

Distance Learning

How to Guide for OandPEdu.com



Objectives

The objectives of this course is to give an overview of how OandPEdu works and what you can expect from these services.

By the end of this course you will:

- know what OandPEdu.com is
- be able to properly register for courses
- understand how to choose proper courses
- know how the reporting system work with the certifying organizations
- understand what computer resources are required
- learn how easy it is to simply log on, take a course and earn continuing education credits from the comfort of your home or office.



Distance Learning

When we first started out we thought this would be a good idea for the O&P industry but soon learned that it must be expanded. We have several URLs for different areas and plans are to develop yet a few new ones in the new year.

All courses have been developed by practitioners, educators, and professionals all over the United States. The courses are sent to both ABC and BOC for approval for Continuing Education Credits. Once a practitioner has completed a course and passed the exam the completed course information is automatically sent to the certifying body and they update your educational file.

It really doesn't matter what address you start with once you are registered you are ready to use the system. Here are our addresses:

Orthotist/Fitter

www.OrthotistEdu.com

Prosthetist

www.ProsthetistEdu.com

Pedorthist

www.pedorthistEdu.com

Mastectomy Fitter

www.cpeEdu.com

DME Suppliers

www.DMEPOSEdu.com

General Education

www.OandPEdu.com



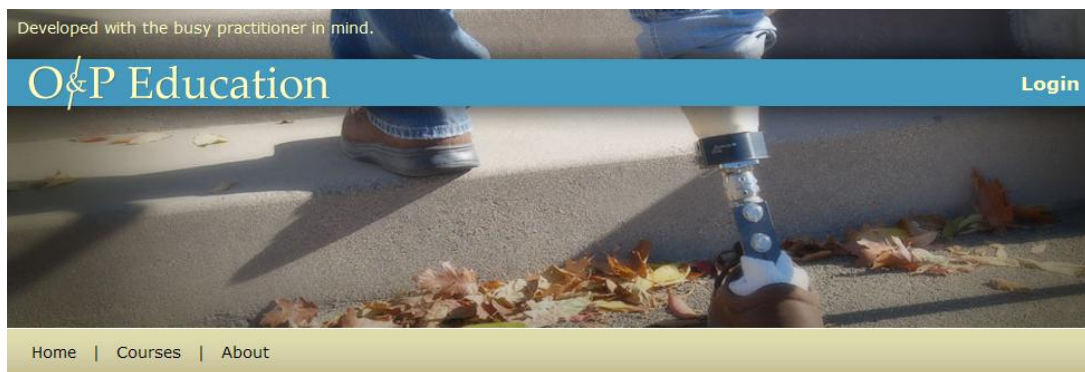
What is OandPEdu.com

OandPEdu.com started out to provide the continuing education for Orthotist, Prosthetist and Pedorthist in a distance learning environment. Due to the high costs of travel, hotels and other associated expenses for practitioners to achieve their required CEUs, we developed an on-line version of course availability at reasonable prices.

The screenshot shows the OandPEdu.com website. At the top, a banner image shows a person's legs with a prosthetic limb walking on a path with fallen leaves. Above the banner, the text "Developed with the busy practitioner in mind." is visible. The website header includes the "O&P Education" logo and a "Login" link. Below the header is a navigation bar with "Home", "Courses", and "About" links. The main content area features the heading "Earn continuing education credits from anywhere!" followed by a list of professions: "Orthotist, Prosthetist, Orthotic Fitter, Pedorthist, Mastectomy Fitter, DMEPOS". A paragraph explains that users can earn CEUs from home or office. Another paragraph mentions that due to the economic downturn, travel costs have increased, making online courses a convenient alternative. A "Get Email Updates" section includes an email input field and a "Join" button. On the right side, there are "Login" and "Register Free" buttons, and a "How does it work?" section with a list of steps: 1. Register an account (FREE), 2. Browse course listings (FREE), 3. Pay for the course, 4. Study the course material, 5. Take the exam, 6. Print certificate of completion!



Keeping up with changes



Earn continuing education credits from anywhere!

