



*Professionalism • Advocacy
Commitment • Excellence*

Application for Authors of Online CEU Course(s)

Authors /Presenters Biographical Data Form

Instructions: Please complete this entire form and submit to office@csrc.org

Name and credentials:	
Preferred address (include city, state, and zip code):	
Phone number	Email
Present position (title) and employer:	
Describe your familiarity with the target audience (Respiratory Care Practitioners):	
Describe your expertise in relation to the topic(s) you wish to present	

Your degree	Institution	Major Area of Study	Year Awarded
	(Name, City, State)		(Optional)



Professionalism • Advocacy
Commitment • Excellence

Declaration of Vested Interest Form

Instructions: ALL PRESENTERS MUST COMPLETE THIS FORM

Name of presenter:

Name of employer:

Definition: A presenter may have an interest in or affiliation with an organization, which does not prevent him or her from making a presentation, however, *the audience must be informed of this relationship before the presentation of the activity*. For this purpose, a real or apparent conflict of interest is defined as having a significant financial interest in a product to be discussed directly or indirectly during the presentation; being or having been an employee of a company with such financial interest and/or having had substantial research support by an industry to study the product to be discussed at the presentation.

I recognize that I must follow all guidelines and criteria regarding vested interest.

No, I have no real or perceived conflicts of interests that relate to this presentation.

Or

Yes, I have the following real or perceived conflicts of interest that relate to this presentation:

If "Yes" please describe real or perceived conflicts of interest that relate to this presentation

If "Yes" please describe how you plan to be free from bias in this presentation:

FDA Approved Drug and Devices Assurance Statement

Any discussions regarding the utilization of FDA drugs or devices that are not within the approved regulations (off-label use) will be clearly explained to the learners

. Signature of Presenter

Electronic Signature is permissible



Professionalism • Advocacy
Commitment • Excellence

Educational Checklist for Online CE courses- We ask you assure you include all the following in your presentation

Instructions- The author prior to submitting submission to the CSRC education committee (office@csrc.org) fills out this checklist = adding checks to assure author compliance under author column. Use comment section for variations. The committee reviewer will use checklist to assure submission is ready for publication.

Author Name: _____ Title _____ Date: _____

Reviewer Name: _____ Date: _____

Presentation (which must be converted to a MP4 movie)	Author	Reviewer	Comments
<p>MP4 video presentation is a 50-minute presentation = 1 CEU</p> <p>Presenter may or may not appear in presentation</p> <p>Presented in the format preferred (50 minutes total for each 1 credit hour of continuing education). CEUs will be offered in no less than 1.0-unit increments with additional 20- 30 minutes acceptable (1.5)</p> <p>Author may provide 1 – 3 CEU (on same content)</p>			



Professionalism • Advocacy
Commitment • Excellence

<p>Presentation has not been submitted or under consideration with any other organization.</p> <p>Presentation may have originated as an in-hospital educational presentation designed by the author – such a presentation might not be considered for the author remuneration program. (e.g., author developed presentation while being paid at work)</p> <p>Author must have sole rights or authorization to presentation contents.</p>			
<p>Clearly written description of the presentation: (provide in this box)</p> <p><i>Example: This presentation outlines all the recent advance in neonatal surfactant replacement.</i></p>			
<p>Introduction slide includes presenter's name and current employment</p> <p>2nd slide includes a short biography of author</p> <p>3rd slide includes slide with statement of any conflicts</p> <p>4th slide with objectives (3-5)</p>			
<p>Clearly cited references within presentation</p>			



Professionalism • Advocacy
Commitment • Excellence

Copyrighted material must have approval for use from the original author (If considering copyrighted material, please make sure approval documentation is submitted with course materials) Non-Copyright material: Creative Commons and open educational resource materials which do not need permission must be identified as such. I.e. – keep the embedded logo on the image			
Slide font 25 points or greater			
Appropriate balance of text & graphics (not text heavy)			
Figures and tables are clearly labeled and easy to view			
Photos have no names or patient identifiers – must be HIPPA c compliant			
Content and Format			
Content is relevant, accurate, and up to date. Presentations will be active for 3 years with an option of updating and renewing			
Content is applicable for Respiratory Care CEU clinical credit or non-clinical (i.e. supporting <i>the field of healthcare</i>)			
Objectives are met within course content			
Free of any conflict or language that is offensive			



*Professionalism • Advocacy
Commitment • Excellence*

Submit 3 post test questions (here- or attach) with all possible answers. Identify the one correct answer and please indicate why the other answers are not correct

Pulmonary Surfactant is found

1. In the brain (incorrect- wrong organ)
2. In the heart (incorrect -wrong organ)
3. In the lungs (correct)

Other 50-minute formats accepted:

- Speaker narrated video
- Conference sessions (previously recorded live lecture)
- Competency based – (must be evidenced based) high acuity low volume procedures
- Videos of scenarios such as role playing



*Professionalism • Advocacy
Commitment • Excellence*

Presenter (To be reviewed by CSRC content reviewer only 5-point Likert scale)

5 = strongly agree 4 = agree 3 = neutral 2 = disagree 1 = strongly disagree

	1	2	3	4	5
Promotes listener's engagement					
Enthusiastic					
Speaking rate is clear (not slow or too fast) easy to follow thoughts					
Audio/visuals are clear					
If presenter appears in presentation (preferred), they appear professional					

Submission instructions:

Author will send application, movie presentation, and check off list to: office@csrc.org - current CSRC Education Chair

Once your content has been received, it will be assigned to a content reviewer, and we will provide you with their information.

The committee will review and once approved, will upload the presentation to the learning management system.

Author will then be sent a MOU* to be entered into author royalty program (60% of each \$5.00 or \$10.00 sale of your CEU presentation will be awarded to you on a quarterly bases)

Please contact the education committee member listed below via email for any questions or concerns about the style, format, or content of your presentation. We will respond within 5 working days.

Katie Sabato: office@csrc.org

- *See attached royalty program explanation