

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.

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

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)

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