



# **Certificate Program for the CH-AP Certificate Holder–Audiology Preceptor**

*A well-trained preceptor is essential to the audiology educational model.*

## **Participant Handbook**

May 2016

## **CH-AP Program Overview**

What do you know about precepting? Do you know that preceptors oversee more than 25% of an audiology student's total educational experiences?

Preceptors provide critically important opportunities for students to apply classroom learning in authentic clinical settings, and facilitate the student's transition from novice clinician to competent, independent professional.

The ABA's *Certificate Holder–Audiology Preceptor (CH-AP™)* training program is for any licensed audiologist who wants to learn:

- 1) professional responsibilities, obligations and attributes of an effective preceptor
- 2) legal obligations and considerations for preceptors
- 3) role of assessments in clinical education, including setting realistic goals for the clinical experience
- 4) effective instructional strategies for the clinical setting, including adult teaching and learning principles, learning styles and models of learning
- 5) professional ethics in precepting, and
- 6) billing and coding issues related to precepting

No previous knowledge of precepting, or holding a credential, is needed to take this certificate program.

## **Program Description**

The CH-AP is an assessment-based certificate program that uses evidence-based instructional design principles to ensure efficient learning and retention of the information. It is an online self-study program where the learning is supplemented with a toolbox of resources.

The certificate program was developed by the ABA to:

- a) teach preceptors how to facilitate an AuD student's transition from novice clinician to competent, independent professional,
- b) create training standards around the vocation of audiology precepting, advancing a pathway for an individual to become recognized as an audiology preceptor,
- c) develop a greater pool of trained audiology preceptors to provide critically important opportunities for students to apply classroom learning in authentic clinical settings.

**All ABA credentials are voluntary and independent.** An audiologist does not need to be a member of any particular professional membership organization to obtain, or be eligible for, a credential.

## **Eligibility**

The CH-AP Certificate Program is open to licensed audiologists, including university faculty audiologists who provide audiological clinical instruction in university clinics.

*Note to Students:* AuD students may register for and audit the courses, but may not apply for the CH-AP™ certificate until after becoming a licensed practicing audiologist, at which time training would need to be repeated. Special AuD student pricing available.

To earn the CH-AP certificate, learners must:

- 1) successfully complete, and pass the assessments of four training modules,
- 2) maintain current licensure,
- 3) submit appropriate training fees,
- 4) agree to four *Affirmations*; included on the last page of this Handbook

## **Continuing Education Opportunity (CE)**

Participants who successfully complete the CH-AP™ *Certificate Training Program* (Modules 1, 2, 3, and 4) will earn eight (8) Tier I CEUs.

## **When is the Program Offered?**

All modules are available online at eAudiology.

For those asking your organization/employer to cover the cost of enrollment, the ABA has created a customizable communication for you:

<http://www.boardofaudiology.org/documents/EmployerFinancialAssistanceLetterCH-AP.pdf>.

## **Training Modules – Designed for Audiology Preceptors**

There are four (4) online training modules to complete to earn the CH-AP certificate. The content is presented in well-defined “chunks” of relevant information and is sequenced logically.

### **Module 1: Role of the Preceptor in a Clinical Environment**

- The historical context for and current role of preceptors in audiology education
- The roles and interactions of stakeholders in the precepting process
- Accrediting bodies in audiology and their requirements for training programs
- Professional responsibilities and obligations of a preceptor
- The attributes of an effective preceptor
- Activities, processes and resources needed to bring students into a clinical placement
- Legal obligations and considerations for preceptors

## **Module 2: Clinical Dynamics – Assessment and Performance**

- The role of assessments in clinical education
- The elements of the assessment cycle
- The function and benefits of formative assessment
- Techniques to conduct a student’s initial diagnostic assessment
- Setting realistic goals for the clinical experience
- Formulating effective learning objectives
- Commonly used tools for assessing students clinical performance
- Methods for guiding students through the self-reflection process
- Effective feedback – giving it, getting it, and using it
- Summative evaluation

## **Module 3: Creating Effective Learning Programs**

- Adult teaching and learning principles
- Models of learning
- Learning styles
- Effective instructional strategies for the clinical setting
- Adapting instructional strategy and tactics to match the student’s developmental level and preferred learning style
- Identify opportunities for teachable moments in the clinical environment.
- Guiding independent learning

## **Module 4: Legal, Ethical and Professional Considerations**

- Professional ethics in precepting
- Confidentiality issues
- Basic Human Resource issues
- Licensure and certification
- Professional boundaries for student-preceptor relationships
- Strategies for managing exceptional situations and negotiating “difficult conversations”
- Appropriate duties and assignments for students and preceptors
- Billing and coding issues related to precepting

## **Training Sequence**

Module 1 must be taken first; Modules 2, 3, and 4 may be taken in any sequence. Each course generally runs 120 minutes in length; however, some participants report spending 3-5 hours per course if you review the additional training resources or templates, and take notes.

