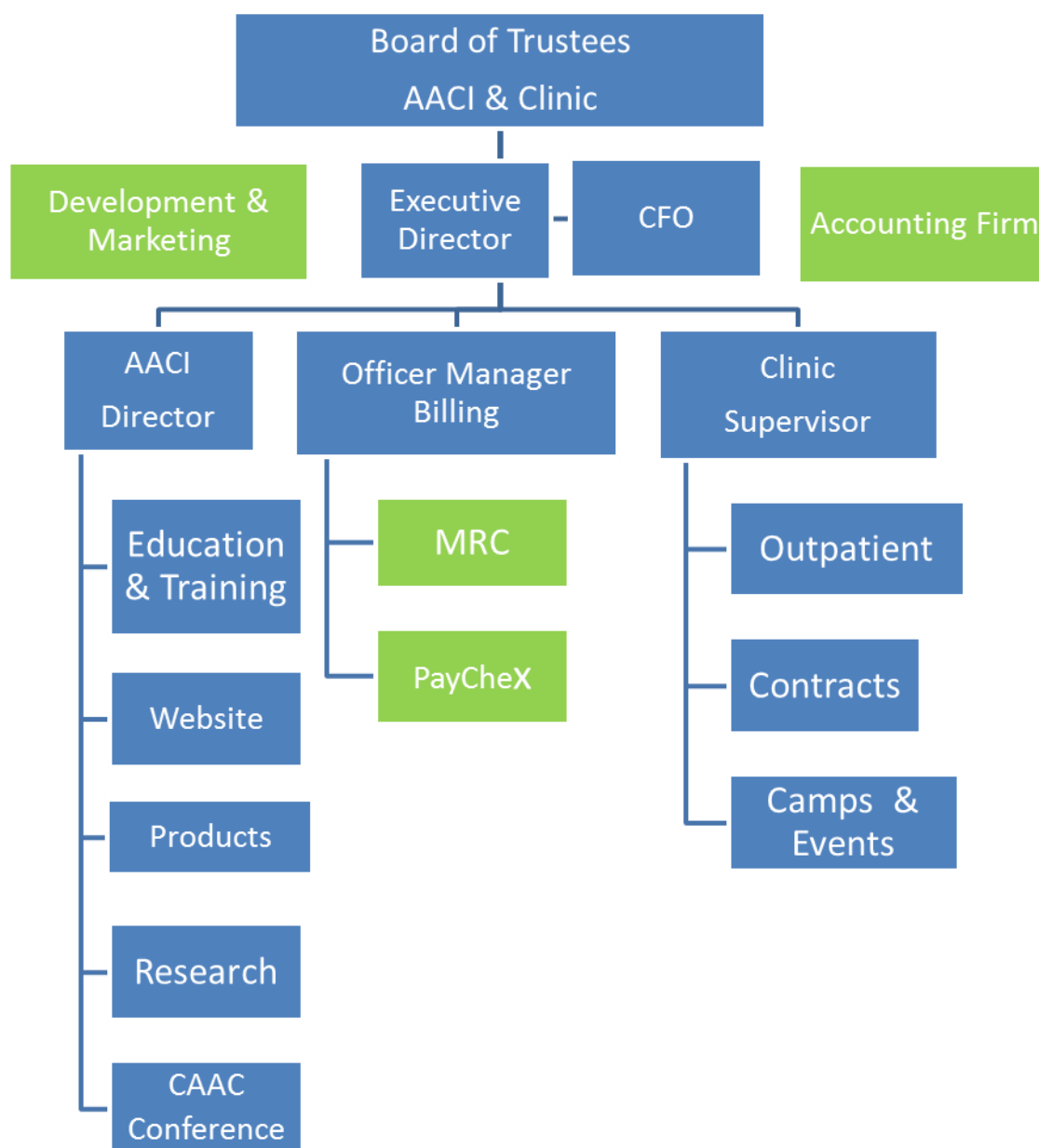
AAC Institute-Education and Training Program

```
                          ┌──────────────┐
                          │ Education &  │
                          │  Training    │
                          └──────┬───────┘
                                 │
                          ┌──────────────┐      ┌──────────────┐
                          │ CE           │──────│ CE Web       │
                          │ Administrator│      │ Manager      │
                          └──────┬───────┘      ├──────────────┤
                                 │              │ CE           │
┌──────────┐    ┌──────────────┐               │ Administrative│
│  IACET   │────│ Educational  │               │ Assistant    │
├──────────┤────│  Program     │               ├──────────────┤
│  ASHA    │    └──────┬───────┘               │ CE Assistant │
└──────────┘           │                       └──────────────┘
              ┌────────┴─────────┐
       ┌──────────────┐   ┌──────────────┐
       │ Self Study   │   │ Other CE     │
       │ Program      │   │ Activities   │
       └──────────────┘   └──────┬───────┘
                      ┌──────────┴──────────┐
               ┌──────────────┐   ┌──────────────┐
               │ Internal     │   │ External     │
               │ Organizers   │   │ Organizers   │
               └──────────────┘   └──────────────┘
```

