



AACPDM eCourses Submission Guidelines

AACPDM eCourses are designed to provide formal in-depth instruction for continuing professional education combined with “student” participation and interaction. The courses will run over a 4-8 week period, for students to complete at their own pace within the given timeframe.

We recommend that presenters structure their course according to the following guidelines:

1. Content should be current, evidence based, practical, applicable and balanced
2. Courses are required to have a pre and post-test
3. Audience participation through course discussion boards should be encouraged in a variety of ways. Please outline your strategy for facilitating discussion amongst instructor and participants as part of your proposal
4. Be specific about how discussion boards will be moderated. Please also be specific about frequency of feedback to participants and how it will be provided.
5. Prepared background material (handouts, references) are required to accompany the presentations each week. PLEASE NOTE: Prior permission must be obtained to duplicate copyrighted materials
6. Courses that are accepted should have all the material and presentations ready before starting the course

Within these general guidelines, presenters have flexibility in the design of the course, like the number and frequency of presentations, how feedback is given, and how participation is required.

Presenters are volunteering their time to create and present the eCourses, but will have the support of the AACPDm office to record the presentations with Go-To-Meeting, upload all course materials to build the eCourse, field student registration and technical questions, and administer continuing education credits.

Please submit your completed proposal to meetings@aacpdm.org.