## **Training Window**

CH-AP training modules must be completed within 12 months after registration is purchased. You may always navigate forward and backwards through the courses to review any content. After the 12-month period, the subscription to the program is closed, and users will no longer be able to access the online courses or toolbox materials.

## **Assessments**

At the end of each training module, there is a “knowledge check”, or assessment, to determine if the learning objectives and learning of the materials have been met. Approximately 20-25 single answer, multiple-choice test questions, are incorporated into each hour of training. Assessments remain open until passed, allowing the learner to go back to review materials and test again.

Each assessment is tightly linked, and designed around, the training program’s learning objectives. Learners must pass all four training module assessments to earn the CH-AP certificate.

## **Additional Training Resources**

There are a number of resources included in each training module beyond the online training. Throughout the courses, there are links to various publications and websites for further reading. Using these resources as you learn and contemplate the various aspects of audiology will compound your learning.

1. “Word to the Wise” – Advice from experienced preceptors
2. “Toolbox Resources” – Related documents, templates, and forms
3. “Think About It” – Applying CH-AP content and applying it to your clinical setting
4. “Terminology Alert” – Terms that can have multiple or confusing meanings

## **The CH-AP Certificate**

Participants who complete the program training and pass all assessments will earn the Certificate Holder—Audiology Preceptor certificate.

The recipient of this credential may represent themselves as a “Certificate Holder—Audiology Preceptor” and may use the acronym “CH-AP” after their name on business cards, professional Website, and correspondence.

## **Certificate Validity**

The CH-AP Certificate expires five (5) years after successful completion of the training program, after which time training of the updated module content would need to be repeated.

## **National Registry of Audiology Preceptors™**

The ABA maintains the National Public Registry of Audiology Preceptors™ for consumers, university programs and students to search for preceptors who hold the CH-AP certificate. By earning the CH-AP credential, certificate holders agree to be publicly listed on the National Registry during their five-year valid certificate timeframe.

## **Training Fees and Registration**

CH-AP training modules are offered through eAudiology – the online on-demand continuing education source of the American Academy of Audiology. To register, visit [www.eaudiology.org](http://www.eaudiology.org).

## REGISTRATION OPTIONS – AUDIOLOGISTS

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- ✓ **One Registrant Subscription – Module 1, 2, 3, and 4**  
    **\$375** (American Academy of Audiology Member; or ABA Certificant)  
    **\$475** (Non-Academy Member)  
  
    *Training Sequence: Module 1 must be taken first; Modules 2, 3, and 4 may be taken in any order.*
  
- ✓ **5 to 24 Registrants\* – Modules 1, 2, 3, and 4**  
    **\$300/person** (Academy Member, ABA Certificant or Non-Member)  
  
    \* Participants must register simultaneously, with a single payment  
    Contact [ksidwell@audiology.org](mailto:ksidwell@audiology.org) for instructions on obtaining discounted pricing and to register participants.
  
- ✓ **25 or more Registrants\* – Modules 1, 2, 3, and 4**  
    **\$250/person** (Academy Member, ABA Certificant or Non-Member)  
  
    \* Participants must register simultaneously, with a single payment  
    Contact [ksidwell@audiology.org](mailto:ksidwell@audiology.org) for instructions on obtaining discounted pricing and to register participants.
  
- ✓ **Module 1 Only: Great start for audiologists interested in learning what is required of a Preceptor, and for those who are already Preceptors who wish to experience the training before committing to purchase the package.**  
    **\$75** (Academy Member; ABA Certificant)  
    **\$125** (Non-Member)
  
- ✓ **Modules 2, 3 and 4** (must have previously purchased Module 1):  
    **\$350** (Academy Member; ABA Certificant)  
    **\$450** (Non-Member)

## REGISTRATION OPTIONS – AuD STUDENTS

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- ✓ **One Student Subscription – Module 1, 2, 3, and 4**  
    **\$100 (AuD Student)**
  
- ✓ **Module 1 Only:**  
    **\$25 (AuD Student)**
  
- ✓ **Modules 2, 3 and 4** (must have previously purchased Module 1):  
    **\$85 (AuD Student )**  
  
    *Note to Students:* AuD students may register for and audit the courses, but may not apply for the CH-AP™ certificate until after becoming a licensed practicing audiologist, at which time training would need to be repeated.