AAC Institute (AACI) and ICAN™ Talk Clinic

Board of Trustees
AACI & Clinic

Development & Marketing

Executive Director — CFO

Accounting Firm

AACI Director

Officer Manager Billing

Clinic Supervisor

Education & Training

Website

Products

Research

CAAC Conference

MRC

PayCheX

Outpatient

Contracts

Camps & Events

AAC Security Policies

1. All new employees, vendors, and any other business associates must sign a HIPPA privacy notice during entrance meeting.

2. All AAC computers will be password protected and changed every 90 days.

3. All AAC computers will have Norton Anti Virus or comparable software.

4. All AAC administrators will back up their computers to a flash drive monthly and forward the flash drive to the Pittsburgh office. They will also back up their computers weekly.

5. The AAC website is protected with Wordpress. This is secured via logins. Plugins were designed to keep unwarranted access to a minimum.

POLICY

Conflicts of Interest (COI) and Disclosure Policy

Policy: Process to make transparent any real or perceived Conflicts of Interest (COI) related to educational activities and provision of disclosure by all educational event related planners, partners, reviewers and personnel.

Purpose: COI in continuing education arise when financial and/or nonfinancial considerations, relevant to the course content, compromise or have the potential to compromise professional judgment. The purpose of the policy is to ensure transparency in the planning, delivery and marketing of AAC Institute educational activities and the educational activities of our planners and partners. The COI and disclosure policy is in the spirit of maintaining the highest standard in educational services providing continuing education units (CEUs).

Responsibilities: All individuals involved in the planning, reviewing, and delivering of educational activities have a responsibility in helping to manage conflicts of interest in educational activities and providing the requested disclosure when required. The CE Administrator is responsible for maintaining a record of the disclosures of the planners, reviewers and educational personnel for each IACET or AAC Institute CEU activity or event. Every planner, reviewer and all educational personnel are responsible for signing the Disclosure form and all educational personnel are responsible for providing a verbal and written disclosure at the start of any educational activity. It is the responsibility of planners, reviewers and educational personnel to update disclosures with any changes to relevant financial and nonfinancial relationships related to content contributions they are making during the planning, delivery and marketing of an event.

Process/Procedures: The CE Administrator will send the required documentation to all invited or new planners, partners, and/or reviewers of AAC Institute educational activities. Event planners and/or committees will send required documentation to educational personnel invited to participate or submitting proposals under the guidance of the CE Administrator.

Reference: IACET standard 6.4 CE/T.

Related Documents: Refer to the PowerPoint Course on Transparency in course planning,

POLICY

Intellectual Property (IP) Rights and Copyrights

Policy: The AAC Institute holds the intellectual property (IP) rights and copyrights to any original educational materials created by authors, trainers, and educational personnel for AAC Institute Self-Study Program courses, chapters, books, training materials, presentations, intervention materials and programs in any written, electronic or software application formats unless the product was previously identified IP or the individual has a previous copyright on the material.

