



## ACQ-OP/ACQ-SI Course Hosting Guidelines



These course hosting guidelines apply to two courses: the **Assessment of Compared Qualities — Occupational Performance** (ACQ-OP) and the **Assessment of Compared Qualities — Social Interaction** (ACQ-SI). This document is meant to give you a solid overview of the expectations for hosting a high quality and well-organized course. Thank you for collaborating with us to deliver world class occupational therapy continuing education. If you have any questions, please write or call us.

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## Costs of Hosting a Course

- 1) **Costs paid to teaching faculty** — The course host will need to collect enough money in registrations to pay the teaching faculty honorarium, travel, meals, and accommodation expenses (if needed) from their home to the course site and back. **Note.** In some cases, the teaching faculty may be the same person who is hosting the course.

**Honorarium** — Expect to pay honorarium to the faculty at the end of the course

<b>Intracontinental Faculty</b> If the course is held within a faculty’s “world region” or intracontinental region (North America, Australasia, Europe, South America, Africa):	<b>Intercontinental Faculty</b> If the course location requires faculty to travel intercontinentally:
North American faculty: \$500 (USD)  All other faculty: €400 (Euro)	North American faculty: \$600 (USD) or €500 (Euro), whichever is greater at the time of the course  All other faculty: €500 (Euro)

- 2) **Costs paid to CIOTS** — Ensure that your course fees include \$249 USD per participant for the participant’s ACQ software license and calibration fees. CIOTS will invoice you via email within 2 weeks of the end of the course. Please pay in USD via bank wire transfer or a check drawn in USD on a US bank with the 9-digit US routing number. Invoices are due in 30 days from the invoice date as displayed on the invoice.

## Classroom Specifications

As you consider hosting a course, it is critical that you ensure the classroom meets our guidelines. The classroom must have tables and comfortable chairs for the participants and faculty. Excellent dimmable lighting, reliable high-speed internet, and superior audio-visual equipment are imperative. Participants and faculty appreciate information regarding the location of restrooms, parking, and nearby lunch options. Specific details are as follows:

### ***Classroom lighting***

Faculty must be able to control (i.e., switch on/off, dim) ambient and overhead lighting to ensure that participants can take notes while simultaneously watching projected presentations and videos.

### ***Restrooms***

Restroom facilities need to be clean and readily available.

### ***Parking*** (if applicable)

Adequate parking, including parking for those with disabilities, will need to be arranged. If needed, parking permits should be provided before the course starts.

### ***Internet***

Reliable, high-speed internet for streaming video and unrestricted access to YouTube.com are required.

### ***Arrangement of room***

A private, quiet room large enough to seat the participants using tables and chairs is required. The participants must be seated at tables or similar surfaces large enough to hold open two large notebooks or binders and other pieces of paper. We recommend one meter of table space per participant. The chairs must be comfortable and preferably moveable. Be sure there is enough space between rows so that the faculty may move about the room and speak with seated participants individually. Folding chairs or metal seats are not acceptable.

One large table (2 meters) and chair will need to be placed at the front of the room for faculty, facing the participants. The faculty table should not be in front of the projection screen. Another smaller table may be needed for audio/visual equipment.

It is best if the room is square in shape. Long, narrow rooms are not acceptable as it is difficult to see the video projection. The best layout is to have the rows laid out at an angle as shown in the figure on the next page.

## **Audio Visual Specifications**

High-quality audio/visual equipment is a very important component of teaching a CIOTS course. High-quality video and audio projection are vital. Plan to arrive approximately 1 hour early to arrange the room furniture, test all equipment, and to assist faculty with any technical needs.

Please contact the faculty to ensure you will have available correct connections for laptop computers, projector, and sound system equipment. Test all equipment for compatibility 1 week and the day prior to the course. Before the course begins, you must ensure that a sharp, clear, and bright image is projected from the projector onto the screen. The lights must not be turned off when using the projector.

