APPLICATION FOR CONTINUING EDUCATION APPROVAL

APTA of Montana
P.O. Box 8575, Missoula MT 59807
406-543-1823   mapta@mapta.com

CEU Fee Schedule:

Approval for individual course for 1 year.

CEUs:	FEE*	
1 - 4	$75	*$15 processing fee
4.25 - 7	$125	will be added
7.25 – 12	$150	when course is
12.25 – 16	$175	entered in CEULocker
16.25 or more	$200	

CEU Application Fee:

The non-refundable CEU application fee is payable and due to APTA Montana per the fee schedule to the left. If a course is given several times during a single calendar year, with the same itinerary and schedule, then only one fee has to be submitted. Submit all required materials online using our **CEU Locker portal.**

All supporting documentation is required for course approval and is listed below for on-site and online courses. All relevant files should be combined into one PDF and uploaded as a single document through our CEU Locker Portal.

Requirements for On-Site CE Course

Please **submit** Items **1-9**, listed below. ***Note**: If submitting this application for a **conference or course** with multiple, simultaneous/concurrent breakout sessions on varied topics, please submit listed items **1-4** for **each** session/topic. Failure to include requested documentation **WILL** result in the application being delayed or rejected. Incomplete applications will be closed after 90 days.

1. **Detailed course description:** Describe how the course content is directly related to physical therapy and how the content will improve a participant's knowledge and skills in physical therapy.
2. **Learning Objectives**
3. **Presenter's qualifications:** Describe why the presenter(s) are qualified to teach this course, including credentials and Curriculum Vitae.
4. **Program or Course bibliography:** At least 6 published works supporting the content of the course. For details, refer to "Additional Instructions" on page two (2).
5. **Program/course schedule:** Include registration, meals, and all scheduled breaks.
6. **Method of assessing student learning:** Describe how the learning experience will be assessed.
7. **Sign-in sheet.**
8. **Course certificate of completion**
9. Course evaluation form(s)

Requirements for Home Study CE Courses

Please submit items **1-8**, listed below. Failure to include requested documentation **WILL** result in the application being delayed or rejected. Incomplete applications will be closed after 90 days.

1. **Detailed course description:** Describe how the course content is directly related to physical therapy and how the content will improve a participant's knowledge and skills in physical therapy.
2. **Learning Objectives/goals**
3. **Presenter's qualifications:** Describe why the presenter(s) are qualified to teach this course, including credentials and Curriculum Vitae.
4. **Course bibliography:** At least 6 published works supporting the content of the course. For details, refer to "Additional Instructions" on page two (2).
5. **Justification of proposed CEU hours**
6. **Course evaluation form(s)**
7. **The post-test**
8. **Certificate of completion**

ADDITIONAL INSTRUCTION

• **Course Description:** Course content must pertinent to the practice of physical therapy. Content areas include evaluation, treatment, patient management, clinical research, physical therapy ethical considerations, professional responsibilities (including knowledge of federal and state law, risk management, documentation, and reimbursement) or other relevant subjects.

• **Learning Objectives/goals:** Clearly written to identify the knowledge and skills the participants should acquire during the course.

• **Presenter Qualifications:** For each presenter, instructor, or lab assistant involved in this course, submit a 1-2 paragraph descriptive statement, an abbreviated curriculum vita, or a resume that specifically identifies the professional background of each presenter and what his/her qualifies are to teach this course. An abbreviated curriculum vita or resume should be no more than 2 pages.

• **Bibliography:** Submit a list of at least six (6) published references (i.e. textbooks, articles from professional journals), published within the last 10 years, which support the content of this course. **At least four (4) of these must be from a peer reviewed journal.** For textbooks, include the title, authors(s), date of publication, and name/ location of the publisher. For journal articles, include the title of the article, author(s), name and volume of the journal, year of publication and page numbers of the article. For websites, entire URL, publication date, and date of access must be supplied in order to verify that the site is still current. Please note that consumer websites are not acceptable.

• **Program/course schedule:** Submit a detailed time schedule of the live on-site program/course.

• **Home study / Distance Education:** Explain the means by which the number of hours necessary to complete the course was determined.

• **Course Evaluation:** Submit a sample copy of the course evaluation form.

• **Certificate of Completion of Course/Program:** Submit a sample certificate of completion.

• **Verification of attendance**: Include a sample sign in sheet, showing how you will verify attendance.