



2851 S Parker Rd Suite 1210, Aurora, CO 80014
Phone: (303) 351-5397

A licensee shall determine which activities and topics will meet his/her Learning Plan and goals and select an appropriate provider.

1. Submit your course to the Colorado Chapter's CEU Locker **with supporting documentation, and the non-refundable application fee (and rush processing fee if applicable) at least 20 days prior to date of program.** When validated, the COAPTA provides validation to Course Providers that their course does meet the minimum standard for acceptance in Colorado.
2. Upon validation, we will assign a validation number for the course. The course validation number is valid for the initial presentation and also for subsequent presentations of the same course (same material, same presenters, same objectives, etc.) for a period of 12 months following the initial presentation, OR until the end of the current Licensing Cycle (December 31, 2018). With each new Licensing Cycle, a course must be re-approved for the new cycle and continued use of the Colorado Chapter validation seal.
3. Please note this validation is not an official approval by the Colorado Department of Regulatory Agencies, but represents a review of the material and validation that in the opinion of the Colorado Chapter, professionals may safely take the course and be assured the course is appropriate for their licensing requirements.
4. Professional Development Activities (PDA) are learning activities undertaken to increase a licensee's knowledge and skill or hone existing knowledge and skill for the purpose of continuing professional development. PDA are organized into Category I, II and III activities with corresponding point values (see the Professional Development Activities (PDA) List below). Thirty (30) PDA points, at least 15 points of these being from Category I activities, must be accrued by a licensee each renewal period.

As a course provider, you must determine in which category your course should be classified before submission in CEU Locker.

Details for all three category classifications are described in this link. The PDA list also states the specific documentation required for each activity:

[Professional Development Activities \(PDA\) List](#)

To be classified as a Category I-type continuing education activity, your course must meet the following standards:

[Board Standards for CE Activities](#)

Submission Requirement for Validation Review:

1. Supporting documentation must include and be uploaded into the CEU Locker:
 - a. Course Title
 - b. Detailed Course Description
 - c. Course Objectives
 - d. Course Dates and Locations
 - e. Speaker Bio/Credentials/CV
 - f. Detailed Course Schedule showing time of instruction and breaks
 - i.
2. For continuing education meeting the Board's Category I Standards for Continuing Education Activities (* See the PDA list above) 1 contact hour = 1 point. For Category II and III Standards, 1 contact hour = $\frac{1}{2}$ point, or as further indicated on the PDA list.
3. Required documentation of your course includes a certificate of attendance with participant's name, contact hours, and course date(s).

Colorado Chapter Course Application Fees

*If the course is submitted less than 20 days prior to the course start date a \$75 rush processing fee will apply.

Contact Hours	Price
1-5 hours	\$100
5-10 hours	\$150
>10 hours	\$200
Rush Fee	\$75

For more information or questions regarding continuing education course validations, please contact the Colorado Chapter of APTA at:

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