



## AEFT Logistics For Potential Host Groups

1. Regarding AEFT Course Offering
  - a. **ALL AEFT course offerings must be approved by the ARC.**
  - b. The AMBUCS Resource Center (ARC) has committed to offering Amtryke Evaluation and Fitting Training (AEFT) for Therapists once every two years in each of its regions with National Board representation. It may consider underwriting efforts in regions more frequently (and in areas of the country without board representation) if it deems them to be of significant strategic importance.
  - c. Regions, chapters and ProCert trainers may not want to wait for the bi-yearly training and may choose to host a training not underwritten by the ARC. We generally believe that the more trainings the better; but every training still must be approved by the ARC. AEFT trainings NOT underwritten by the ARC will be supported in the following ways:
    - i. If not already recruited, the ARC will help the host chapter or group reach out to qualified ProCert therapist trainers. We will not pay for travel or accommodation but will still pay the \$250 speakers fee.
    - ii. If given at least three months' notice, National AMBUCS will coordinate with the trainer to get the course CCU-approved in the state it will be given in by the OT state board and the PT state board (if state is not covered by ProCert). National AMBUCS will pay or reimburse any associated fees.
    - iii. We will set up online registration for your event (required by ProCert), advertise it on our website and to our member and therapist contacts.
    - iv. A chapter could cover the costs of bring an Amtryke trailer and/or Mechanic to the event. But we encourage host chapters to use Evaluation Site trykes (where applicable) and consider asking riders who have already received bikes to bring theirs back in for the training - perhaps in exchange for a tune-up. You may consider asking some of your already fitted riders if they and their bikes would act as test subjects for the evaluation section of the course. You could also purchase missing trykes for the event and give them away - either at the event or afterwards.
    - v. \$50 of all full price registrations will go to the host chapter's Amtryke account to purchase trykes for the riders who are evaluated at the event (See section 2d below).
    - vi. We will pay for lunch out of the registration funds collected (see section 5 below).
  - d. AEFT courses underwritten by the ARC will be **additionally** supported in the following ways:
    - i. A ProCert qualified therapist trainer will be appointed. Their travel and accommodation (if outside of reasonable commuting distance) will be



reimbursed and a speaker fee of \$250 will be paid each time the course is given.

- ii. If the host chapter does not have a full complement of bikes and a qualified Amtryke Mechanic, a trailer full of trykes and/or a mechanic will be sent from a neighboring area or the ARC. The lead mechanic will receive a \$150 fee.
- iii. If the state the training is in is not covered by ProCert, we will apply to the state PT board for course approval. We will apply to the state OT board for course approval.

## 2. Regarding cost/cancellation

- a. The course cost is set at **\$75** and should be paid through the online AEFT Registration Portal. Of this \$75, \$25 is a non-refundable fee to cover course materials and administration costs. National AMBUCS subsidizes all AEFT courses to keep costs as low as possible for course participants and to encourage enrollment.
- b. In the case of cancellation, notification to [admin@ambucs.org](mailto:admin@ambucs.org) or 800-838-1845 x110 will result in a partial refund of \$50.
- c. If host is an AMBUCS chapter, a discounted rate may be offered to member therapists using a coupon code provided through the AMBUCS Resource Center (ARC). The code will give \$50 off (the remaining \$25 fee will cover the cost of participant's course materials and lunch).
- d. AMBUCS will put \$50 per **full price** registrant into the host AMBUCS chapter's Amtryke account at National AMBUCS to help purchase the trykes for the riders evaluated at the course (or, if there is no host chapter, the funds will go to those riders on the Wish List).

## 3. Regarding Registration

- a. ProCert requires certain security and storage standards for registrant information. Because of this requirement, **registration and payment via credit card must be conducted through the online AEFT Registration Portal.**
- b. Day-of registration is available. A laptop with internet connection will allow day-of registrants to register via the Portal and pay via credit card. If (and only if) registrant insists on paying with check, registration may be done via paper form. Checks must be payable to National AMBUCS. On the memo line, please include AEFT, city and date. Checks and registration form must be returned to the ARC for registrant to officially be recorded as having completed the course.

## 4. Regarding the location

- a. The course set-up requires a large room with the following:
  - i. The venue space is ideally a large classroom, gym, multipurpose room or other room with space for the following: 10 - 8 ft long tables, setup in 5 rows of 2, with 3 chairs at each (30 max participants unless space is guaranteed for



additional participants and has been previously agreed upon by AMBUCS and host site), a digital projector, a projection screen or large, blank wall space, 2 - 8 ft long tables for display of adaptive accessories, approximately 8'x 20' at the side or back of teaching space for lineup of adaptive tricycle frames, additional space for lab portion strongly recommended unless tables can be rearranged to allow for this following didactic portion of the course. Pens, course packets and tape measures will be provided by course.