## **REGISTRATION SAFE-SENDER EMAIL**

Participants should make sure that [aba@audiology.org](mailto:aba@audiology.org) is recognized as a safe-sender so that their access instructions/notifications do not filter to spam folders.

## **Program Development/History**

In building the CH-AP Certificate Program, the ABA aligned the development of the training program to *ASTM E2659-15 Standard Practice for Certificate Programs*. ASTM International is one of the largest voluntary standards developing organizations in the world. Training and assessments are tightly linked, and designed around the training program's learning objectives.

ASTM Development Standards provide guidelines for quality program development and administration; distinguishes qualified workers with industry-recognized credentials; differentiates certificate programs from non-assessment-based programs that award "certificates of attendance" or "certificates of participation".

In 2013, the ABA conducted the industry's first large-scale job analysis in Clinical Audiology, to identify the responsibilities and duties of today's audiology professional. The results of this job analysis were re-validated by a group of subject matter experts from the Steering Committee and *Practice Analysis in Clinical Audiology* Task Force. A Preceptor Task Force of subject matter experts created a set of online courses to teach participants the fundamentals of precepting, and also utilized the Practice Analysis in the development of the CH-AP.

The certificate courses were designed from the beginning with the active learner in mind. The courses take advantage of e-learning features that group together materials in logical fashion, using sound instructional design principles to reinforce learning and retention.



## **Certificate Program Online Course Subscription Agreement**

### **ACCEPTANCE OF TERMS**

The services that ABA provides to you are subject to the following Course Subscription Agreement ("CSA") for the Certificate Program. ABA reserves the right to update the CSA at any time without notice to you. The most current version of the CSA can be reviewed below.

### **DESCRIPTION OF SERVICES**

"Services" means the content of the Program, including all of the content of the Course slides in any form.

ABA provides you with access to a variety of resources, and product information (collectively "Services"). The Services, including any updates, enhancements, new features, and/or the addition of any new Web properties, are subject to the CSA.

### **SUBSCRIPTION GRANTED**

ABA grants a non-exclusive, non-transferable subscription of one initial user name and login per purchase. User names are not transferrable. Organizations may enroll multiple individuals at a discounted rate when participants register simultaneously. After the 12-month period, the subscription to the program is terminated, and users will no longer have access to the online courses.

### **PERSONAL AND NON-COMMERCIAL USE LIMITATION.**

Unless otherwise specified, the Services are for your personal and non-commercial use. You may not modify copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information, software, products or services obtained from the Services.

### **OWNERSHIP OF COURSE MATERIALS**

ABA owns and will continue to own all rights, title and interest to the Courses and Course Materials, including but not limited to the online course version made available through eAudiology of the Courses developed by ABA. These are protected by both U.S. and international copyright laws. Users agree not to use, copy, distribute, modify, or make derivative works of any Courses or the Course Materials except as permitted by the subscription. Use of the Courses is governed by the terms of the subscription agreement.

### **MEMBER ACCOUNT, PASSWORD, AND SECURITY**

If any of the Services require you to open an account, you must complete the registration process by providing us with current, complete and accurate information as prompted by the applicable registration form. You are entirely responsible for maintaining the confidentiality of your password and account. Furthermore, you are entirely responsible for any and all activities that



occur under your account. You agree to notify ABA immediately of any unauthorized use of your account or any other breach of security. ABA will not be liable for any loss that you may incur as a result of someone else using your password or account, either with or without your knowledge. However, you could be held liable for losses incurred by ABA or another party due to someone else using your account or password. You may not use anyone else's account at any time.

#### LINKS TO THIRD PARTY SITES

At times, ABA may include links to third party sites. The links in this area will let you leave eAudiology site. The linked sites are not under the control of ABA, and ABA is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. ABA is not responsible for webcasting or any other form of transmission received from any linked site. ABA is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by ABA of the site.

