Vermont APTA Application for CCU Requirements

COURSE INFORMATION: (The following must accompany the application)

1. Learning Objectives (objectives must be specific and measurable)
2. Course Description
3. At least 3 peer-reviewed references for the presentation topic from a peer-reviewed journal within the past 5 years. If there is no research in the past 5 years, provide at least 5 peer-reviewed references within the last 10 years.
4. Course Schedule/Outline with break time(s), instructional method, and contact hours
5. Participant Evaluation of Program
6. Cancellation Policy

PRESENTER INFORMATION: (The following must accompany the application)
Current CV for all presenters (max 5 pages for each presenter). Address the following in each CV:
1. Qualifications Consistent with Material Presented
2. Research in topic presented, if applicable

CERTIFICATE REQUIREMENTS: (The following must accompany the application)
1. Course Sponsor is responsible for providing participants with a PROOF OF ATTENDANCE
2. CERTIFICATE at the completion of the course (please attach sample). =The certificate must include the following:
   a. Participant's Name
   b. Presenter's Name
   c. Title of Program
   d. Date(s) of Course
   e. Location of Attendance
   f. Number of Approved CCU's
   g. Statement: "Approved by the Vermont Chapter of the APTA, a State of Vermont Office of Professional Regulation Approved Provider"
   h. Competency Disclaimer Statement (an example would be: "This certificate establishes attendance in post-graduate education and is not a statement of competence on the part of the participant. Information provided should be always be used within scope of practice and in accordance with State Practice Act.")