1. Wi-Fi for internet connection is required.
  2. Speakers (sound) are strongly encouraged. Please tell instructor if you can secure them or not.
- ii. During the didactic portion of the course, the tables should be set up classroom style, then if additional room is needed for the afternoon evaluation/fitting lab they can be removed/re-positioned to allow for test riding (a hallway or nearby outside sidewalk is okay for this too if needed).
  - iii. **Host is responsible for securing location and cost of room and equipment rental if applicable.** If this is a barrier, please contact the AMBUCS Resource Center to discuss possible solutions.

## 5. Regarding food/refreshments

- a. Two options for food/refreshment ordering and reimbursement
  - i. Host orders and covers cost of continental breakfast/coffee (optional) and boxed lunches (required) and requests reimbursement from ARC by submitting a receipt via email to Pam Hargrave [admin@ambucs.org](mailto:admin@ambucs.org) with the subject: AEFT (city and date) Food Cost Reimbursement Request; include payee's name and address so a check may be issued and sent.
  - ii. Host submits order including vendor phone number and fax number via email to Pam Hargrave [admin@ambucs.org](mailto:admin@ambucs.org) with the subject: AEFT (city and date) Food Order. In this email please call out delivery (with time and delivery address) or pick up time and contact person (name and phone number). Please call Pam to give her a heads up if it is time critical. 800-838-1845 x110.

## 6. Regarding room set-up and housekeeping

- a. We will need access to the room at least 60 min prior to course start time to be sure everything is out of the trailer and AV is ready to go - a proposed schedule is listed below.



- b. We will need a **volunteer course assistant** to handle participant sign in, collection of evaluations at the end of the day and distribution of CEU certificates. This person can be a course participant but will need to arrive 30 min prior to course start.

## 7. Regarding CEUs

- a. We are in the second (and final) part of the ProCert application process for national CEUs for PTs for this course. We have every expectation that the course will be approved. Please use the language “CCU Pending” until then. Post-approval, PTs will be awarded CCUs based on the ProCert determination and will be listed as 6 hours or 0.6 CEUs on the participant certificate.
- b. While we intend to investigate a similar nationwide certification solution on the OT side, currently we are only seeking OT CCU certification in the state where the class will be held.
- c. Many states have reciprocal relationships with neighboring states and/or between the two disciplines (if it is approved in one, the other gets whole or partial credit). It is the responsibility of the potential attendee, however, to verify what - if any - credit they will receive.

## 8. Regarding Live Demos

- a. There will be one instructor-led demo (see schedule below) - **please select a child** who would be appropriate for this. He or she should present a straight forward example so the evaluation process is easy to understand. Please do not select a child with severe sensory or behavior issues or complicated medical needs.
- b. The afternoon Demo Lab will consist of small group hands-on evaluation and fitting (see schedule below)
  - i. The format and exact timing of this will be dependent upon the number of children to be evaluated and the number of course participants. Ideally a group of 3-4 therapists work together to evaluate one child in a 20-30 min time span. The time it takes will vary based on the rider's needs, the need to change out adaptive accessories and availability of specific frames for trial.
  - ii. **A point person** will need to be identified by the course host to assist with the logistics of identifying, contacting and scheduling for this portion of the day.  
\* If this person is taking the course, an additional (non-course participant) assistant will be needed to help with checking families in and coordinating the flow.
  - iii. It is strongly recommended when you set rider appointments, you try to set riders of similar height and needs in different time blocks (so there is no significant wait time for a bike being trialed by another rider).

## 9. Regarding paperwork



- a. **All new evaluation paperwork (request and waiver, selection and assessment forms) will be submitted to the host chapter for addition to the host chapter's Wish List.** Purchase and assembly logistics will be determined by the host chapter.

## 10. Course Schedule

### **8:00 – 9:45 AM (1.75 hours)**

PowerPoint presentation with demonstration of frames and adaptive accessories

- Research for benefits of adaptive cycling
- Frame selection problem solving based on intended use, safety and neurological and structural factors
- Accessory selection based on needs for each
- Measurement and adjustment lab
- Orientation to paperwork

### **9:45 – 10:00 AM (0.25 hours) - Break**

Frames and accessories available for hands-on trial by attendees

### **10:00 – 10:30 AM (0.5 hours)**

Case studies

### **10:30 – 11:00AM (0.5 hours)**

PowerPoint presentation of fitting process and checklist

### **11:00 – 11:30 AM (0.5 hours)**

Instructor led demo of evaluation and fitting

### **11:30 AM – 12: 30 PM - Lunch**

### **1:00 – 3:30 PM (2.5 hours)**

Hands-on evaluation and fitting in small groups with live demos