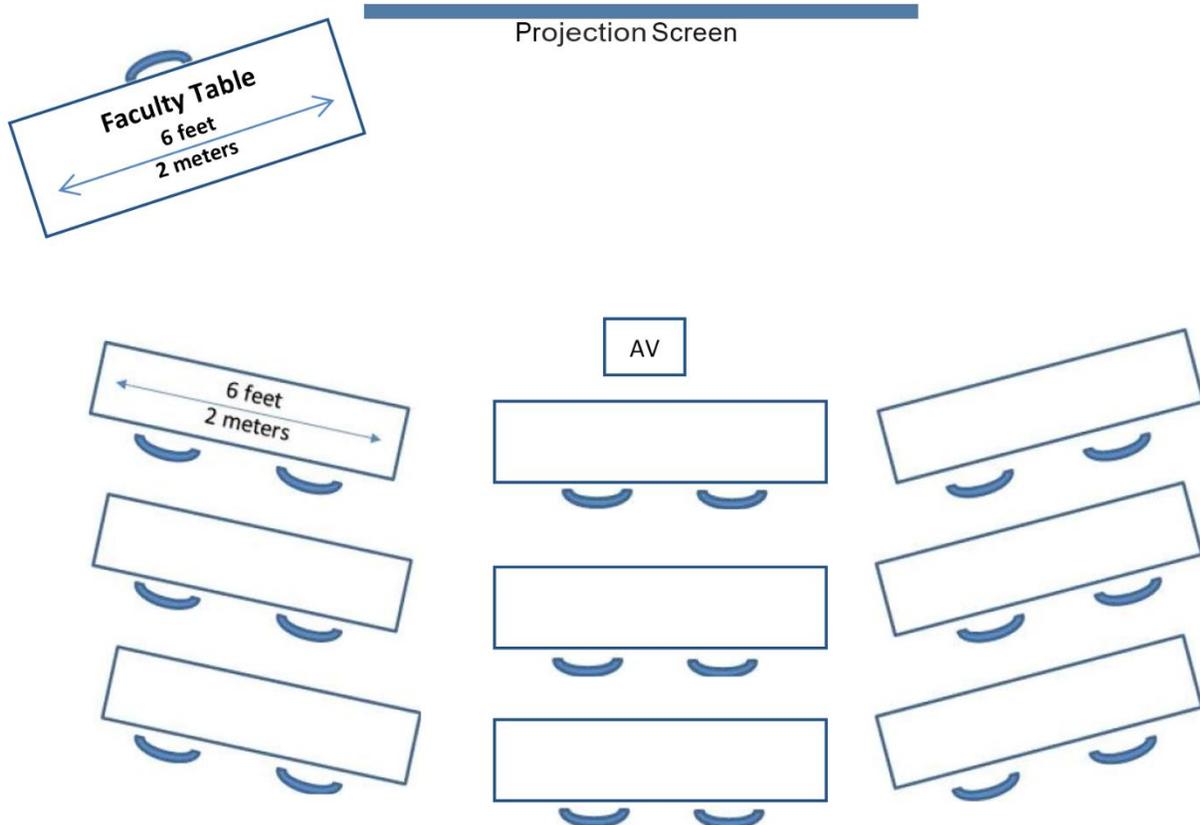


Figure 1. Arrangement of room for an optimal course experience among participants and faculty.

## Audio Visual Requirements

**Bright projector with system inputs and cables for a laptop computer.** It must be controlled easily by the faculty from the front of the classroom.

**Large screen for projection.** The projected image needs to be large enough that those in the back of the room can see clearly the videos and slides as they are being projected. Additionally, the image on the screen must be projected high enough so that the participants in the back of the room can see the bottom of the slides over the heads of those seated in front of them.

**Sound: external speakers and microphone.** It is vital is that external, amplified speakers are loud enough for participants can clearly hear presentations in all areas of the room.

**Extension cords and cables for all equipment.**

**A participant registration computer.** One computer for the participant registration process should be different from the one used by faculty during the course. The computer should include any special characters of any non-English languages (e.g., å, æ, ü, ø) and internet connection.

**Reliable high-speed internet connection in the classroom and unrestricted access to YouTube.com.**

**Check with the faculty to determine if a laptop needs to be provided for their use during the course.** The laptop must be compatible with the projector, have a modern version of Microsoft Office (PowerPoint, Word, Excel), and a USB port.

## On-site Support and Course Preparation

While the majority of the preparation is done before the course, we do require limited, on-site support. You must ensure that someone who is not a course participant is readily available to assist the faculty and manage the needs of a course.

### ***Highlighters and name tags***

Each participant will need a yellow highlighter and name tag. The person's first name should be written in large letters that are easy to read from across the room.

### ***Lunches and breaks***

The [ACQ 1-day course schedule](#) indicates the length of lunch break: 1 hour and 15 minutes. The lunch break is designed to allow a participant to go and get lunch (40 minutes) and have time to complete items discussed in the previous course session (35 minutes). Please do not shorten the length of lunch breaks. Although food for lunches is not typically provided, you may decide to do so at your own expense. If you plan to provide or schedule a group lunch, please ensure that the total lunch time (including travel, if applicable) does not exceed 40 minutes.

The schedule contained in the [ACQ 1-day course schedule](#) also indicates the length and timing of other short breaks (20 minutes each).

