



Dear Supplemental Course Presenters,

Thank you for offering to teach an IAOM Supplemental Education Course. Enclosed is a packet of information that will help you with the application process. The IAOM Supplemental Education Course application has been modified and streamlined to make the application process easier and faster as you seek approval. The goal of the education committee is for the entire process to take 14 business days.

You should have received two files to proceed with the application process. (Part 1 and Part 2.) You should have a Supplemental Course Application **Checklist** and the Supplemental Course **Application** in the “Part 1” file. The checklist and application documents have been divided to make the process more efficient when utilizing both/all documents simultaneously. If you have not received two separate files including the above-mentioned documents, please reach out to someone at education@iaom.com.

To alleviate any confusion, here are some guidelines for completing the application correctly and efficiently:

- There is only one application per Instructor/Organization that needs to be completed.
- The First Section should only be completed by the Instructor/Organization.

* For the signature pages that require multiple signatures, you may add as many additional pages as necessary to provide the required signatures.

Again, thank you for sharing your expertise and spreading the word about our wonderful organization!

If we can be of further assistance, please do not hesitate to contact the Education Committee.

Please find relevant contact information for appropriate form submission, as appropriate.

Education Committee Co-Chairs: Marge Foran RDH, COM®, and
Karen Pollock MSLP, R.SLP(C), COM®, education@iaom.com
Executive Coordinator: Jenn Asher, info@iaom.com

Sincerely,

Education Committee
education@iaom.com

To ensure a smooth approval process, please be sure to attach a copy of each item listed below or via accessible link to your materials and/or documents. Be certain to check all documents for appropriate signatures as needed. Please use this checklist as the cover sheet for the packet and check off each item as it is completed and attached. *The application will be submitted in the order of the checklist.* Failure to provide certain items will likely result in the return of the entire packet to you by the Education Committee. This can result in the 2-4 week review process starting over again.

IAOM Supplemental Course Checklist

Offered By: (Group, Business or Individual Name - including credentials):

Name of Course/Event provided? _____

Date(s) _____

Location(s) _____

Contact Person provided: _____

Contact Phone provided: _____

Contact Email provided: _____

COURSE/EVENT INFORMATION:

Member checks box when supporting documentation meets approval.
If there is a need for clarification or additional information, please type request in
corresponding text box.

Have all Instructor/Organization Agreement Forms been signed and completed as instructed?

Signed: Understanding of Eligibility (**a, pg.4**)

Signed: IAOM Supplemental Course Integrated Instructor Signature Form (**b sign. page, pg.6**)

Signed: Financial/Non-Financial Relationship Disclosures (**c, pg.7**)

Signed: Financial Relationship Disclosure Information (**cA Sign page, pg.9**)

Signed: Non-financial Relationship Disclosure Information (**cB Sign page, pg.11**)

Signed: IAOM Approved Supplemental Course Fee Agreement (**d, pg.12**)

Signed: IAOM Promotional Materials Description and IAOM Website Advertising Agreement: Access to Promotional materials including but not limited to Facebook, Twitter, Instagram and any other social media, website information. Easy access for the Educational Committee to the marketing via social media, if needed. **(e sign. page, pg. 14)**

Signed: Memorandum of Understanding **(f1, pg.15/f2, pg.16; two signed copies)**

Instructor Information completed as instructed?

Copy of Instructor Vitae, of the last 5 years

Course Description/Information completed as instructed?

Completed: access to Dates, Times and Location(s) of Courses offered **(g, pg.18)** or accessible via link

Contact Hours Included or accessible via link

Time Ordered Agenda Included or accessible via link

Learning Outcomes Included or accessible via link

Instructional Methodologies Included or accessible via link

Brief Course Description included or accessible via link

Course Syllabus included or accessible via link

Course Agenda included or accessible via link

Speaker/ Speakers Bio included or accessible via link

Brochures Flyer, if present or accessible via link

Platforms for Marketing included or accessible via link

Website provided or accessible via link

Are the target audience and the disciplines that are able to take the course listed?

*All disciplines eligible for membership of IAOM must be included in target audience

- If online course, what format will be used? Is there explanation of content changes, if relevant? Or accessible via link?**
-

- Are methods for Q&A being conducted listed?**
-

Guest Speaker Application/Agreement Forms signed and completed as instructed? This applies if the format is not Symposium style only. (Found in “Guest Speaker” Zip File)

- Copy:** Vitae and/or biography of professional work history and accomplishments within the last 5 yrs or accessible via link
- Copy:** Guest Speaker Individual Description, if different than instructor information or accessible via link
- Copy:** Guest Speaker Learning Outcomes or accessible via link
- Signed:** Financial/Non-Financial Relationship Disclosures (**guestA, pg.2**) Course can provide forms being used without additional signatures on IAOM form
- Signed:** Financial Relationship Disclosure (**guestB, pg.3**) Course can provide forms being used without additional signatures on IAOM form
- Signed:** Non-Financial Relationship Disclosure (**guestC, pg.4**) Course can provide forms being used without additional signatures on IAOM form
- Signed:** Website Advertisement Agreement and Promotional Materials Agreement, if guest speaker is marketing separately from approved Supplemental Education Course (**GuestE sign page, pg.8**) Course can provide forms being used without additional signatures on IAOM form or link access

CONTINUING EDUCATION UNITS (CEUS)

- ASHA (Speech) # _____ of CEUs
- AGD (Dental) # _____ of CEUs
- AOM # _____ of CEUs Fix IAOM

Please review your application to ensure all necessary documentation has been provided and all forms have been signed by the appropriate individuals so that the approval process takes the minimum amount of time possible.

For Office Use Only:

To be completed by a member of the Education Committee:

APPROVED Date of approval: _____

NOT APPROVED

Additional Comments:

Education Committee Member #1 Signature of Approval:

Date: _____

Education Committee Member #2 Signature of Approval:

Date: _____