Purpose: To protect the IP and copyrights of all individuals involved in the planning, development, creation and delivery of AAC Institute educational activity products. AAC Institute respects the IP and copyright ownership of our educational personnel, since many are respected contributors in their fields of expertise and have author previous works considered IP and/or copyrighted. However, AAC Institute also wants to protect our ownership of educational products, especially those products that represent IP, copyrights, and trademarks.

Responsibilities: The individual in charge of inviting and organizing educational activities that will include IP and copyrights use in an AAC Institute educational product is responsible for informing the invited and/or accepted educational personnel of this IP rights and copyrights policy. In addition, the AAC Institute is responsible for obtaining a signed IP rights and copyrights agreement from authors, trainers, and educational personnel who are developing Self-Study Program courses, chapters, books, training materials, presentations, intervention materials and programs in any written, electronic or software formats as a product for the AAC Institute. Any and all individuals invited to create educational products will be responsible for signing the IP rights and copyrights agreement. Any and all individuals are responsible for informing the AAC Institute of their IP, copyrights and trademarks that may be used in an AAC Institute educational product. The CE administrator will be responsible for keeping a record of said agreements.

Process/Procedures: The AAC Institute executive director, CE administrator, or individual in charge of educational product development discusses with invited educational personnel our IP rights and copyrights policy and collects a signed agreement form from individuals creating any IP or using copyrighted materials. The AAC Institute permits authors and educational personnel to quote and reproduce figures and tables used on the products developed for the AAC Institute provided only that full citation of the product be printed as a footnote to the first page of text quoted, and in each figure legend and table legend so reproduced.

Reference: *IACET standard 6.5 CE/T.*

Related Documents: IP Rights and Copyrights Agreement form

Organizer Responsibilities

- Review AAC Institute Policies listed at http://www.aacinstitute.org/CEUs/Organizers.html
- Submit ALL information requested in the Activity Registration list at http://www.aacinstitute.org/CEUs/Organizers.html. If not using the templates provided, all information requested in the templates (e.g., Needs Analysis Template) must be included in your submission.

In order for your event to be eligible for IACET CEUs:
- A needs analysis must be conducted prior to course development to identify why training provided by the event is needed. Please describe how training needs were identified when completing the Needs Analysis template provided in the activity registration list.
- Measurable learning objectives must be established and derived from identified needs.
    - Learning objectives must be made available to learners at the start of the events. Learners will be assessed on their ability to have met the learning objectives when requesting CEUs from the AAC Institute.
- Materials and resources contributing to the content of learning event must be up to date and equipment used during learning events must be in good working order.
- Learning environments must be accessible and conducive to learning for learners of all types. Supports must be available for learners with disabilities that do not enable them to access the curriculum in the traditional format.
- Presenters must provide learners with contact information and make every effort to respond to learner questions regarding course material.
- Proprietary interests related to course material must be disclosed to participants prior to the start of the learning event.
- Organizers must provide learners with instructions for requesting CEUs through the AAC Institute website and requirements for CEU eligibility (i.e., attending events, completing attendance and assessment/evaluation forms at website).
- Organizers must send a list of attendees for each event to ceus@aacinstitute.org within 1 week of the event.
- The AAC Institute will forward assessment/evaluation results to organizers. Organizers are responsible for reviewing and summarizing assessment/evaluation results and providing the AAC Institute with a summary of feedback for each event within 6 months of its occurrence. Assessment/evaluation results should be used in order to improve upon future learning events. A statement of how results will be used to improve upon future events should be provided in the feedback summary.

If your organization is unable to meet any of the requirements listed above, the AAC Institute must be notified. In cases where IACET CEUs are unable to be provided, AAC Institute CEUs will be granted.

POLICY

PRIVACY AND INFORMATION SECURITY

Policy: All learners have the assurance that their learning records are considered confidential and private and that learner information is released only to the individual learner associated with a record upon request and verification. No learner records are considered public and learner records are not released to outside sources or sold to anyone for marketing purposes.

