

# Standards for Provider-Directed Independent Study American Society of Anesthesia Technologists & Technicians

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Provider-Directed Independent Study (PDIS) is a self-paced learning activity developed for individual use in which the participant receives program materials through the mail, computer, or website, and completes the required activity outside a formal, organized learning environment. The program must be able to meet the criteria in order to receive PDIS approval. Each activity submitted for Continuing Education (CE) approval is evaluated individually to determine the number of credits it will receive. The PDIS cannot be approved for use in conjunction with or as an adjunct to another program that has received prior approval.

This type of CE program requires that the participant receives the information by mail or computer. Each course must require at least 50 - 60 minutes (excluding testing time) to complete. The medium by which a CE program is presented does not alter the requirements established by the ASATT Continuing Education (CE) and Re-Certification Committees. Independent study offered on a website still requires submission of accurate, complete and substantive materials as part of the approval process.

Providers who submit programs that have the same content, but which will be offered in more than one medium must send all materials for the program at the same time. The program will receive one inclusive approval number for the two year approval period. Participants are required to complete the program prior to the expiration date.

The provider should refer to the content section of the ASATT Continuing Education Program located within the Education Tab to ensure that the proposed content is within the approval criteria. If there is any question about topics to be presented, the provider should contact the ASATT CE Committee for confirmation of acceptable content; otherwise, learning material may not be accepted for credit by the Re-certification Committee.

A completed application that meets the following criteria is required for prior approval of independent study programs.

1. The overall design that is submitted for approval must include:
  - a. One (1) complete packet of the instructional materials as it would be sent to a participant. The materials must be in a packet that is professionally prepared.
  - b. Content for the proposed independent study.
    - Hard copy of any material the participant will see in its entirety, if the learning activity is transmitted by computer or is presented on a website.
    - The content must contain enough substantive information to provide the participant with all of the essential information, without additional research required.
    - Outlines and short abstracts are not sufficient, except as supplemental materials.
    - Each article must contain a bibliography.
  - c. A detailed statement that describes the program and the materials required for completion.
    - How to use the resources provided and complete the program
    - How the program reaches the participant
  - d. A statement that describes the testing mechanism and feedback for the participant.
    - The description must show that the participant automatically receives feedback concerning correct answers.
    - The answers to the test questions are not included in the materials that the participant will see before completing the post test.
    - The feedback and answers will be provided to the participant when they receive their certificate of attendance.
  - e. A statement that must include:
    - The passing score is at least 80%.
      - Unless the program is computer interactive.
  - h. A copy of the evaluation form which is to be completed by the participant at the end of the study program.
  - i. A copy of the certificate of attendance upon completion of the program, which must include the amount of time spent by the participant, if taken on the computer.

2. The instructional materials that the participant receives for each lesson must include:
  - a. Learning materials such as CDs, DVDs, articles, and study guides, written lessons, objectives, test questions, and any other information required to complete the course.
  - b. A statement that describes the materials required to complete the independent study including the following information;
    - A description of the program
    - The materials required to complete the program
    - How to interact with the resources provided
    - Description of the testing mechanism and feedback for the participant
    - Notification that the passing score is at least 80% (unless the programs are computer interactive)
    - Completion and printing of the certificate.
3. A minimum of three (3) objectives and ten (10) test questions is required for each CE credit requested.
  - a. The objectives must appear as part of the lesson regardless of the medium in which the course is conducted. Each lesson must start out with the objectives and conclude with the test questions.
  - b. For PDIS programs that are computer interactive or administered on a website, the program provider may allow unlimited testing opportunities.
4. Programs that use learning materials such as CDs, or DVDs, must provide the participant with a hard copy of the learner objectives, test questions, and content outline, as well as identify the instructional staff.
5. Independent studies may use previously published material that is relevant to achieving the objectives.
  - Such material must contain sufficient information to provide the participant with enough information, without reference to the original article. These materials may be listed as supplemental.
6. CE credit is awarded based on the requirement of a minimum of at least 50 – 60 minutes (excluding testing) to complete.
7. To receive CE credit, a participant must complete the independent study by the expiration date specified by the provider.
8. A certificate of attendance must be forwarded to the participant upon successful completion of the program. It must contain the following typed or computer generated information:
  - Name of the CE activity
  - Name and address of the provider
  - Participants name
  - ASATT ID number
  - Date(s) of attendance
  - The signature of the provider who verifies participation in the program
  - Number of CE credits awarded
  - ASATT code number and expiration date
  - For online programs with multiple courses available a transcript or database will be maintained which includes;
    - the above items
    - the length of time required to complete each course taken
    - a cumulative certificate of attendance available to the participant