



As a service to our members, the Arizona Physical Therapy Association reviews continuing education courses and grants approval for those courses that meet established quality standards. Courses that are AzPTA approved may then be considered as Category A approved pursuant to the administrative rules of the Arizona Board of Physical Therapy [A.A.C. R4-24-402(A)(2)].

Individuals and organizations who are interested in delivering physical therapy continuing education courses in Arizona and who would like to market courses as AzPTA approved, please complete this form in its entirety. **YOU MUST CLICK ON THE "SUBMIT FORM" BUTTON BELOW OR THE APPLICATION WILL NOT BE RECEIVED.**

## CHECKLIST:

**Please be sure that your application includes the following:**

- Program Description, Goals and Exact Subjects Covered
- Upload a Copy of the Timed Outline/Agenda
- Learner Behavior Outcomes or Measurable Objectives
- Resumes/Curriculum Vitae of EACH Instructor/Presenter
- Participant Evaluation Form

*All documents must be combined into one Word Document or PDF prior to uploading. If information is missing from your application, it will be sent back to you so that you can add the necessary information. This may delay processing on our end.*



## IMPORTANT APPLICATION INFORMATION:

- A yearly non-refundable fee of \$125.00 (payable by VISA, Mastercard, American Express) must be submitted with the application.
  - The fee will cover all application for CEU certification for a single course for a full year based on the dates the course is first scheduled.
  - The program, course or activity may be offered multiple times during the calendar year.
  - Each individual program, course or activity requires a separate application and fee.
  - The application fee is not refundable for cancelled courses.
  - All fields in the application are required.
  - Please do not send books, CDs or other materials to the AzPTA in conjunction with your application as the CEU reviewers are unable to review them.
  - No credit will be awarded for program, course or activity breaks, time for registration, or introductions/announcements.
  - Please allow 30 days for the review process for a complete application.
  - An incomplete application will delay the processing time.
  - Please contact the AzPTA office for details on advertising courses in AzPTA publications.
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## THE FOLLOWING INFORMATION IS REQUIRED:

- Complete course agenda listing all topics covered, time allotted to each topic and the instructor for each topic.
- Biosketch for EACH speaker in the course, noting which topic the speaker is presenting.
- The course must have written measurable, behavioral objectives that are adequately addressed by the course materials.
- The course materials must be presented in a mode appropriate to meet the stated objectives.
- Sufficient time must be allotted to each topic presented to provide adequate review of the topic sufficient to meet stated objectives.
- The course offering includes methods to evaluate a participant's attainment of learning objectives; a post-course evaluation survey may fulfill this requirement. Home study courses must have a copy of a written exam that documents successful completion of the course.
- Home study courses must have the time requirements listed for each topic area covered.
- The material presented must be consistent with the APTA's Code of Ethics, Standards of Practice for Physical Therapy, and the Guide to Physical Therapist Practice.



- The course offering reflects the use of evidence-based practice (patient values, available evidence and clinician experience).
- The course provider/applicant agrees to do ongoing review and evaluation of the quality and the effectiveness of the continuing competence activity, and to modify the activity based on information gained from the review and evaluation.
- The applicant provides copyright and disclosure information.

*Failure to meet any of these requirements will result in disapproval of the course.*

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## PRESENTER REQUIREMENTS:

- The presenter(s) must demonstrate qualifications consistent with the material presented; in most cases this will be an academic or professional degree in the area.
- The presenter must have 4 years experience in the area of the presentation; **OR** The presenter must have published or presented same/similar material in a peer reviewed setting; **OR** The presenter must have attained an advanced degree (other than the first professional post-baccalaureate degree) in the area of the topic presented or has attained Clinical Specialist Certification from the APTA.

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