



NCOPE Orthotic Fitter Course Application Form

Application Submission Criteria:

The National Commission on Orthotic and Prosthetic Education (NCOPE) Orthotic Fitter Course Application Form must be completed in its entirety and submitted with 2 copies of the course material including didactic, lab and distance learning portions in three-ring binders or booklets .

Items that must be included in the binders or booklets with dividers and tabs are as follows:

- **Name of Course**
- **Company History**
- **Resumes of instructors**
- **Course Agenda**
- **Content of Course Sections**
- **Multimedia Course Sections**
- **List of Course Objectives Participants Receive**
- **All Quiz and Final Test Materials with Answer Keys**
- **Course Evaluation Form**

IMPORTANT NOTES FOR APPLICANTS:

Applications must be legibly written and submitted on current form.

Retain a copy of the completed application for your records.

Include the application fee of \$300 dollars. (Check or Money Order only, payable to NCOPE.)

Mail to:

NCOPE
Attn: Fitter Education
330 John Carlyle St.
Suite 200
Alexandria, VA 22314
(703)836-7114
(703)836-0838 (fax)

Allow 6-8 weeks for review and decision.

www.ncope.org

Orthotic Fitter Courses approved by NCOPE are for a term of 3 years.

NCOPE Orthotic Fitter Course Application

1. Official Name of Program _____

Address _____

City _____ State _____ Zip Code _____

Telephone No. _____ Fax No. _____ Email _____

Website _____ Name of Contact Person _____

2. Program Objectives

Include a brief statement of the program's overall educational objectives and competencies needed for successful completion of this orthotic fitter course (*See Appendixes A, B, D, E of NCOPE Course Approval Standards for required pathologies, device list, distance learning delivery and guidelines for student assessment - you may attach additional pages*).

3. Course Information – (*A minimum of 32 hours in length, including a minimum of 16 hours of didactic and a minimum of 16 hours of in-person fitting lab is required*).

a. Length of didactic program in hours _____

Distance learning didactic program in hours (*If applicable*) _____

b. Length of in-person fitting lab _____

How long after the didactic portion will the in-person lab section be offered? (*No more than six (6) months can elapse from when the student completes the didactic portion and enters the lab portion of the course.*) _____

c. Location of in-person lab course section(s) _____

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- d. Number of classes administered per year _____
- e. Dates course will be offered this calendar year _____
- f. Maximum number of participants per course _____
- g. Didactic course section instructor(s) to student ratio _____
- h. In-Person Lab section instructor(s) to student ratio _____
- i. Course fee _____

4. Provide a sample copy of course certificate of completion. *(Please attach to last page of application.)*

5. The instructor(s) must hold either a certified orthotist or certified orthotic fitter credential and be in “good-standing”. Resumes of all instructors must be included with this application. Include additional pages if necessary.

Instructor Information

a. Instructor

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email Address _____

Credential _____ Certification No. _____

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b. Instructor

Name _____

Address _____

City _____ State _____ ZipCode _____

Telephone _____ Email Address _____

Credential _____ Certification No. _____

c. Instructor

Name _____

Address _____

City _____ State _____ ZipCode _____

Telephone _____ Email Address _____

Credential _____ Certification No. _____

d. Instructor

Name _____

Address _____

City _____ State _____ ZipCode _____

Telephone _____ Email Address _____

Credential _____ Certification No. _____

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6. In the table below, identify the instructor of each required didactic module. List the location of tabbed course sections in binder/booklet and PowerPoint presentation(s), and the length of each lecture. *(Please refer to NCOPE Orthotic Fitter Course Approval Standards Appendixes A, B, C for required pathologies and ABC Code of Professional Responsibility)*

Course Section	Instructor	Tab/PowerPoint Location	Lecture Hours
Anatomy/Physiology			
Pathologies			
Biomechanics			
Patient Assessment			
Treatment Plan			
Materials/Equipment/Tools			
Follow-Up Plan			
Practice Management			
Total Lecture Hours			

7. Student Assessment : Check the applicable boxes for the types of student assessments the course requires. Copies of all assessments (quizzes, exams, case study templates) and answer keys must be provided. *(Please refer to Appendix D.)*

- Case studies (Recommended to reinforce treatment concepts.)
- A quiz, after 4 hours of lecture time.
- A graded quiz after 8 hours of lecture time.
- Final graded exam passed at conclusion of didactic course in order to advance to in-person lab portion of course. (Open book tests are not allowed.)
- No more than six (6) months can elapse from when the student completes the didactic portion and enters the in-person lab portion of the course.

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8. In the table below, identify the instructor of each required lab module. List the location of the tabbed course section in the binder/booklet and PowerPoint presentation(s) and the length of each lab. *(Please refer to NCOPE Orthotic Fitter Course Approval Standards Appendix C for required device list and recommended lab times.)*

Lab Course Section	Instructor	Tab/PowerPoint Location	Lab Hours
Cervical Spine			
Upper Extremity			
Spinal			
Lower Extremity Knee			
Lower Extremity Ankle/Foot			
Shoes			
Gradient Pressure Garments			
Total Lab Hours			

9. Student Assessments: Check the applicable boxes below for the types of student assessments the lab modules require. Copies of all assessments must be provided. *(Please refer to Appendixes C, E.)*

- Proficient skill demonstrated in the proper use and function of devices listed in Appendix C.
- Proficient skill obtained in measurement of device.
- Proficient skill obtained in assembly of device.
- Proficient skill demonstrated in the proper donning/doffing sequence.

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Courses with distance learning sections must complete the following:

10. NCOPE Orthotic Fitter Course Approval Standards require distance learning didactic course formats to be delivered in a manner that insures a base set of competencies in orthotic fitter knowledge and skills, required pathologies, required devices, as well as practice management and professional ethics are attained by the student. *(Please refer to Appendix D.)*

Distance Learning Course Delivery *(Check applicable boxes.)*

- Video Format (CD, DVD or streaming video with narration and course syllabus)
- Non-video format with narration (PowerPoint)
- PC
- Mac
- Linux

11. NCOPE Orthotic Fitter Course Approval Standards requires the course provider to provide the capability for live student/instructor interaction during normal business hours. Additionally, alternate sources of maintaining student/instructor communication channels must be provided. *(Please refer to Appendix D.)*

Distance Learning Student Support *(check applicable boxes)*

- Instant messaging
- Texting
- Email
- Conference call
- Web cam

12. Provide in space below the online access code or instructions to NCOPE in order to review on-line distance learning course sections.

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Application Checklist

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(Retain a copy of the completed application for your records.)

- Include the application fee of \$300 dollars** (Check or Money Order only, payable to NCOPE.)

- 2 copies of course including didactic, lab and distance learning portions in three-ring binders or booklets.**

Items that should be included in the binders or booklets with dividers and tabs are as follows:

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