



OHIO HEALTH PROFESSIONALS ASSOCIATION

Individual CEU Holder Approval Guidelines

This guide is for individual CEU Holders seeking credit for courses that have not been pre-approved by the OHPA. Please review the reciprocity standards below before submitting an application.

STOP: Do you need to apply?

If the course you attended has already been approved by one of the following, you **DO NOT** need to submit an application to OHPA. [cite_start]Your certificate of attendance is sufficient proof of credit[cite: 213, 214, 215, 216]:

- The American Physical Therapy Association (APTA) or its components.
- A licensing board for PTs/PTAs in another state.

1. Application Submission

If your course does not meet the criteria above, you must submit a "Individual Course Review" application via CEU Locker.

- **Submission Platform:** CEU Locker [cite_start]
- **Application Fee:** \$25.00 (Non-refundable) [cite: 218]
- **Timeline:** Please allow up to 30 days for review.

2. Required Information

[cite_start]

The CEU Holder must complete the cover page and upload supporting documentation to prove the course meets the standards for continuing education[cite: 220, 223].

Justification Statement: [cite_start]

You must provide a statement explaining how this course directly relates to the practice of physical therapy and how it protects the health, safety, and welfare of the public[cite: 224, 226].

3. Documentation Checklist

Ensure the following files are uploaded with your application. [cite_start]Failure to include these may result in denial[cite: 231].

[cite_start]

✓ **Course Title & Dates:** Exact dates of attendance and delivery method (Live, On-demand, Hybrid)[cite: 221, 227, 229].

[cite_start]

✓ **Instructor Credentials:** A CV or brief biographical sketch of the presenter(s) demonstrating expertise in the topic[cite: 232].

✓ **Timed Agenda/Schedule:** A detailed outline showing time (Note: Registration, meals, and breaks do not count toward credit hours) spent on instruction. [cite_start] [cite: 234, 237].

[cite_start]

✓ **Learning Objectives:** Specific and measurable goals describing what the CEU Holder learned (e.g., "Identify three contraindications for...") [cite: 233].

✓ **Proof of Completion:** A certificate or letter from the provider confirming your attendance.

4. Calculating Your Credits

[cite_start]

When requesting credits, use the following calculation method[cite: 235, 236]:

Instructional Time	Contact Hours	CEUs
60 Minutes	1.0 Contact Hour	0.1 CEU
10 Hours	10.0 Contact Hours	1.0 CEU

Example: A course with 4 hours of instruction and a 30-minute lunch break = 4.0 Contact Hours.

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