

## *Arizona Physical Therapy Association*

### *CEU Committee Process and Criteria*

#### Process for CEU Approval

1. Applicant obtains the on-line CEU application form from the AzAPTA website.
2. Applicant completes and returns the form electronically with course description, course objectives, and course outline describing exact subjects/topics covered; a timed agenda (start and stop times) of time spent on each exact topic/subject, and exact time durations for breaks and meals, as applicable, must be included. Applicant also will identify who will present what material within the course. Applicant also sends electronic copies of a pertinent biosketch of all instructors. Finally, the applicant will remit the full application fee of \$125.00.
3. Once the AzAPTA staff receives all of the materials, the AzAPTA staff will check the rotating roster of CEU committee members and will send copies of the applicant materials electronically to the next two committee members on the list.
4. The two committee members will review the course according to the guidelines that follow and either approve or disapprove the course, awarding CEUs as directed by the guidelines. The review process by the committee members will take no longer than 7 working days.
5. The committee members, after course review, will send the course approval/disapproval electronically to the Committee Chairperson. Data to be sent include the course number, the course title, the dates the course will be presented, approval/disapproval and the number of contact hours and the number of CEUs awarded.
6. Committee members will retain application materials for a period of one year, in the event questions arise regarding approval/denial.
7. The Committee Chairperson will resolve all conflicts between reviewing committee members about the reviewed course and the number of CEUs awarded.
8. The Committee Chairperson will send the AzAPTA staff the course approval or disapproval electronically, completing all actions within 7 working days after receipt of materials from the two reviewing committee members.
9. Upon receipt of the Chairperson's CEU award, the AzAPTA staff will notify the applicant of the decision electronically.
10. If the applicant disagrees with the decision, the applicant will be required to submit electronically why there is a disagreement. That information will be sent to the AzAPTA staff and from the AzAPTA staff to the Chairperson. The Chairperson must consult with one or more committee members not included in the internal decision before rendering a decision. The decision will be sent electronically to the AzAPTA staff.
11. Further appeals of the committee decision may be made to the AzAPTA Executive Board with an additional fee of \$125.00. Decisions of the AzAPTA Executive Board are final.
12. The AzAPTA staff will send the review decision electronically to the applicant.

13. All approved courses will be added to the AzAPTA website list of courses within 14 days of approval by the committee.
14. The AzAPTA staff will maintain copies of all approved courses for 3 years.
15. Approved courses are given a one-year approval and there is no need to submit the same course for approval if the course is given within one year of the date of approval. Upon expiration of the one year award, applicants must re-submit application electronically if they choose to offer the course in the next year period.
16. Process of reviewing and approval of renewal courses:
  - a. AzAPTA staff reviews renewal application to see if course is similar enough to obtain automatic approval. If there is some question as to qualifications of the course instructors, etc., the application is sent to the committee Chairperson for review. If the AzAPTA staff and/or Chairperson feel the course is very different from previously approved course, the AzAPTA staff sends out the application as an entirely new course for review by the committee.
  - b. Three years from the original approval date, if applied for renewal, the course will be treated as a new course and sent for a full review as a new course.

**CEU Award Criteria:**

<u>Activity</u>	<u>Duration (min)</u>	<u>Contact Hours Awarded</u>	<u>CEUs Awarded</u>
Lecture, demonstration, laboratory	60	1	0.10
Question and answer period/discussion and conclusion period related to lecture, demonstration, laboratory	60	1	0.10
Internet course	60	1	0.10
Practice Management coursework, e.g., ethics, administration, legal issues, etc.	60	1	0.10
Home Study courses *	60	1	0.10
Video Tape courses *	60	1	0.10
Discussion/ Study group	120	1	0.10
CEUs Awarded to Instructor for teaching	60	2.5	0.25
* Either in-home, or teleconferencing: If home study course hours differ from a simultaneously presented "live" course, more detailed information will be provided by the sponsor.			

**Contact hours awarded  
according to increments**

0 – 7 mins.	0 hrs.
8 – 22 mins.	0.25 hrs.

23 – 37 mins.	0.50 hrs.
38 – 52 mins.	0.75 hrs.
53 – 60 mins.	1.00 hrs.

**CEU Committee Membership Qualifications:**

1. At least five (5) years practice experience and
  - a. an advanced degree or an ABPTS specialty certification

OR

  - b. an additional 2 years experience in a defined area of PT practice
2. Knowledge of the APTA Code of Ethics and the Guide to Physical Therapist Practice
3. Membership in the AzAPTA
4. Current Arizona license to practice physical therapy with no evidence of inappropriate professional behavior noted by the Arizona State Board of Physical Therapy.
5. Access to e-mail and or fax is highly recommended.
6. One member of the committee should have experience with curricula design or education.
7. In the event that the committee Chairperson is unable to fill the committee with a qualified person, the AzAPTA President will appoint a member to the committee.

**Information that *Must Be Reported by an Applicant:***

1. Complete course agenda listing all topics covered, time allotted to each topic and the instructor for each topic.
2. Biosketch for EACH speaker in the course, noting which topic the speaker is presenting.
3. The course must have written measurable, behavioral objectives that are adequately addressed by the course materials.
4. The course materials must be presented in a mode appropriate to meet the stated objectives.
5. Sufficient time must be allotted to each topic presented to provide adequate review of the topic sufficient to meet stated objectives.
6. The course offering includes methods to evaluate a participant's attainment of learning objectives; a post-course evaluation survey may fulfill this requirement. Home study courses must have a copy of a written exam that documents successful completion of the course.
7. Home study courses must have the time requirements listed for each topic area covered.
8. The material presented must be consistent with the APTA's Code of Ethics, Standards of Practice for Physical Therapy, and the Guide to Physical Therapist Practice.
9. The course offering reflects the use of evidence-based practice (patient values, available evidence and clinician experience).

10. The course provider/applicant agrees to do ongoing review and evaluation of the quality and the effectiveness of the continuing competence activity, and to modify the activity based on information gained from the review and evaluation.
11. The applicant provides copyright and disclosure information.
12. Failure to meet any of these requirements will result in disapproval of the course.

**Requirements of the Presenters of Courses Requesting CEUs:**

1. The presenter(s) must demonstrate qualifications consistent with the material presented; in most cases this will be an academic or professional degree in the area.
2. The presenter must have 4 years experience in the area of the presentation  
OR  
The presenter must have published or presented same/similar material in a peer reviewed setting  
OR  
The presenter must have attained an advanced degree (other than entry level) in the area of the topic presented or has attained Clinical Specialist Certification from the APTA

**Arizona Physical Therapy Association Sponsored Courses:**

All AzAPTA Sponsored educational programs are automatically approved by the CEU committee.

**The above document has been approved by the Executive Board of the Arizona Physical Therapy Association July 19, 2010.**