Orthotist, Prosthetist, Orthotic Fitter, Pedorthist, Mastectomy Fitter, DMEPOS

OandPEdu.com allows you to earn continuing education credits from the comfort of your home, office or anywhere you might be.

With today's economic downturn the costs of travel have skyrocketed. With OandPEdu.com, you can log on from anywhere at any time and meet your continuing education requirements. Simply choose the courses you wish to take, study the material, complete the exam, then print your certificate of completion.

OandPEdu.com will automatically send your proof of CEUs directly to the [American Board for Certification in Orthotics, Prosthetics and Pedorthics \(ABC\)](#) and/or the [Board of Certification/Accreditation International \(BOC\)](#).

What could be simpler?

Get Email Updates
Email:
Privacy by SafeSubscribeSM

How does it work?

- [Register](#) an account (FREE)
- Browse [course listings](#) (FREE)
- Pay for the course
- Study the course material
- Take the exam
- Print certificate of completion!

If you want to be on our mailing list and receive updates, newsletters and be notified when courses have been published or when we conduct face-to-face classes, enter your email address in our mailing list.

Type your email address in the box on the home page or in your dashboard once you are registered.



Mail Lists

Registration

Thanks for your interest in joining our mailing list. Please complete the information below and click [Save Profile Changes](#).

Your email address: [abc@website.com](#)

Your Interests

Let us know what kinds of emails you would like to receive from us.

- ☒ General Interest
- ☐ DME
- ☐ O&P
- ☐ Pedorthics
- ☐ Face-to-Face Orthotic Fitter Courses
- ☐ Face-to-Face Advanced Courses

Preferred email format

☒ HTML ☐ Text

[Save Profile Changes](#) [Cancel](#)

Once you press the “join” button it will take you to a registration page. Some people assume once registered here they are registered to do classes, that is a separate registration and we will discuss that on a different slide. So, just double check on this page that your email address is correct and you have checked the box or boxes that interest you. Preferred email format typically would be HTML but if your email does not allow pictures click Text.

Don't hit Save profile until you enter the other information to the right. See next slide





Mail Lists

On the right side of the screen is an information area, this requires you to enter your first and last name. Your city, state and phone number are optional and is for our informational reasons only. In case we were having a class in your geographic area we could find your address to make sure you receive information on that. You can rest assured your information is secure with us, we will not share, sell or otherwise let anyone have your information you enter.

Your Information

Please provide your information here. Items marked with an ** require a response for signup.

* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
City:	<input type="text"/>
US State/CA Province:	<input type="text" value="Select a state/province"/>
Work Phone:	<input type="text"/>

The only time we share your information is when you give us permission to share your educational credits with your certifying organization, but that is done on another registration covered shortly on a different slide.



System Requirements



Our system has no major problems with most any system, I have been told it is not accessible on an ipad but it works well on the Galaxy Pad.

For the most part one would take the education on a desk top computer or laptop. I recommend using Internet Explorer, FireFox or Chrome or Safari. OandPEdu.com does require “Flash” but that is on 99% of all systems.

To purchase classes it is done on-line and we have a secure credit card system which has passed all the PCI tests required by Authorize.net.



Let's get Started!

First thing you have to do is Register. Click on the “Register Free” button and it will open a new screen.

Developed with the busy practitioner in mind.

O&P Education

Login

Home | Courses | About

Earn continuing education credits from anywhere!

Orthotist, Prosthetist, Orthotic Fitter, Podorthotist, Mastectomy Fitter, OMEPOS

OandPEdu.com allows you to earn continuing education credits from the comfort of your home, office or anywhere you might be.

With OandPEdu.com, you can take, at your computer.

OandPEdu.com (ABC's) What's new?

Login

Register Free

How does it work?

- Register an account (FREE)

New Account Registration

You must have access to this email address in order to complete your registration. You will use your e-mail address and password to login. Please enter them carefully.

All "Highlighted fields" are required.

E-Mail address This is used to login

Password This is used to login

Re-enter password

Prefix

First name

Last name

Suffix

Home Address

Home City/Town

Home State/Province

Home Zip/Postal Code

Business Name

Business Address

Business City/Town

Business State/Province

Business Zip/Postal Code

Phone

Mobile

FAX

The New Account Registration format is pretty simple. The only required fields are in red. Enter the “login” or your email address first. If you have more than one person registering each person will need an unique email address. Next you will choose a password, remember it must be at least 8 digits and must contain letters as well as numbers, no other type of characters are allowed. Then just your name, address and phone contact.



