

AEFT Logistics for Potential Host Groups

Amtryke Evaluation and Fitting Training Course (AEFT) is designed for interested physical therapists/assistants, occupational therapists/assistants, and recreational therapists/assistants to gain the knowledge and skills necessary to appropriately evaluate (licensed PTs, OTs, and Recreational Therapists only) and fit individuals with disabilities for Amtryke adaptive therapeutic tricycles. There will be both didactic and hands-on learning lead by an AEFT instructor with extensive experience in this program.

Please note: this course covers evaluation/assessment content which may only be completed by a licensed PT/OT/RT who will be referred to as evaluators and/or fitters. COTAs, PTAs, unlicensed RTs and RTAs, who will be referred to as fitters, may assist with fittings and treatment intervention applications using Amtrykes, but must have co-signature commiserate with individual state practice acts and are not eligible to complete an evaluation without appropriate supervision. Other chapter members, including mechanics, are welcome (and encouraged!) to attend this course but are also not eligible to complete an evaluation.

*This document is suggested to be utilized in conjunction with the AEFT algorithm.

Regarding AEFT Course Offering

- a. **ALL AEFT course offerings must be approved in advance by the ARC.**
- b. The AMBUCS Resource Center (ARC) has committed to offering Amtryke Evaluation and Fitting for Therapists (AEFT) once every two years (starting August 2023) in each of its regions with National Board representation. Chapters must be in good standing within the organization.
 - i. Click here to see when the course was last hosted in each region.
- c. A region, chapter, or other interested group (course host) may choose to host an AEFT Course in addition to the biennial regional training. These additional training courses must also be approved in advance by the ARC, but, due to limited funding, will not receive financial subsidy from the AAB.
 - i. Consideration for financial subsidy for additional AEFT Courses will require approval by the AAB.
- d. AEFT trainings NOT within the standard biennial schedule per region will have the associated cost listed below:
 - i. The ARC will contact an AEFT Instructor.

	<u>Associated cost</u>
<u>Speaker fee</u>	\$300
<u>Instructor travel/accommodation</u>	required
<u>Equipment rental</u>	---
<u>Food for course</u>	required
<u>Mechanic Fee/accommodation</u>	\$200 (if not local)

<u>Trailer transport fee</u> (demonstration fleet)	<u>*gas/mileage</u>
<u>CCU/CEU Application</u>	<u>*Subject to state fee</u>

- i. ARC support will be provided for: online registration, advertisement on the National AMBUCS website, National AMBUCS social media and direct email to member and therapist contacts.
- ii. Chapters are responsible for the costs of bringing an Amtryke demonstration fleet (trykes with trailer) to the course.
 - a. If demo fleet is unavailable, valuation Site trykes (where applicable with established chapters) and loaner trykes (previous recipients) can be utilized.
- iii. Pens, e-course packets, and tape measures will be provided by the ARC.

Request Process

- a. Submit an inquiry for potential hosting to Marisa Laws at marisal@ambucs.org and discuss logistics if necessary.
 - i. This inquiry should include the following: anticipated date range, anticipated/requested instructor, if requested to be a biennial training, and anticipated location.
 - ii. At this point, a call/video meeting can be scheduled with Marisa to review logistics document and FAQ.
- b. Submit an official request to Marisa Laws at marisal@ambucs.org with all completed information listed below. Click here for [request form](#).
 - i. Three options for date of course
 - ii. Location of course
 - iii. Funding source
 - iv. Letter of support from regional director if applicable for biennial training
- c. The course will then be approved or denied. ARC will select instructor and date. ARC will send the “AEFT Course Commitment Contract” to the host group to be signed and returned.

Hosting Requirements

Securing location and equipment with associated costs, if applicable

- a. Location
 - i. Space: A classroom, gym, multipurpose room or other large space with:
 - 1. Seating capacity for at least 30 participants
 - 2. A space approximately 8’x 20’ to the side or rear will be needed to line up of the Amtryke frames for demo during didactic portion of the course.
 - 3. Additional space such as a gym, large hallway, or covered outdoor space for the lab portion of the course is strongly recommended.
 - ii. Equipment (If this is a barrier, please contact the AMBUCS Resource Center to discuss workable solutions)
 - 1. 12 - 8 ft long tables (proposed setup: 5 rows of 2, with 3 chairs at each with additional tables for display of accessories) (30 max participants unless space is guaranteed for additional participants and has been previously agreed upon

- by AMBUCS and host site).
 - 2. If additional room is needed for the afternoon evaluation/fitting lab tables can be removed/re-positioned to allow for test riding
 - 3. Digital projector, projection screen or large, blank wall space,
 - 4. Wi-Fi for internet connection is required.
 - 5. Lavalier microphone (not handheld) with accompanying sound system is strongly encouraged.
- iii. Hosts must ensure login access prior to the course. Testing of all AV equipment and WiFi access prior to the course is strongly recommended.

