



## Education on Tour

### ASHT “Education on Tour” Traveling Course

#### **How much does the course cost?**

The fee is \$280 for members and \$325 for non-members. The host organization will receive one free registration for every 12 paid registrants.

#### **Is there a fee to host the course?**

No, there is no fee to host the course. The site host is responsible to provide the facility to host the course and any AV requirements, if applicable. The AV needs will typically include a projector and screen.

#### **Is there a minimum and maximum number of attendees required for the course?**

The number of attendees is between 12 and 50, depending on room accommodation and interest. A minimum of 12 attendees is required for all traveling courses.

#### **What responsibility does ASHT have?**

ASHT will handle all of the course logistics including faculty, registration, promotion/marketing, course manual, attendee communication, and CE credit/certificates.

#### **Are there any space requirements?**

The course room should be able to comfortably accommodate 12 or more attendees, with classroom-style seating, a podium and a screen.

#### **When does the course take place?**

ASHT is flexible in working with the host to set a mutually-convenient date. The course can take place on a weekday or a Saturday, depending on the host's preference.

#### **How long is the course day?**

The course begins at 8 am and runs until 5 pm with a one hour lunch break.

#### **Does the course offer CEUs?**

Yes, the Traveling Course is approved for CE credit from AOTA (American Occupational Therapy Association) and BOC-ATC (Board of Certification for Athletic Trainers). Shortly after

the course, all attendees will receive a CE certificate stating the number of contact hours earned. For example, an 8-hour course will earn 8 contact hours, or 0.8 CEUs.

**Is food/beverage included with the course?**

No, ASHT does not provide any food or beverages with the course. The host is welcome to offer food or beverage at their own cost and staffing if they prefer. Otherwise, the attendees are on their own for food and beverage.

**Will a course manual be provided?**

Yes, registration includes a paper, spiral-bound course manual for all attendees.

**How much lead time is required?**

In order to have adequate time to plan and promote a successful course, the date should be set at least 10 weeks prior to the live event.

**What are the next steps?**

The first step is to complete the Information Request Form available on the Traveling Course web page located at the following link: <https://asht.org/education/courses/traveling-course>. On this page, you will see the various Traveling Courses offered by ASHT. Simply click on the button that reads “More Information/Request a Course” to obtain further information about each course and/or to request a course at your site.

Once the online request form has been submitted, the Traveling Course Project Lead will contact you to further discuss the course, answer any questions and schedule a date. Once a date is confirmed, a contract is signed and ASHT begins to plan the course!