CSTE PROGRAM NUMBER	
APPROVAL / REJECTION NUMBER	
DATE	

APPLICATION FOR CONTINUING SLEEP TECHNOLOGY EDUCATION CREDITS (CSTE)

To apply for CSTE through the BRPT, educational activities must meet the following criteria to be considered for approval:

- The content of the event should be relevant to the sleep technology profession. It should be planned, organized, and delivered by qualified individuals to enhance professional sleep knowledge and skills. We do not accept vendor-specific content.

- Live/Lecture educational programs must be a minimum of 50 minutes in length to be considered for CSTE credit. Self-Learning activities must be at least 30 minutes in length. Items that are not eligible are events that have already occurred, CPR training, Departmental or Staff trainings or meetings, institutional policy and procedure review, equipment in-service, and marketing and business processes/practices.

- Completed applications must be submitted electronically at least 30 days prior to the event.

- Incomplete applications and those received without payment of the appropriate fees will be returned to the educational provider.

- Applications submitted less than 30 days prior to the event are subject to a late fee of $50.

- Any program that is longer than 1.oo hour worth of content must include a copy of the schedule/agenda that includes the date and time durations of each lecture.

The Educational Provider is the sponsoring organization or person, and is responsible for ensuring CSTE Program requirements are met, including, but not limited to:

- A complete and accurate CSTE application. Objectives and speaker qualifications are required for each presentation or activity.

- Notifying the CSTE program coordinator with any changes to the program, presenters, dates, duration, or information.

- Paying all required fees.

- Making sure a program evaluation is provided to all participants.

- Assessing program effectiveness (through evaluation, feedback).

- Ensuring the delivery and accurate scoring of a post-test (required for Self-Learning programs, optional for Live/Lecture programs).

- Accurately calculating educational activity length and CSTE credits.

- Tracking participant attendance and submitting program completion roster to BRPT.

- Providing each participant with a certificate of completion.

- Notifying program attendees that CSTE credits earned must be entered on the credential holder's account by the individual attendee in order for the credit to count towards CPSGT, RPSGT, and CCSH continuing education requirements. BRPT does not enter these credits.

Submit completed applications to: CSTE@BRPT.org; only electronic submissions will be considered.

RECORD KEEPING SYSTEM

Program sponsors must assure the following regarding maintaining records for this program:

- Records will remain accessible for five (5) years.

- Attendees/participants must be able, upon request, to receive a duplicate certificate of completion for five (5) years following the completion of the program.

- Records will be maintained in confidentiality.

Date of Application Submission: _____

Date/s of Educational Offering/s: _____

Education Provider: _____

Lecture/Activity Title: _____

Total Number of CSTE's requested: _____

Contact Person/Applicant's Name: _____

Address: _____   E-mail: _____

Phone: _____   Fax: _____

TYPE OF EDUCATIONAL OFFERING (CHECK THE APPROPRIATE DESCRIPTOR):

Live/Lecture Format

*Live/Lecture programs occur on a scheduled date and time and are delivered live by one or multiple presenters. The educational activity must be at least 50 minutes in duration. CSTE's are awarded for the specific program date or series dates only. **Please include a copy of the program agenda/schedule that displays the lecture times and duration.***

☐ Education Program/Seminar – 1-2 day multiple topic session, up to 8 hours per day in length
☐ Lecture/In-service/Case Conference -- 1-2 hours in length
    ☐ Single
    ☐ Annual (12 monthly, multiple topics)
☐ Webinar -- 1-2 hours in length
    ☐ Single
    ☐ Annual (12 monthly, multiple topics)

Self-Learning Format (Requires Post-Test)

Self-Learning programs are designed for home study and are not linked to a specific date and time. The educational activity must be at least 30 minutes in duration. Completion of the program requires passing a post-test. CSTE's may be awarded for one year from the date of program approval.

☐ Computer-based Learning -- Pre-recorded medium with no direct teacher/student interaction (CD-ROMs, DVDs, webcasts, online PowerPoint presentations, etc.)
    ☐ Single (1-2 hours in length)
    ☐ Series (Up to 8 hours in length, multiple topics)

CSTE applications may be resubmitted and considered for subsequent approval if program information continues to be relevant, however, CSTE's may be awarded only once every 5 years to individuals who repeat the program.

PROGRAM/ACTIVITY

PRESENTER/AUTHOR(S) (include credentials, their address and e-mail) *The Presenter/Author number must correspond with the Lecture/Activity number below.

Note: The program is not limited to two presenters/authors. Please add more to the additional presenters/authors Section of this form if necessary for your educational event.