Certifying Organizations



Remember, if you are a certified practitioner we notify them directly for you when you pass each course you take. During registration there are two fields which need to be filled in, your certification number and the date when your certification expires. Without that filled in we will not know you are certified and will not notify them of your courses.



ABC #	<input type="text"/>	
Expiration Date	<input type="text"/>	MM/DD/YYYY
BOC #	<input type="text"/>	
Expiration Date	<input type="text"/>	MM/DD/YYYY



Registration

Registration is a two step process, first you fill out the registration form and you will be sent an email confirmation of the registration. It is important to understand that prior to you entering the distance learning area you must respond to the email sent to you. This process prevents spammers from causing security problems on our site and protects your privacy.

Once you finish the registration you will receive this message, it is now time to look for the email from us at the email address you logged in as.

New Account Registration

Registration is almost complete! You should receive an email shortly with instructions on how to activate your account. **You will not be able to log into your account until you have done so.**

We would like to take a moment to say *Thank You* for registering at OandPEdu.com.

We are committed to providing quality continuing education to the busy practitioner, in a simple, easy-to-use, and economical format. You can log on and take courses at your leisure from anywhere, and at any time, without incurring travel expenses. We are dedicated to excellence and welcome your input. Please forward any comments or suggestions to our training staff using our [contact page](#).

OandPEdu.com is currently preparing over 100 continuing education course hours for publication. If you wish to see a certain subject covered, do not hesitate to [let us know](#).

Our goal is to be your education resource for compliance, certification, and accreditation.

Thank You!



Registration

Many have said they registered but cannot get in, either look for your email from us and click on the appropriate link, once you click on it you can access the site or contact us right away at trainingstaff@oandpedu.com.

This email message will be in your mail box.

Thank you for request to register with OandPEdu.com.

To confirm your email address and complete your registration, please click on the address below, or enter it into the address bar of your browser:

<http://oandpedu.com/confirm-registration?code=50b3c1f85a8b264d436e39f043dbf60f>

We look forward to meeting you continuing education needs!

The OandPEdu.com Team



Let's Log-in

Developed with the busy practitioner in mind.

O&P Education

Home | Courses | About

Login to your account

E-Mail address	<input type="text" value="YOUR EMAIL ADDRESS"/>
Password	<input type="password"/>
	<input type="button" value="Login"/>
	Forgot password

Not registered yet?

If you have forgotten the password click on "Forgot password"! And the system will send you a link to reset your password.

Now all you have to do is enter the email address you registered and the password you chose. Just hit the login button and you will enter the education site.



Dashboard

Developed with the busy practitioner in mind.

O&P Education

[Dashboard](#) | [Courses](#) | [History](#) | [Account Settings](#)

Dashboard

Your name

ABC #
BOC #

Your certification
numbers

Account credit \$29

[Buy unlimited access ...](#)
[Redeem coupon ...](#)

Get Email Updates

Email:

Privacy by ☒ SafeSubscribeSM

Current Events

There are no new events

When you successfully login you will go to your dashboard. Your dashboard will show how much credit you have to get courses, it has your certification numbers and is the information area.

If you have not signed up for email updates you can do so here.



Let's browse the Site

Developed with the busy practitioner in mind.

O&P Education

Dashboard | Courses | History | Account Settings

Dashboard

Your name

ABC #	Your certification
BOC #	numbers

Account credit \$29

[Buy unlimited access ...](#)
[Redeem coupon ...](#)

Get Email Updates

Email:

Privacy by ☒ SafeSubscribeSM

Many of our clients have discovered the savings they can enjoy by signing up for unlimited access. Unlimited access allows you to take as many courses you want for one full year. We have company accounts available which allow several people in your company to access any class they wish for one full year for a flat fee. Contact us if this interests you, you can expect substantial savings. Send us an email to trainingstaff@oandpedu.com to request a quote or click on the "Buy unlimited access link.



