



OHIO HEALTH PROFESSIONALS ASSOCIATION

Continuing Education Provider Guidelines

The Ohio Health Professionals Association (OHPA) is dedicated to ensuring high-quality continuing education (CE) for our licensees. Providers seeking course approval must adhere to the following standards and submission procedures.

⚠ Submission Timeline

All applications must be submitted via **CEU Locker** at least **45 days prior** to the course start date. Applications received less than 45 days in advance will be subject to a rush processing fee.

1. Application Fee Schedule

Fees are determined based on the number of contact hours requested. All fees are non-refundable.

| Contact Hours | Standard Fee | Rush Fee (< 45 Days) |
|------------------|--------------|----------------------|
| 1.0 – 4.0 Hours | \$100.00 | +\$50.00 |
| 4.25 – 8.0 Hours | \$150.00 | +\$75.00 |
| 8.25+ Hours | \$200.00 | +\$100.00 |

2. Required Documentation Checklist

Incomplete applications will be returned. Please ensure the following documents are uploaded in PDF format:

✓ **Course Description & Rationale:** Justification of how the course relates to the practice of physical therapy and protects public health.

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- ✓ **Measurable Learning Objectives:** Must describe learner behavior outcomes (e.g., "Participants will be able to...").
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- ✓ **Timed Agenda:** Detailed schedule including breaks (breaks do not count toward CE credit).
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- ✓ **Instructor CV/Bio:** Demonstrating at least 2 years of experience or advanced certification in the topic area.
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- ✓ **Bibliography/References:** At least 5 peer-reviewed sources published within the last 7 years supporting the course content.
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- ✓ **Assessment Method:** Description of how learning is verified (e.g., post-test, lab skill check, case study analysis).
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- ✓ **Course Evaluation Form:** Must assess objectives, instructor effectiveness, and entry-level appropriateness.
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3. Post-Course Responsibilities

Once the course is approved and presented, the Provider is responsible for the following:

- **Attendance Verification:** Maintain sign-in sheets or digital logs for 5 years.
- **Roster Submission:** Upload a roster of Ohio licensees (Name, License #, Email) to CEU Locker within 30 days of completion.
- **Certificates:** Issue certificates of completion to participants attending >80% of the course.

Ohio Health Professionals Association (OHPA)
1234 Medical Center Drive, Columbus, OH 43210
admin@ohpa-fake-demo.org | www.ohpa-fake-demo.org