



### **Course Author Royalty Program**

The CSRC recognizes the need to have contributing authors to have a wide diversity of topics in sufficient quantities to attract customers. This program is designed to provide adequate incentives to qualified individuals to create content suitable for sale through the CSRC Online Education Program. The CSRC has approved the following “Author Royalty” fee structure:

- A. Sixty percent (60%) of gross sales will be paid to the contributing author on a quarterly basis.
- B. The royalty fee will be based on the CE of the course and the number of courses sold during that quarter.
- C. This amount includes all research time.
- D. The CSRC Executive Office on a quarterly basis will create a summation report by author for course sales and disperse a check to the author with the report.
- E. Qualifications for contributing authors of the CSRC Online Continuing Education Program shall include: any licensed healthcare professional with two (2) or more years of experience in their chosen field, with a current valid state license and appropriate NBRC or BRPT credential, may submit a Continuing Education Course for review.

### **Content Areas**

Acceptable topics may include, but are not limited to the following:

- A. All areas addressed in the content matrix of the credentialing examinations of the National Board for Respiratory Care:
  1. Certified Pulmonary Function Technologist (CPFT®)
  2. Certified Respiratory Therapist (CRT®)
  3. Neonatal/Pediatric Respiratory Care Specialist (CRT-NPS® or RRT-NPS®)
  4. Registered Pulmonary Function Technologist (RPFT®)
  5. Registered Respiratory Therapist (RRT®)
  6. Sleep Disorders Testing and Therapeutic Intervention Respiratory Care Specialist (CRT SDS® or RRT-SDS®)
  7. Adult Critical Care Specialty (ACCS)
- A. All areas addressed in the content matrix of the Board of Registered Polysomnographic Technologists’ (BRPT) RPSGT® examination.
- B. All areas addressed in the content matrix of the National Asthma Educator Certification Board’s (NAECB) AE-C® examination.
- C. Emerging technology and its application in the delivery of respiratory care.
- D. Courses and/or programs may be accredited if the content of the course or program is not directly related to clinical practice but relates to the following:
  1. Education, supervision, and management
  2. Health care cost containment or cost management
  3. Preventative health services and health promotion



4. Medical ethics and legal aspects of health care
5. Patient safety/infection control
6. Nuclear, Chemical and Biological Terrorism
7. Emergency preparedness

### Course Submission Process

The process for an author to submit a course for consideration and review will be as follows;

- A. **Step I** - Email us at: [office@csrc.org](mailto:office@csrc.org) to inquire if we are accepting courses at this time. If so, follow the Course Submission Process in Step II.
- B. **Step II** - Complete and return the "Course Author Application."
  1. Obtain the list of requested and needed courses from the CSRC office.
  2. Submit either an outline or a completed document via email [office@csrc.org](mailto:office@csrc.org). The document will be forwarded to the chair of the Education Committee who will perform a cursory review of the contents to assure the following items are contained:
    - a. Course description: 1 paragraph describing the course and intended audience.
    - b. Course objectives: Minimum of 3 per CEU. Use terms such as "Learner will be able to demonstrate", "will list 4 symptoms", etc. is required. Other possible terms that can be used include, define, repeat, select, acknowledge, and describe. The information to complete each objective must be found in the content of the course.
    - c. Author will submit a recorded presentation that meets the guidelines of the application checklist for online CE content.
    - d. Course Length and Number of CEU to be earned. Each course must have a minimum of 1 CEU.
    - e. CEUs will be offered in no less than 1.0 unit increments with additional quarters acceptable (i.e. 1.25, 1.5)
    - f. Clinical Practice Exercise – if appropriate, create a clinical scenario utilizing the information. Provide questions pertaining to the scenario as part of the final examination.
    - g. References: 2-3 references per CE are adequate. If you used information from a website that provides further information, you must include the website address.
    - h. A multiple choice "post-test" with a minimum of 3-5 clearly written questions per CE will be submitted.
- C. **Step III** - Course Acceptance:
  1. Course author will be notified as to the disposition of submitted course no later than 45 days after receipt by the CSRC.
  2. After content review by the CSRC education committee content reviewers, if revisions are recommended, CSRC will inform course author of such at that time. Feedback must be incorporated and returned within 30 days to the CSRC for review. Course author and content reviewer should meet in a timely manner to discuss and clarify revisions.
  3. Committee will provide a link to upload all required components as outlined on the checklist.
  4. After acceptance, the author's course will be placed on [www.csrc.org](http://www.csrc.org) as an online offering.