Host Group	ARC
-12 x 8 ft tables -Projector & screen or large blank wall space	-E-course packs -Tape Measures -Sign-in sheets -CEU Certificates
-Printed Amtryke assessment and selection forms (1 set per participant + additional for riders evaluated in the lab portion) -Lavalier microphone and speaker system* <i>*Recommended</i>	-Pens

b. Food/refreshments

- i. The course host orders and covers the cost of continental breakfast/coffee, snacks (optional) and boxed lunches (required). For ARC approved courses, course hosts will purchase lunch and request reimbursement from ARC by completing Reimbursement Form

c. Space Set-up

- i. The AEFT Instructor will need access to the room at least 90 min prior to course start time if demo trykes are not set-up or at least 60 min prior if set-up is complete.
- ii. Trykes will be unloaded from the trailer by host group volunteers under the direction of the trailer driver.
- iii. Instructor and driver (if experienced) will set up for didactic portion with assist from host group volunteers.

d. Required Volunteer Personnel

- i. Course assistant(s) Oversees participant sign-in, collection of course evaluations at the distribution of CEU certificates. This role can be a course participant(s)- they will need to arrive at least 30 min prior to course start.
 - 1. Sign-in sheets, evaluations, and certificates will be brought with all course materials or sent in advance to a designated host point-person.
- ii. Lab facilitator(s) -Assists with the logistics of identifying, contacting and scheduling for the live evaluation and fitting portion of the day.
 - 1. * If the lab facilitator is a course participant, an additional (non-course participant) lab facilitator will be needed to check in families in, collect paperwork and maintain the schedule
- iii. Lab assistant- a therapist that is knowledgeable in Amtryke models, evaluation and

fitting. This person can be a member of the host chapter or if need may be requested from ARC.

1. If more than 30 people are attending the course, they are required to have a lab assistant. This assistant will be compensated for their time with a \$100 fee. This fee may be donated to host chapter or lab assistant's chapter of choice for wish list.

CEU Approval

- a. Currently, application for PT/OT CEU approval is completed on a state-to-state basis and is the responsibility of the host group.
 - i. Guidance for the application process will be provided by Marisa Laws (marisal@ambucs.org) if received 90 days prior to course date. Please use the language "CEU Pending" on all marketing materials approval is received.

- ii. Many states have reciprocity with CEU accrediting boards. It is the responsibility of the potential attendee to verify what - if any - credit they will receive.

Live Demos

- a. There will be one instructor-led demo in the morning- the host group will be responsible for selecting a current or future Amtryke rider to serve as a straightforward demonstration participant.
 - i. Individuals who are extremely shy, have difficulty with sensory over-stimulation or challenging behaviors should not be considered for this role.
 - 1. The afternoon Demo Lab will consist of hands-on evaluations and fittings in groups of 2-4 based on the number of participants and scheduled evaluation times previously established.
 - 2. Format and exact timing will be dependent upon the number of riders to be evaluated and the number of course participants. Ideally 2 therapists work together to evaluate one child in a 20-30 min time span.
 - ii. Waivers and request forms should be completed prior to the event and brought by families or collected and brought by the course host.
 - 1. Evaluated riders' orders will be added to the host chapter's Wish List. Purchase and assembly logistics will be determined by the host chapter.

Tryke Build (optional)

- a. A tryke build portion of the AEFT course may be offered in conjunction with a standard AEFT course if requested. This portion of the course will focus on assembling Amtrykes from the box (as shipped) to safe rideable form.
 - i. Not all courses will be eligible due to the need for Amtrykes to be supplied, transportation of trykes, and having qualified mechanics available to participate in the course.
 - ii. The ARC will approve Tryke builds as part of AEFT course with the following criteria being met:
 - 1. At least 1 certified Amtryke mechanic present for build
 - 2. At least 10 participants registered for Tryke Build
 - 3. At least 5 Amtrykes available to be built.
 - a. These must be trykes purchased for the host chapter's wishlist or another nearby chapter.
- b. This portion of the course will be \$75 for therapists (CEU credits may be earned as certified by each individual course) and \$40 for all other participants.
 - i. The safety checklist will be reviewed for each tryke with a certified mechanic to ensure all key safety points are thoroughly discussed.
 - ii. Persons eligible to participate in this portion of the course include interested community members, family members of recipients, AMBUCS volunteers, mechanics, and any therapists.
 - iii. Final destination for the trykes could include
 - 1. Fitting for a local rider during the lab portion of AEFT
 - 2. Disassembled for ease of transport back to ARC

3. Transported built or disassembled to a nearby chapter

Information for Registrants

- a. The course cost is set at \$115. Of this \$115, \$40 is a non-refundable fee to cover course materials and administration costs. (Price increase will be officially reflected as of January 1st, 2024).
- b. Registration and payment via credit card must be conducted through the online AEFT Registration Portal.
 - i. Day-of, online registration will be available via credit card only.
- c. Individual registration cancellations
 - i. Accepted up to 1 week prior to course date and eligible for \$75 refund.
 - ii. Please notify Marisa Laws (Director of Amtryke Training and Research) at marisal@ambucs.org OR 800-838-1845 x123
- d. Host chapters will receive a discount code for their member therapists (AMBUCS members). The code will give \$40 off (registration cost \$75) or option to pay full price with allocation of \$35 donation to Chapter wish list.
 - i. \$75 of each full price registration will go directly to the host AMBUCS chapter's Amtryke account at National AMBUCS
 - ii. If the course is not hosted by an established chapter, funds will be directed to the National Wish List.

Chapter Benefits of Hosting and AEFT Course

- a. \$75 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.
- b. Develops and strengthens relationships between chapters and community therapists.
- c. Increase the number of therapists qualified and confident in Amtryke evaluation and fitting.
- d. Opportunity to recruit therapist members.

Proposed 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) (May be extended until 5pm depending on need)

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