**Envision University Online Presentation Course**

Clinical education submissions incorporate practical information that low vision practitioners and educators need to succeed professionally and that encourages discussion of professional concerns and views.

Clinical education submissions should include concrete examples of closing practice gaps in vision rehabilitation and should incorporate the principles of evidence-based practice. In addition, submissions are also reviewed for meeting continuing education accrediting criteria required by ACVREP, AOA-CPC, AOTA, COPE, , and/or JCAHPO.

Clinical education submissions need to include all of the following components to be considered as an approved presentation:

**Length of presentation time: Choose 1 hr., 2 hr., 3 hr., or 4 hr.**

**Title**

Include the course title.

Author(s) name(s), credentials and organizational or employment affiliation.

**Instruction Level**

Determine instruction level to help attendees select courses that fit their experience and knowledge.

* Introductory – Information is geared to practitioners with little or no knowledge of the subject matter. Focus is on providing general introductory information.
* Intermediate – Information is geared to practitioners with a general working knowledge of current practice trends and literature related to the subject matter. Focus is on increasing understanding and competent application of the subject matter.
* Advanced – Information is geared to practitioners with a comprehensive understanding of the subject matter based on current theories and standards of practice as well as current literature and research. Focus is on recent advances and trends, and/or research applications.

**Course Description**

The course description is a short summary of the information from the presentation, emphasizing the relevance and interest of the topic to participants. The course description will also be used in promoting the course to learners.

**Learning Objectives**

Learning Objectives should be written in a way that reflects the instructional format and delivery method being used for a particular activity. Objectives are participant-centered (e.g., “By the end of this program, learners will be able to…”) and describe to learners exactly what knowledge, skills, and/or attitudes they are expected to accomplish/demonstrate as a result of the learning activity. Start each objective with an action verb which communicates the performance by the learner. Use verbs which describe an action that can be observed and that are measurable (e.g. Define, Identify, Classify, Describe, Demonstrate, Interpret, Analyze, Diagnose, and Assess).

**Outline**

The outline is a breakdown of what authors will present in the order it will be presented. Created in an outline format, it will be the framework a reviewer can use to determine what presenters will discuss and how. This should be 1.5 – 2 pages per hour of presentation not including course description and objectives.

[[Sample clinical education outline](https://staging.university.envisionus.com/EnvisionUniversity/media/University-Media-Library/Envision-University-Outline-Example_1211.docx)]

**Slide Presentation**

Authors will be responsible for the initial design of their online education course by creating a slide presentation in Microsoft PowerPoint, or a compatible alternative. All PowerPoint presentations should be built as accessible as possible and submitted for review.

**Additional Course Notes**

Provide any handouts or additional course notes that will help the learner to understand the concepts the author is presenting and to make professional practice changes.

**Video**

Record and provide a video of you providing each slide. Envision University will provide post-video editing.

**Exam Questions**

Create and provide a course examination. In order to obtain continuing education credit for courses, a 10 question multiple choice question exam, with answer key, *per hour of presentation* must be created. To write effective questions, it is suggested that authors follow the requirements stated in the [[National Board of Examiners in Optometry’s (NBEO) *Item Writer’s Manual*](https://www.optometry.org/articles/Item%20Manual%202001.PDF)*.*] Diagrams, figures, video and audio spots and photographs can be included as part of your exam; please provide in separate files from your examination document. [[Tips for Writing Your Exam Questions](https://staging.university.envisionus.com/EnvisionUniversity/media/University-Media-Library/Tips-for-writing-your-exam-questions.docx)]

*All submissions are peer reviewed. If chosen for inclusion as an Envision University online course the author/presenter will receive the following support from Envision:*

* *A $100 honorarium per accreditation hour of clinical education presentation(s).*
* *All presenters will sign an Author Agreement that specifies the details of this support, reimbursement, and remuneration.*