Courses

When you click on the courses tab on the gray bar you will see all the available courses, filed by type. Note the different tabs across the top

- General – for office staff, billing etc
- Orthotist – courses for Orthotists
- Prosthetist – courses for Prosthetists
- Orthotic Fitter – courses for Fitters
- Pedorthist – courses for Pedorthics
- Mastectomy – courses for Mastectomy Fitters
- DMEPOS – courses for those Durable Medical Equipment suppliers

Developed with the busy practitioner in mind.

O&P Education

[Dashboard](#) | [Courses](#) | [History](#) | [Account Settings](#)

Available Courses

[General](#) [Orthotist](#) [Prosthetist](#) [Orthotic Fitter](#) [Pedorthist](#) [Mastectomy Fitter](#) [DMEPOS](#)

Course Title



Course Information

To learn more about a course simply click on the name and the course information screen comes up. This will tell you the cost of the course, the number of course credits to expect, passing score requirements and a complete description of the course content.

Course Information

01006 — Hip Orthosis

Your Cost: \$20

This cost is in addition to your \$29 account credit which will be used.

CEUs (credits): 2.00

Passing score: 80%

This course is designed to provide the basic understanding of hip anatomy and problems of the hip. This course serves only as a basic platform for minimum understanding for the competence and professional handling of patients for hip orthoses and fitting procedures. This course, along with others specific to hip related topics, will help to develop competencies in delivering and fitting of these devices. This course is one of a series of courses for competencies in orthotics.

By the end of this course you will be able to:

- Understand and identify the elements of the anatomy of the hip.
- discuss the hip joint and it's related problems
- Understand the skeletal system of the hip joint & articulations.
- Discuss Indications and Contraindications for hip devices.
- Become familiar with the applications of different devices.
- Be competent in what is required for proper patient documentation and follow-up.
- Utilize what you have learned in your practice.

Take This Course Now

If you choose to take this course click here.



Take the Course

When you choose to take the course a window will open with three choices.

- Buy Course, this will be used to purchase this course on your credit card
- Buy Unlimited Access, you can send a request for a quote for unlimited access by clicking this button.
- Redeem Coupon, If you have a coupon that was sent to you, this is where you redeem it.

Course Access Options

Buy Course

Purchase this course.

Buy Unlimited Access

Get unlimited access to most courses without the need to buy individual classes.

Redeem Coupon

If you have a coupon code, you can redeem it here.



Purchase the Course

When you choose to purchase a course the system will calculate your cost based on what you have in your OandPEdu account and will advise you how much you will need to pay for this course. When you click on the “Purchase” button you will go to a secure page where you will enter your credit card information. We have a notice here stating our policy and that of Authorize.Net and our bank – First Data.

Secure Purchase Page

Your total charge for this course will be \$20.

When you click the "Purchase" button below, you will be transferred to a secure online ordering form at [Authorize.net](https://authorize.net). This page has been specifically set up for conducting online e-commerce transactions for OandPEdu.com.

After paying for the course, you will be returned to OandPEdu.com and your account will have enough credit to take the course that you selected.

Thank you for choosing OandPEdu.com!

Purchase



Your trust is important to us. That's why we have chosen Verisign to secure our web site, Authorize.net to secure our payment forms, and FirstData to process our e-commerce transactions.

Authorize.Net
a CyberSource solution



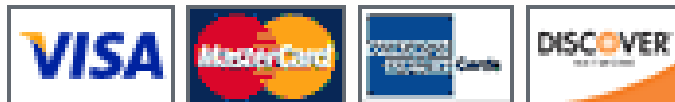


Secure Credit Card Page

When you choose to purchase the course the credit card transaction window opens, not this is a “secured page” your information is secured by Authorize.Net.

You can enter your credit card information, your name and address and email address on this page. The address must match the address where you receive your credit card bill or it will not be approved.

