

### Provider Application Procedures:

- CE approval should be requested at least 45 days in advance of the program date (or the fee may be doubled).
- All Providers must be identified and claim administrative and financial responsibility for their program(s).
- All Providers must submit the following: course title, course date, rationale of the program, objectives, course outline and time schedule, speaker's information or curriculum vitae and appropriate fee.
- Provider fees are \$15.00 per credit hour, per course presentation.
- Provider fees are \$30.00 per credit hour, if multiple presentations are provided within the calendar year or the same course is offered over the 2 year renewal period.
- Provider fees stated above are doubled if received within 45 days of the presentation date.
- Any changes to a course that has been approved for a two-year period will necessitate re-submission of the course for review and re-approval. A new fee applies to this application.
- An administration fee of \$15 is charged by Caduceus for processing each application.
- Applications not fulfilling the above requirements shall be returned to the applicant for the required information and held until information is received.

### CEU Locker will:

- Applications must be processed and CEs assigned in accordance with the Kansas State Board of Healing Arts per the Kansas Statutes Annotated and Kansas Administrative Regulations Relating to the Practice of Physical Therapy.
- Send notice of approval with seal or request for additional information within 3 weeks of receiving the application. Providers are encouraged to allow sufficient time for processing.

### Once the course is presented, the Provider will:

- Submit a Roster of Kansas licensees attending the presentation within 30 days of each presentation. This will include the licensee, license number and email address. The roster is to be sent electronically to [ceus@kpta.com](mailto:ceus@kpta.com). See the link or sample sign-in sheet. This applies to all courses didactic and on-line.

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Questions regarding the application process or CEU LOCKER should be directed to:

**Becky Cira, KPTA CEU LOCKER Administrator**  
[ceus@kpta.com](mailto:ceus@kpta.com)      331-248-2636