



The following information is required for all continuing education course applications. This information can be submitted by manual entry into CEU Locker and/or uploading a PDF file. A course brochure or flyer can also be submitted if it contains any of the information below.

PROVIDER INFORMATION:

- Contact name and organization
- Address
- Telephone/ Fax / Email

COURSE INFORMATION:

- Course title
- Date(s) and location(s) if known at time of application
- Instructor(s) name(s) with credentials
- Continuing education units (CEUs) requested
 - 1 contact hour is equivalent to 0.1 CEU
 - 10 contact hours are equivalent to 1.0 CEU
- Instructional method(s) – Synchronous and/or Asynchronous online course, In-person lecture and/or lab
- Level of course – basic, intermediate, advanced
- Target audience – PT, PTA, other allied health professionals
- The teacher: student ratio for in-person courses
 - Number of instructors: Maximum number of participants permitted to take the course
- Focus area of the course:
 - Aquatics
 - Cardiovascular & Pulmonary
 - Clinical Electrophysiology
 - Education
 - Ethics
 - Geriatrics
 - Jurisprudence
 - Medical Billing/Coding and Policy
 - Neurology
 - Oncology
 - Orthopedics
 - Orthotics and Prosthetics
 - Pediatrics
 - Sports
 - Vestibular
 - Wheelchair Seating and Mobility
 - Women's Health
 - Wound Care
 - Other

- Course objectives
 - Consider Bloom's Taxonomy when developing measurable and behavioral course objectives.
- Statement designating how this course relates to the practice of physical therapy
- Statement of means/method for participants to demonstrate what they have learned
- A course schedule/outline that includes all breaks, course topics, and time spent on each topic
 - Example 1:
 - 8:00 – 8:30 Registration
 - 8:30 – 9:45 Anatomy of the foot
 - 9:45 – 10:00 Break
 - Example 2:
 - Introduction (5 minutes)
 - Anatomy of the foot (35 minutes)
- Bibliography including five (5) citations from peer reviewed journals in the past ten (10) years. If the instructor(s) are using their own research, they must include an additional peer reviewed journal article(s) to supplement their contribution per included article.
 - Please highlight/bold these five (5) citations or place them at the beginning of your bibliography.
- Current, dated curriculum vitae or resume for each instructor. A brief bio will not be accepted.
- Conflict of interest/bias disclosure for each instructor
- Course evaluation form(s)