We accept the following credit cards:



O&P Education

Order Information * Required Fields

Invoice Number: 20101222141215

Description: OandPEdu.com Course Purchase

Total: US \$20.00

Payment Information

Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mmyy)

Billing Information

Customer ID: 1293055935

First Name: * Last Name: *

Company:

Address: *

City: *

State/Province: * Zip/Postal Code: *

Email: *

Phone:

Fax:



Take the Course

Now that all the red tape is behind us, you will have the “Take Course” window come up. Many of you are very busy and cannot devote enough time to finish a course in one sitting so it is designed that you can go into the course and out as often as you wish for up to 90 days. One word of warning though, once you start the exam – you cannot leave it until it is complete, or it will note that you failed. (you can go back into the exam and re-take it if you failed). So now you will click on “Start” on the left side where it says Study.

Take Course

Hip Orthosis

Study

Click on each document listed below to study the learning material. (Note: There may be only one document.) You should study all of the material before taking the examination.

O1006 Hip Orthoses

Start

Exam

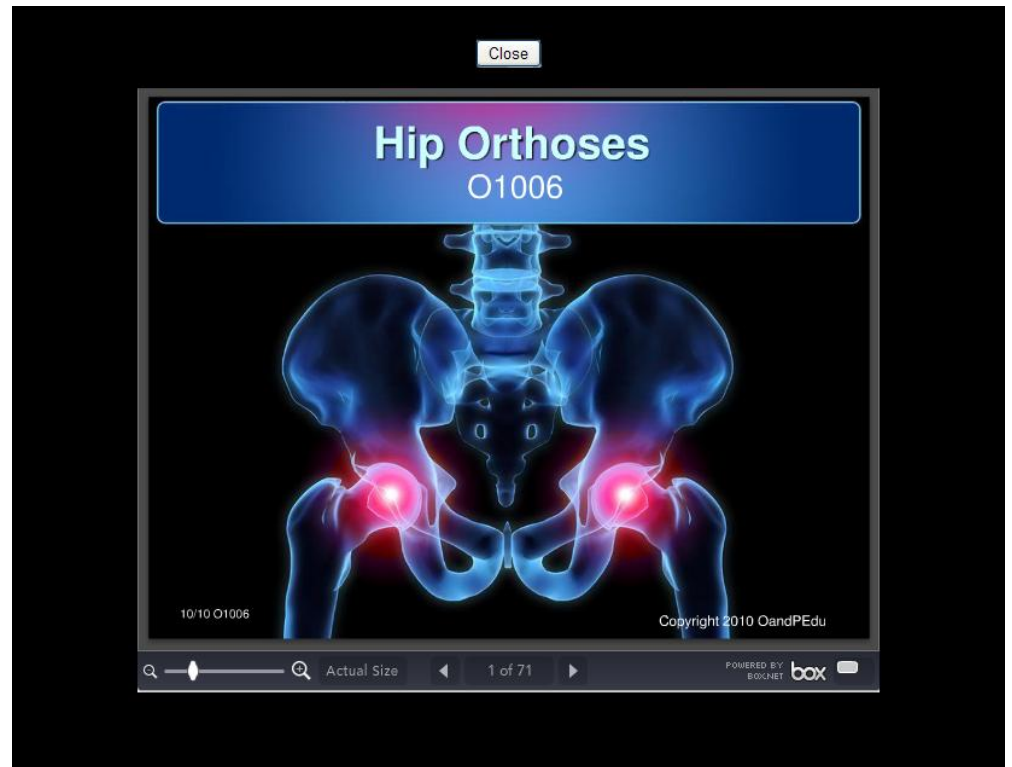
Once you have completed the course take this exam. Once you have passed it with an 80% or better, you will be able to print your Certificate of completion immediately.

