

The purpose of this document is to provide advice and guidance to anyone considering planning an international ISCD Education Course and Bone Densitometry Certification Exam. Assistance with these issues is available from the ISCD including advice from the ISCD Panel in your region and from ISCD headquarters at aneal@iscd.org . ISCD strongly recommends that the LOC designate an administrative staff member to handle all administrative aspects of the course.*

Timeline

To plan an ISCD Education Course and Bone Densitometry Certification Exam with the ISCD, the following tasks and associated timeline is critical for a successful program launch.

| Task | Timeline |
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| Completion of formal agreement with ISCD to hold the Course and Exam | 150 days (5 months) prior to program date |
| Identification of date, location and type of course/exam (Clinician, Technologist ,VFA) | 150 days (5 months) prior to program date |
| Identification and approval of course faculty (Clinician, Technologist ,VFA) | 120 days (4 months) prior to program date |
| *Identification of management and administrative personnel/processes for the course and exam | 120 days (4 months) prior to program date |
| Completion of course budget | 90 days (3 months) prior to program date |
| Communication to identified faculty regarding payment of honorarium, expense reimbursement, travel arrangements, visas | 90 days (3 months) prior to program date |
| Completion of the hotel or course facility contract | 90 days (3 months) prior to program date |
| Course promotion | 90 days (3 months) prior to program date |
| Translation of materials, if needed | 60 days (2 months) prior to program date |
| Production and distribution of course materials | 45 days (1.5 months) prior to program date |
| Copy of course Certificate of Attendance sent to ISCD | One week after course completion date |
| Submission of course and exam fees to ISCD | One week after course completion date |
| Submission of exam materials to ISCD with electronic registration list | One week after course completion date |
| Course evaluations summarized and sent to ISCD | One month after course completion date |

Considerations

Completion of Formal Agreement with ISCD and Application to Host a Course and Exam

- Contact ISCD to discuss and formalize the following:
 1. Type of course
 2. Expected audience
 3. Possible date
 4. Possible faculty
 5. Language issues
 6. Management and administrative responsibilities
 7. Certification process
 8. Distribution of course and exam materials

Identification of Course Dates

- Courses can be held on a weekend or during the week.
- Courses can be held collaboratively with another medical meeting previously scheduled or a medical symposium could be added before or after the course.
- Consider special events/holidays, seasons of the year and dates of other professional meetings that might conflict when selecting the course date.

Identification of Course Location and Facility

- The course should be held in an area that is centrally located and an easy commute for those driving or flying.
- Courses can be “hosted” in medical facilities, universities or hotels. A hotel facility should be able to provide a sleeping room block large enough to accommodate those participants who will stay overnight. If you are running the technologist course, room rates should be low enough to attract technologists.
- The LOC will work with the ISCD to identify appropriate course venues.

Identification of Course Type

The LOC may decide to hold:

- Clinician and Technologist BDC, VFA course, Introduction to Bone Densitometry course running parallel
- Clinician course only, Technologist course only, VFA only, Introduction course only
- The appropriate Bone Densitometry Certification Exam can be combined with the Clinician and Technologist Bone Densitometry Course.

Typical Program Length

- Bone Densitometry Courses are typically a 1½ -day event at the end of which is held the Certification Exam (Exam – 2 hours for Clinicians, 2 hours for Technologists).
- Typical Day 1 starts with Registration at 7 AM. The course starts at 7:30 AM and ends at 5:30 PM.
- Typical Day 2 starts at 7:00 AM and ends at approximately 3:00 PM, including the Certification Exam.
- VFA course is 5 hours.
- Introduction to Bone Densitometry course is 4.5 hours.
- The LOC may make reasonable adjustments to the schedule with ISCD approval.

Course Audio-Visual Requirements

- PowerPoint presentations are used for all sessions. Participants must be able to easily view the large screen.
- A podium and microphone is required.

Identification of Management/Administrative Personnel/Processes

- Who will manage and administer the different aspects of the program?
 1. ISCD strongly recommends that the LOC designate a specific administrative staff member to handle all administrative aspects of the course. This person should familiarize himself/herself with all details of organizing an ISCD course, including all ISCD requirements described in the signed course agreement, and should contact ISCD staff for any needed advice/support.
- Issues to consider include:
 1. Registration process
 2. Translation, production, distribution of course materials
 3. Contract with hotel/course facility, food and beverage, AV equipment
 4. Communication with course faculty
 5. Promotion of the course
 6. Submission of exam materials to ISCD
 7. Submission of Course Evaluation Summaries to ISCD

Completion of Course Budget

- Revenues
 1. Registration revenues
 2. Corporate support
 3. University support
 4. Medical Society support
 5. Government support
 6. Combinations or all of above
- Expenses
 1. Facility costs (room rental, AV equipment)
 2. Food and beverage
 3. Production and distribution of course materials
 4. Honoraria and travel for speakers
 5. Fees and travel for administrative staff
 6. Marketing, postage, photocopying, etc.

Identification of and Communication with Course Faculty

- Course faculty will meet requirements as outlined in the ISCD Faculty Policies and Procedures.
- An honorarium, determined by the LOC, will be provided to the course faculty. This will be clearly defined prior to assignment of faculty.
- Standards for expense reimbursement for travel, hotel and meals will be clearly defined prior to assignment of faculty. Expense reimbursement will be standard for all instructors. When faculty travels abroad, it is expected that provisions will be made for travel in business class.
- Contact each faculty member regarding the following:
 1. Reimbursement of expenses
 2. Payment of honorarium
 3. Hotel and air travel dates and process of making reservations
 4. Invitation letters and visa assistance
 5. Transportation to and from airport, hotel and course site
 6. Any social events
 7. Special needs

Course Promotion

- The LOC must be willing to provide grassroots promotional support as outlined below:
 1. 90-days from date of course - LOC must promote the program via e-mail, fax and or mail to a region mutually defined by the ISCD and LOC.
 2. Additional promotion must be made at 60 and 30 days.
- ISCD will post the course registration information provided by the LOC on the ISCD Web site.

Course Translation and Production and Distribution of Course Materials

- Courses may be taught in English with simultaneous or consecutive interpretation, if needed.
- Courses may be translated into the local language. This will entail the translation of the course syllabus, PowerPoint slides and Certification Exam.
- Course syllabi should be provided to course registrants at least 3 weeks prior to the course. Course materials may only be distributed in hard copy; no electronic copies may be distributed.
- Exam packets should be prepared 1 week prior to the course.
- Course evaluation forms are prepared 1 week prior to the course. These are distributed to attendees at the beginning of the course and collected from them at the end of the course.

Submission of Exam Materials and Registration List to ISCD

- Exam materials must be submitted to ISCD for processing within 1 week of completion of the course.
- A Course registration list in the electronic format provided by the ISCD must be submitted with the Exams in order for the ISCD to process the Exam.
- The process for distributing Exam results to examinees must be clearly defined.

Submission of course and exam fees to ISCD.

- Exam results will be released to candidates upon receipt of the fees.

Submission of copy of Certificate of Attendance to ISCD

- A copy of the Certificate of Attendance provided to attendees must be submitted to ISCD along with the exam materials.

Submission of Course Evaluation Summary to ISCD

- Course evaluations should be tabulated, summarized and sent to ISCD within 1 month of the course.