



WEST VIRGINIA BOARD OF PHYSICAL THERAPY
2 Players Club Drive, Suite 102
Charleston, West Virginia 25311
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INSTRUCTIONS FOR CE FORM C (INDIVIDUAL LICENSEE CE REVIEW)

Use CE form C for a course submitted to this board by an individual licensee. Any course submitted with this form and the \$15.00 fee will only be approved for the individual licensee who submitted the course and will not be included on our approved courses listing.

- **Completed CE Form C**

CE Form C must be completed in its entirety. Use a separate form for each course.

- **Accompanying brochure/printed information should contain:**

- Name of Course
- Objectives
- Agenda - In hour by hour format
- Date and Location
- Presenter Information

- **Presenter Information**

Instead of a complete biography or resume, a summarized paragraph on each presenter that includes professional designation, schooling, experience, etc., is preferred.

- **\$15.00 Non-Refundable Fee**

If submitting more than one course, fees may be combined into one cashier's check, business check, or money order. Our office cannot accept personal checks over \$25.00 or any cash.

- **Time Frames**

All materials should be submitted to this board at least eight weeks prior to the date the course is being offered or the date an answer is needed from this board. However, a course may be submitted after it has already been taken, as courses are approved for any offering within the approval year. Processing time is extended from October through January due to licensure renewal season, so please submit your course for review **before** October 1st in the year you are due to renew. Incomplete applications or incorrect fee amounts may be returned and delay your approval.

- **Approved Courses**

An approval number will be assigned, and an approval letter will be sent via mail. The number of contact hours granted is the number of actual hours of instruction for the course. This board reserves the right to approve all or part of any course.