Start



Studying the Course

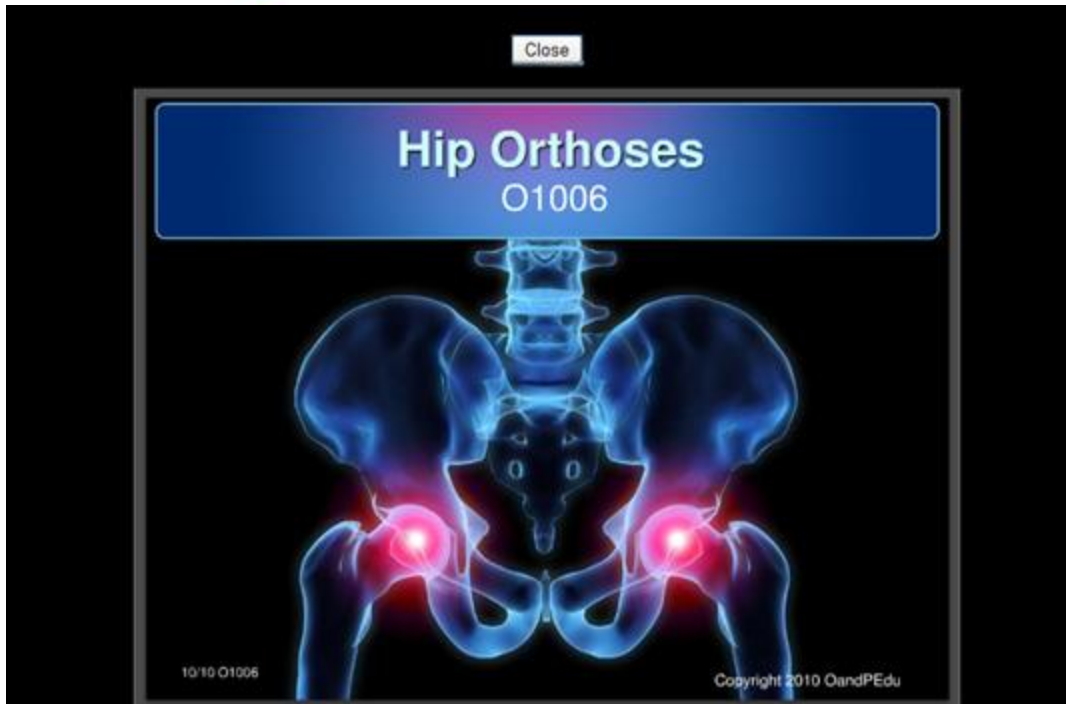
When you click on the start button wait until it has fully loaded before you begin. The course material comes up in a viewing window and you will notice the buttons on the bottom of the window. You can move through the course material at any speed you wish and go forward and back as needed. If you need to leave for any reason just click the “Close” button and you can log in again later.



If the viewing window fails to open be sure you have Flash installed on your computer. Flash is available at <http://get.adobe.com/flashplayer/>.