Presenter/Author(s)

1. Name, credentials: _____

   Address and e-mail: _____

Does the presenter/author have any conflict of interest to disclose? ☐ Yes   ☐ No

Conflict of interest disclosure (please provide a description of any conflict of interest and note that this should be provided to the attendees on a separate sheet prior to the presentation): _____

_____

Lecture/Activity Title: _____

Learning Objectives: _____

2. Name, credentials: _____

   Address and e-mail: _____

Does the presenter/author have any conflict of interest to disclose? ☐ Yes   ☐ No

Conflict of interest disclosure (please provide a description of any conflict of interest and note that this should be pro-vided to the attendees on a separate sheet prior to the presentation): _____

_____

Learning/Activity Title: _____

Learning Objectives: _____

- Please provide additional presenters, activity titles, and learning objectives for the learning activity on a separate attachment.

EVALUATION METHODS (check all that apply)

How will you measure the level of attendee's knowledge to ensure that the educational objectives have been met?

☐ Pre-test/Post-test   ☐ Review by Faculty   ☐ Written Evaluation

☐ Questionnaires   ☐ Surveys   ☐ Other (please specify): _____

POST-TEST REQUIREMENTS

Self-Learning programs require a post-test. A post-test is optional for Live-Lecture programs. The Education Provider is required to score the post-test before awarding CSTE credits. A participant must score 80% or higher on the post-test to earn CSTE credit. The participant may re-take the post-test up to 3 times. If unable to achieve a passing score, credit cannot be issued.

The number of questions required on a post-test is 5 for every 0.5 credit hours calculated. A combination of multiple choice and true-false questions, matching, or all multiple choice questions, are permitted. Multiple choice questions must have 4 options, all options should be plausible. "All of the above" and "none of the above" options are discouraged. Correct answers to the post-test should not be provided to the participant. Answers to post-tests may be published or distributed after CSTE application approval has expired.

PUBLICITY

All promotional materials must meet the following requirements:
• No mention can be made of CSTE credits prior to application approval by the BRPT.
• Materials may contain the statement "CSTE Program application has been submitted for approval by the Board of Registered Polysomnographic Technologists" before an official approval is granted by the BRPT.

DESIGNATION STATEMENT

This statement must be printed on all promotional materials:

> The Board of Registered Polysomnographic Technologists (BRPT) designates this educational activity for a maximum of <insert number of credits> Continuing Sleep Technology Education credits. Individuals should claim only those credits that he/she actually earned in the educational activity.

CALCULATION OF THE NUMBER OF CSTE CREDITS REQUESTED

Determine the number of minutes that are considered instructional/classroom time, or the average number of minutes required to complete a Self-Learning activity (do not count time for test or evaluation sessions) and divide the total time by 60. For example, an Educational Provider is offering eight 45 minute lectures in an educational program (8 x 45 minutes = 360 minutes, 360 minutes/60 minutes) which equals 6.0 CSTEs. For example, an Educational Provider is offering three 60 minute lectures and one 30 minute lecture (3 x 60 minutes = 180 minutes plus 30 minutes = 210 minutes, 210 minutes / 60 minutes) totaling 3.5 CSTEs. In the event that there is a fraction of a CSTE it will be rounded to the nearest quarter of an hour. For example, a provider is requesting approval for a 50 minute lecture: 50 minutes/60 =0.83 CSTE credits, which is rounded up to 1.0. Five 40 minute lectures: 200 minutes/60 = 3.33 CSTE credits, rounded up to 3.5. In other words, CSTE credits will be awarded in whole numbers or fractions of .25, .50, and .75.

DISCLOSURE STATEMENT

- Faculty participating in CSTE activities must disclose significant financial interest or other relationship with manufactures of commercial products and/or providers of commercial services discussed in an educational activity, or with any commercial supporters of the activity. A disclosure does not prevent a speaker/author from participating, but provides the audience with information to make their own judgment.
- When there is no disclosure, faculty should include the following statement at the beginning of the educational activity: I do not have any financial or commercial interests or arrangements to declare.

FEES

The BRPT- CSTE application fees for each of the educational categories are as follows:

Live/Lecture Format

☐ Educational Program/Seminar $125 (per 1-2 days)

☐ Lecture/In-service/Case Conference

    ☐ Single $50

    ☐ Annual $450

☐ Webinar

    ☐ Single $50

    ☐ Annual $450

Self-Leaning Format

☐ Computer based-Learning

    ☐ Single $50

    ☐ Series $125

☐ Late Fee $50

PAYMENT METHOD

☐ Check (Payable to the BRPT*) Credit Card: ☐ MC   ☐ Visa   ☐ American Express

Card Number: _____

Expiration Date: _____

Validation Code: _____

Cardholder's name: _____

Address: _____

Signature: _____

Please mail check to BRPT CSTE Program 4201 Wilson Blvd., 3rd Floor, Arlington, VA 22203