



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

NCOPE Therapeutic Shoe Fitter Course Application Form

Application Submission Criteria:

The National Commission on Orthotic and Prosthetic Education (NCOPE) Therapeutic Shoe Fitter Course Application Form must be completed in its entirety and submitted with 2 copies of the course material including educational content, fitting-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**

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

NCOPE Therapeutic Shoe 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, competencies, and exposure needed for successful completion of this therapeutic shoe fitter course. (*See Appendixes A and B of NCOPE Therapeutic Shoe Fitter Course Approval Standards for required areas of course content, distance learning delivery, fitting lab, and guidelines for student assessment - you may attach additional pages.*)

3. Course Information – (*Total course duration is for a minimum of 16 hours which includes fitting lab course instruction for a minimum of 2 hours.*)

a. Length of didactic program in hours _____

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

b. Length of seated fitting lab _____

Length of online fitting lab (*If applicable*) _____

c. How long after the didactic portion will the fitting lab section be offered? (*No more than ninety (90) days can elapse from when the student completes the didactic portion and enters the lab portion of the course.*) _____

NCOPE Therapeutic Shoe Fitter Course Application

- d. Location of seated fitting lab course section(s) _____
- e. Number of classes administered per year _____
- f. Dates course will be offered this calendar year _____
- g. Maximum number of participants per course _____
- h. Didactic course section instructor(s) to student ratio _____
- i. Fitting Lab section instructor(s) to student ratio *(The instructor to student ratio for the lab portion cannot exceed 1 instructor to 10 students.)* _____
- j. 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 the minimum of a Therapeutic Shoe Fitter credential *(Certified Orthotist and/or Certified Pedorthist is acceptable)* 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. _____

NCOPE Therapeutic Shoe Fitter Course Application

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._____

NCOPE Therapeutic Shoe Fitter Course Application

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 Therapeutic Shoe Fitter Course Approval Standards and Appendix A for required content areas and ABC Scope of Practice.)*

Course Section	Instructor	Tab/PowerPoint Location	Lecture Hours
Anatomy of the Foot			
Terminology			
Material Science			
Patient Evaluation and Techniques			
Common Foot Pathologies and Deformities			
Foot Measurement, Shoe Fitting, and Selection Criteria			
Complications Associated with the Diabetic Foot			
Documentation			
Professional Ethics			
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 A.)*

- Case studies. *(Recommended to reinforce treatment concepts.)*
- A quiz, after each specific content area. *(Including online lectures, if applicable.)*
- Final graded exam passed at conclusion of didactic course in order to advance to fitting lab portion of course. *(Open book tests are not allowed.)*
- No more than ninety (90) days can elapse from when the student completes the didactic portion and enters the in-person lab portion of the course.

NCOPE Therapeutic Shoe Fitter Course Application

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 Therapeutic Shoe Fitter Course Approval Standards Appendix B for required seated and online fitting lab course instruction.)*

Lab Course Section	Instructor	Tab/PowerPoint Location	Lab Hours
Comprehensive Foot Evaluation			
Measuring, selection, and fit of shoes defined in A5500 CMS code			
Selection, direct molding and fit of foot orthotics defined in A5512 CMS code			
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 B.)*

- Proficient skill demonstrated in the measurement and selection of appropriate therapeutic diabetic shoes as defined in A5500 CMS code.
- Proficient skill obtained in selection, direct molding and fit of foot orthotics as defined in A5512 CMS code.
- Proficient skill demonstrated in the proper donning/doffing of the shoe and insert.
- Adjustments of shoes and inserts as it relates to the ABC Therapeutic Shoe Fitter Scope of Practice.

NCOPE Therapeutic Shoe Fitter Course Application

Courses with distance learning sections must complete the following:

10. NCOPE Therapeutic Shoe Fitter Course Approval Standards require distance learning didactic and fitting lab course formats to be delivered in a manner that insures complete exposure to a base set of specific competencies in diabetic therapeutic shoes, prefabricated foot orthosis used by the diabetic patient and the appropriate use of the devices as they relate to patient care. *(Please refer to Appendix A.)*

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 Therapeutic Shoe 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 A.)*

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.

NCOPE Therapeutic Shoe Fitter Course Application

Application Checklist

- 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.)

- 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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