Trouble Shooting

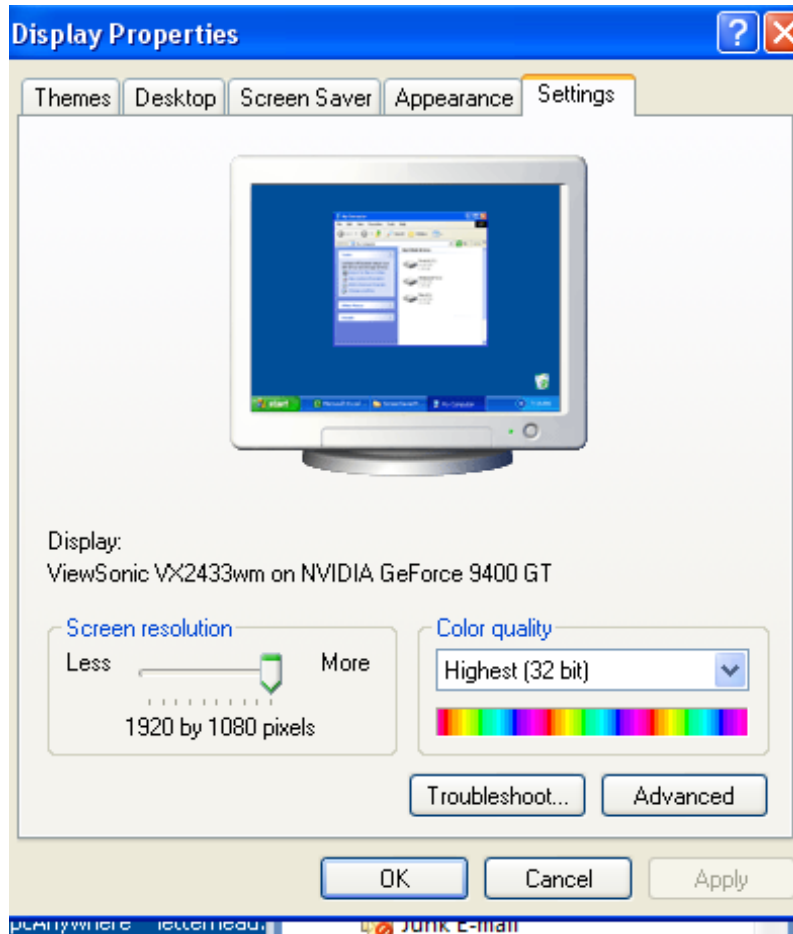


Another problem some people have experienced is they have their monitor settings set to display things larger than normal.

We have had some problems with people who have reported that the advance buttons do not show. This is because they have several add-ons in their browser, yahoo, google and others. If you have this problem and your monitor to have enough room to use the controls you will need to right click on those add-ons and disable them temporarily while you are viewing the course materials.



Trouble Shooting



Another problem some people have experienced is they have their monitor settings set to display things larger than normal. You may need to call your IT person to set your display properties to a normal setting.



Take the Exam

Take Course
Hip Orthosis

Study

Click on each document listed below to study the learning material. (Note: There may be only one document.) You should study all of the material before taking the examination.

O1006 Hip Orthoses —
Start

Exam

Once you have completed the course take this exam. Once you have passed it with an 80% or better, you will be able to print your Certificate of completion immediately.

Start

When you have finished the course material and you believe you understand the content fully, close the viewer and you will be back at the “Take Course” page and will need to click on the “Start” button on the right side under Exam. Remember the Certifying Organizations require practitioners to pass the exam with an 80% or better score. If the course material suggests you visit an alternate website or other material be sure to do so prior to taking the exam as some of the questions will be on the material outside the course.



Take the Exam

Taking the exam is fairly simple if you have studied the course material. There are True/False and Multiple Choice questions to verify your competency on the subject matter. Remember never leave the exam until you have completed it. All courses must have a 80% or better passing grade to be awarded a certificate of completion. We have a responsibility to the Certifying Organizations to report your score.

COURSE EXAMINATION

HIP ORTHOSIS

1. The most palpable prominence at the hip is the greater trochanter
 - ☐ TRUE
 - ☐ FALSE
2. The socket the femoral head fits into is the
 - ☐ a. ilium
 - ☐ b. femur
 - ☐ c. popliteal fossa
 - ☐ d. scapular fossa
 - ☐ e. acetabulum
3. The hip has been noted as the most unstable joint in the body
 - ☐ TRUE
 - ☐ FALSE
4. The hip joint is a
 - ☐ a. compound joint



Exam Results

Exam Results

Hip Orthosis



Congratulations! You passed the exam. To download your certificate of completion, [click here](#)



Exam results are immediate! You will be advised whether you passed or not as soon as you click the button showing you are finished, the computer will warn you that if you left anything not answered that is the same as a wrong answer. OandPEdu.com reports all passed exams automatically to the Certifying Organizations, you do not need to send in the results. You can, however, click the link in the “Congratulations! You passed the exam” screen where it say “click here” and you can print your Certificate of Completion (see red arrow).



Certificate of Completion

Your certificate is suitable for framing, some print it on parchment type paper. Note the seal in the upper right hand corner, this seal is an algorithm that includes all the information about the person who completed this course, their exam results and their history regarding this course. This is an example of our security ensuring the certifying organization that this document cannot be shared with others.





OandPEdu.com

We would like to thank you for taking the time to go through this introductory course on how to use our distance learning educational resources. We hope you find our system superior to more confusing systems that are out there and you use it often. It is definitely cost effective when you compare all the travel costs associated with continuing education. We are always open to suggestions and invite those practitioners who have valuable educational programs they wish to share to join us in our endeavors. All of our authors share in the revenues of this program and our authors are practitioners who have chosen to give back to the industry by sharing their knowledge and experiences keeping our profession interesting and dynamic.

The training staff at OandPEdu.com

PS. Please contact us if you are interested in our annual unlimited access program, it is even more economical and saves you money.