#### WARRANTY DISCLAIMER AND LIMITATION OF LIABILITY

The Courses and Course Materials are provided “as is,” and ABA makes no warranties, whether express, implied, statutory, or otherwise, including, without limitation, warranties of merchantability or fitness for a particular purpose. In no event shall ABA be liable for any direct, indirect, special, or consequential damages of any kind or nature whatsoever, including without limitation, loss of profits or other economic loss.

#### **CH-AP Training Program Disclaimer Policy**

*American Board of Audiology (ABA) approval of this continuing education activity is based on course content only and does not imply endorsement of course content, specific products, or clinical procedure, or adherence of the event to the ABA’s Code of Ethics. Any views that are presented are those of the presenter and not necessarily of the American Board of Audiology.*

#### **Ownership of Module Training Materials**

The ABA owns and will continue to own all rights, title and interest to the CH-AP™ name and Modules, including but not limited to the online course versions made available on ‘eAudiology’ and developed by ABA.

These are protected by both U.S. and international copyright laws.

Users agree not to use, copy, distribute, modify or make derivative works of any Modules or the Module Materials.



## **CODE OF ETHICS:**

### **ASSESSMENT-BASED CERTIFICATE HOLDERS**

#### **Statement of Principles and Affirmations**

The *Assessment-Based Certificate Holders Code of Ethics* of the American Board of Audiology specifies professional standards that provide for the proper discharge of audiologists' responsibilities to those served and protects the integrity of the profession.

Those who hold an ABA assessment-based certificate agree to abide by the following principles:

**PRINCIPLE 1:** Certificate holders shall provide professional services with honesty and compassion, and shall respect the dignity, worth, and rights of those served.

**PRINCIPLE 2:** Certificate holders shall maintain high standards of professional competence in rendering services, providing only those professional services for which they are qualified by education and experience.

**PRINCIPLE 3:** Certificate holders shall provide appropriate supervision and assume full responsibility for services delegated to supportive personnel. Certificate holders shall not delegate any service requiring professional competence to unqualified persons.

**PRINCIPLE 4:** Certificate holders shall not accept compensation for supervision or sponsorship beyond reimbursement of expenses.

**PRINCIPLE 5:** Certificate holders shall not provide services except in a professional relationship, and shall not discriminate in the provision of services to individuals on the basis of sex, race, religion, national origin, sexual orientation, or general health.

**PRINCIPLE 6:** Certificate holders shall not permit students and/or coworkers and/or faculty to engage in any practice that would violate the Code of Ethics.

**PRINCIPLE 7:** Certificate holders shall not reveal to unauthorized third parties any professional or personal information obtained from the person served professionally, unless required by law.

**PRINCIPLE 8:** Certificate holders shall not misrepresent their educational degrees, training, credentials, or competence. Only degrees earned from regionally accredited colleges and universities in which training was obtained in audiology may be used in public statements that make reference to such degrees.

**PRINCIPLE 9:** Certificate holders shall not engage in dishonesty or illegal conduct that adversely reflects on the profession.

**PRINCIPLE 10:** Certificate holders shall not violate this Code of Ethics, nor attempt to circumvent it in any manner.



## AFFIRMATIONS

### **Affirmation 1: Abide by Code of Ethics**

This affirms that I have read and agree to abide by the *Assessment-Based Certificate Holders Code of Ethics* of the American Board of Audiology.

### **Affirmation 2: Truthful Application**

This affirms that the information contained in this application is true.

### **Affirmation 3: Current State Audiology License**

This affirms that I hold a current state license, and have read and agree to adhere to my state's licensure regulation for the practice of audiology keeping the welfare of the persons I serve of paramount importance.

### **Affirmation 4: Validity of Certificate**

This affirms that I have read and understand that assessment-base certificates are valid for five (5) years, after which time the certificate expires. The five-year timeframe commences on the first day of the month after the last successfully completed training module required to earn the certificate.

### **Affirmation 5: Expiration of Training Window**

This affirms that I understand CH-AP training modules must be completed with 12 months after registration is purchased. After the 12-month period, the subscription to the program is closed and users will no longer be able to access the online courses or toolbox materials.

**ABA MISSION**

The American Board of Audiology® (ABA) creates, administers, and promotes rigorous credentialing programs that elevate professional practice and advance patient care.

**ABA VISION**

ABA credentials are earned by leading audiologists, respected by other healthcare providers, and trusted by patients.

**CONTACT**

If there are any questions about the Certificate Program or the information provided in this document, please contact ABA toll-free at 800.881.5410 or [aba@audiology.org](mailto:aba@audiology.org).

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