Purpose: This policy is designed to protect the privacy of individual learner information and guarantee the learner information is not portable. All participants in e-learning events enter educational internet-based activities through a password protected enrollment process. Website protections are in place to minimize any violations in unauthorized individuals entering our website and databases to obtain information on individuals. All other learner records are stored electronically on a password protected computer accessible only by relevant AAC Institute personnel.

Responsibilities: The CE Administrator is responsibility for monitoring the privacy and information security processes. All CE staff is responsible for maintaining a secure password to enter AAC Institute computers and databases when necessary. Any request for learner records is verified by the CE Administrator or staff handling the request by phone or email. The webmaster is responsible to maintaining website protections.

Process/Procedures: All learners enter educational internet-based activities through a password protected enrollment process. AAC Institute CE staff use password protected computers. The CE Administrator is responsible for notifying the Executive Director and/or the webmaster if a privacy or security breach occurs. The AAC Institute will notify a learner in the event of a breach in privacy of their CE records.

Reference: IACET standard 9.4 CE/T.

Related Documents: Registration forms and educational activity evaluation and assessment forms that contain identifiable learner information.

POLICY

Professional Conduct

Policy: Individuals involved in the development, administration, and delivery of educational activities demonstrate high standards in professional conduct and do not discriminate against any individuals involved in our educational events or any learners and participants on the basis of gender, age, socioeconomic or ethnic background, religion, sexual orientation, or disability.

Purpose: To ensure that all individuals involved in our educational activities demonstrate and model the highest professional behaviors in order to create an environment that fosters and promotes learning. To provide a welcoming, supportive, and accessible educational environment to our learners.

Responsibilities: All individuals associated with the planning, delivering and marketing of our educational activities are responsible to helping to maintain a culture that provides equal access and treatment to all learners regardless of their gender, age, socioeconomic or ethnic background, religion, sexual orientation, or disability. All individuals associated with planning of events must provide a biographical paragraph of 100 words and a resume or vitae.

Process/Procedures: Individuals should discuss first any concerns they have with the individual who may have demonstrated unprofessional conduct. If that fails to resolve the conduct, then individuals should report concerns to the CE administrator. In some cases the CE administrator may have to report the situation to the Executive Director to solve a situation. Failure to correct behavior may result in removing an individual from involvement in educational activities.

Reference: IACET standards 6.1 and 6.3 CE/T.

Related Documents: Educational Activity Organizers Pledge signature form

POLICY

PROGRAM EVALUATION POLICY

Policy: Organizers and planners are responsible for conducting a program evaluation at the conclusion of each learning event and annually for the Self-Study Program. The results of the post-program review are shared with educational personnel and the CE Administrator. The AAC Institute expects that program evaluation data are used for improvements to learning events and our Self-Study Program courses.

Purpose: This policy is designed to ensure that evidence is gathered and analyzed to support a formative assessment of our educational activities for ongoing improvements when courses are updated, revised or offered again. Feedback shared with educational personnel provide data on their ability to consistently and reasonably meet learning outcomes and the expectations of participants/attendees.

Responsibilities: Organizers and planners are responsible for creating evaluation forms, tabulating feedback, interpreting results with recommendations for improvement if appropriate, and sharing results with the CE Administrator. Evaluations sent to ceus@aacinstitute.org by learners will be compiled and sent to organizers in order to conduct the review. The CE Administrator is responsible for maintaining post-program review results submitted by educational activity organizers and planners. The Executive Director performs an annual evaluation of the Self-Study Program in order to provide recommendations to the Board/Officers for course updates and new courses. The Executive Director sits on the Steering Committee of the Clinical AAC Research Conference and receives the program evaluation review used to plan for the next annual conference.

Process/Procedures: Data from educational designers, reviewers, participant evaluation forms and verbal feedback may be analyzed to support the program evaluation that is formative in nature. Results of the evaluation for each educational activity must be shared with the educational personnel, for example any presenters, speakers, instructors and the CE Administrator. The CE Administrator maintains the program evaluation records. The Executive Director oversees the program evaluations for the Self-Study Program and the Clinical AAC Research Conference.

References: IACET Standard 10.1 CE/T.

Related Documents: IACET Program Planning and Evaluation sample.