Arrange for a light, plentiful, and healthful snack to be served at each short break. Hot and cold beverages such as tea, coffee, juice, and carbonated drinks, as well as water should be available. The faculty is often busy working with course participants during break times and may not have the opportunity to take a break. Please be attentive to faculty needs.

The ACQ 1-day course schedule may be found on the Center for Innovative OT Solutions website at <https://www.innovativeotsolutions.com/resource/acq-1-day-course-schedule>.

### ***Participant qualification***

Only certified AMPS raters with a current AMPS OTAP software license qualify to participate in an ACQ-OP course. Similarly, only certified ESI raters with a current ESI OTAP software license qualify to participate in an ACQ-SI course. You must send CIOTS the names and email addresses of potential ACQ course participants to ensure that they are qualified to take an ACQ course. Someone from CIOTS will contact you about the status (e.g., *qualified, not qualified, or need more information*) of each potential course participant.

### ***Pre-course preparation by participants***

Approximately one week prior to the course, CIOTS will send an email to each course participant who is qualified to take the course (See ***Participant qualification*** on the previous page) with information about the course location, schedule, and what they should bring to the course.

### ***Course participant sign-in***

Please ensure that an Internet-ready computer is available for participant sign-in by 8:00 a.m. the day of the course. The computer should include characters of relevant non-English languages (e.g., å, æ, ü, ø) and should be located in an area where the participants have ready access. After each participant signs in, he or she will receive a 3-year ACQ OTAP license and installation instructions via email.

## **Advertising**

We rely on our course hosts to advertise the course locally. We will list the course on CIOTS' website and, upon request, we will post a link to your course registration web page on CIOTS' social media pages.

We are happy to provide high quality graphic logos and you are encouraged to use the information from our website, [www.innovativeotsolutions.com](http://www.innovativeotsolutions.com), in your written materials to advertise the course.

It is vital that your advertising and course registration information clearly state the AMPS or ESI requirements for taking an ACQ course. We recommend including a statement similar to the following that potential ACQ course participants read before registering for your ACQ course:

*Only certified AMPS/ESI raters with a current AMPS/ESI OTAP software license qualify to participate in an ACQ-OP/ACQ-SI course. Contact the Center for Innovative OT Solutions (CIOTS) with questions about whether you qualify to take an ACQ course.*

CIOTS e-mail: [info@innovativeotsolutions.com](mailto:info@innovativeotsolutions.com)

CIOTS phone: +1 970 416 8612

## Recommended Course Planning Schedule and Checklist

The following is a recommended course planning schedule. It is intended to serve as a general guideline to facilitate your planning.

### **9+ months before the course**

- 1) Schedule a course.
- 2) Determine a host site and reserve a room.
- 3) Begin to advertise.
- 4) Make financial arrangements. Develop a budget and establish a course fee amount based on the cost of services and materials (software and calibration fee, travel expenses for faculty, honorarium, AV rental fees, catering, host facility charges, etc.).
- 5) Create a registration form and develop a registration procedure. Establish a registration deadline no later than 14 days prior to the course
- 6) You will need to provide CIOTS with the course location (including, if possible, a website link for the venue), financial information for billing purposes, and registration information that includes course pricing. You may also want to provide website links and information regarding parking, accommodations, driving directions, maps, and other visitor information. CIOTS will post all information you provide about the course (e.g., date, parking information) on the CIOTS website, [www.innovativeotsolutions.com](http://www.innovativeotsolutions.com).

### **3 to 4 months before the course**

- 1) Continue advertising, if needed.
- 2) Plan for snacks and drinks for each break time (does not have to be expensive catering).
- 3) Reserve audio visual equipment.
- 4) Monitor registrations.
- 5) Send CIOTS registrant names and email addresses. CIOTS will confirm with you that each potential ACQ course participant is qualified to participate in the ACQ course (see **Participant qualification** above).
- 6) Discuss payment arrangements for honorarium, travel, and accommodations with faculty.

***1 to 2 months before the course begins***

- 1) Monitor registrations.
- 2) Send CIOTS any new registrant names and email addresses to ensure that each potential ACQ course participant is qualified to participate in the ACQ course.

***14 days or more before the course begins***

- 1) Send to CIOTS any last-minute registrant names and email addresses.
- 2) CIOTS will introduce you to the faculty who will teach the course. Contact faculty and make final arrangements for payment of honorarium, accommodations, and travel. Faculty may contact you for local hotel or transportation information.

***One week prior to the course***

- 1) Finalize the snacks and drinks schedule.
- 2) Check audio visual equipment arrangements.
- 3) Create name tags and provide highlighter for each participant.
- 4) Finalize faculty travel, accommodations, and any specific requests.
- 5) Confirm with CIOTS that all registered participants are qualified to participate in the ACQ course.