



Certificate in O&P Business Management

Awarded by the University of Hartford and the
American Orthotic and Prosthetic Association

Frequently Asked Questions

WHAT IS THE Certificate in O&P Business Management?

The Certificate in O&P Business Management is a comprehensive certificate program that offers a series of business and management courses to provide business managers, practitioners, and distributors an opportunity to explore crucial business challenges—from finance, sales and marketing to business operations, reimbursement policies and management.

The Certificate Program is similar to non-degree continuing education programs that universities offer in conjunction with their MBA programs. The courses are offered online, at the AOPA National Assembly, and at targeted seminars throughout the country (such as the Mastering Medicare: Essential Coding and Billing Techniques Seminar).

Through a unique partnership between AOPA and the University of Hartford this higher learning program has been customized to meet the specific needs of O&P professionals. Core Courses will be planned, organized, and executed by the University of Hartford and Elective Courses will be planned, organized, and executed by AOPA. Participants must complete (with a passing grade of 80%) a Core and Elective Course in each area of learning.

This unique leadership experience will provides an opportunity to learn fresh insights, new tools, and proven techniques for developing better business practices, while improving a company's returns.

WHAT ARE THE BENEFITS OF EARNING A CERTIFICATE IN O&P BUSINESS MANAGEMENT?

The Certificate in O&P Business Management is your opportunity to learn or grow your skills in O&P Operations, Management, Finance, and Sales and Marketing. You can customize your program by selecting specific Elective Courses that pertain to your interest and/or role in O&P. Through learning proven techniques and acquiring new tools for developing better business practices you will create ongoing returns for your company. It also provides an opportunity to showcase your knowledge in O&P Business Management. There is no better way to advance your career or increase your business skills then through this program uniquely tailored to O&P.

HOW DO I EARN MY CERTIFICATE IN O&P BUSINESS MANAGEMENT?

Earning your certificate in O&P business management is as easy as 1-2-3.

1. Complete the online form

2. Select and complete four required Core Courses and four Elective Courses within four years and pass a Course specific quiz for each program. (one Core and one Elective course from each of the four areas of learning.)
3. Participants who successfully complete the program will be awarded a frameable certificate from both the University of Hartford and AOPA during a ceremony at the AOPA National Assembly and will be recognized in the *O&P Almanac* and on the AOPA website.

HOW MUCH DOES THE PROGRAM COST?

There is no charge to enroll. However, you must register and pay fees associated with individual Courses. Core Courses provided by the University of Hartford will be available in-person and online and are \$500 each. Elective courses range from free to \$595 depending on the course.

HOW LONG DOES IT TAKE TO EARN THE CERTIFICATE?

While there is no minimum, there is a maximum time requirement of four years to complete all Courses.

HOW LONG IS MY CERTIFICATE VALID?

This program is meant to be completed once and consists of a variety of coursework from both the University of Hartford and AOPA. The certificate does not expire.

WHAT ARE THE EDUCATION REQUIREMENTS?

Participants must complete (with a passing grade of 80%) a Core and Elective Course in each area of learning (Operations, Management, Finance, and Sales and Marketing). Core Courses will be offered through a partnership with the University of Hartford and Elective Courses will be offered by AOPA.

Area of Learning	Core Courses offered through the University of Hartford	Elective courses offered through AOPA
Healthcare Operations	Healthcare Operations for O&P Professionals	Mastering Medicare: Advanced Coding and Billing Techniques Clinical Documentation and Evaluation
Healthcare Management	Healthcare Management for O&P Professionals	Ethics and Compliance in Orthotics and Prosthetics
Finance	Financial Management for O&P Professionals	How to Analyze and Negotiate Managed Care Contracts
Sales and Marketing	Sales and Marketing for O&P Professionals	O&P Marketing Strategies: Turning Trends into Actions

WHAT IF I HAVE TAKEN QUALIFYING COURSES IN THE PAST?

Given the revamped program and new course content, previously taken courses will not count towards the Certificate.