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# Application Instructions

# 2013

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Enclosed is the information you need to know about filing an application for CEU approval from the Indiana Chapter of the APTA. Please note if you are a Physical Therapist or Physical Therapist Assistant in Indiana, and a course you have attended has not been approved by a state-endorsed CEU provider, you may apply individually to receive CEU approval (See Appendix IV).

**Indiana  
Chapter  
APTA**

# *Application Packet & Process*

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**Appendix I. Mission Statement**

**To facilitate and ensure continuing professional competency for Physical Therapists and Physical Therapist Assistants in Indiana by the provision of quality, evidence-based courses/activities taught by experts with advanced credentials (MS or DPT/board certified in specialty area).**

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Appendix II. Definition and Criteria

**INAPTA Guidelines for Continuing Education/Competency**

**Definition 1**

Continuing Education/Competence is defined as an activity that is relevant to the physical therapy profession as defined by the American Physical Therapy Association (APTA), APTA Code of Ethics and APTA Guide to Physical Therapy Practice.

**Definition 2**

Continuing Education/Competence is relevant and enhances or increases the Physical Therapist/Physical Therapist Assistant's professional development and learning via observation, interaction, and reflection through participation in the course/activity.

**Definition 3**

Continuing Education/Competence is available to all appropriate Physical Therapists and Physical Therapist Assistants and facilitates cultural competence.

**Criteria 1**

The course/activity incorporates evidence-based practice (available evidence, patient values and clinical experience).

- a. Course Bibliography is comprehensive with primarily recent resources (less than 10 years) as well as classic research articles.
- b. Cited sources should be from peer reviewed publications, manuscripts, books and research.
- c. Strengths and weaknesses of the relevant scientific evidence is presented and discussed.

**Criteria 2**

The instructor demonstrates appropriate qualifications.

- a. An instructor's curriculum vitae/continuing education demonstrate that they are proficient in the subject area they are teaching.
- b. The instructor holds advanced credentials (MS or DPT and/or board certified by the ABPTS in a specialty area).
- c. The instructor's continuing education demonstrates currency in evidence based practice, related courses and has approved CEU's.

**Criteria 3**

The instructor demonstrates effective teaching methods.

- a. Establishes rapport with the audience.
- b. Encourages participation with questions and answers and provides feedback.
- c. Stimulates curiosity of the participant.
- d. States course objectives, meets stated objectives and encourages active learning with a variety of teaching methods.
- e. Maintains a teaching pace that is appropriate for the majority of the audience, occasionally summarizing key points.

**Criteria 4**

The environment is conducive to learning.

- a. The course location/setting is appropriate.
- b. The location accommodates individuals with special needs.
- c. The location allows for participant interaction.
- d. An appropriate ratio of participants to instructors is established for courses that have a demonstration/lab component.

**Criteria 5**

The objectives of the course/activity are clearly stated to ensure learning outcomes.

- a. Course objectives match course content as described in course/activity brochure and/or outline.
- b. Course materials are comprehensive and enhance learning objectives.
- c. Instructional level is clearly defined as Basic, Intermediate, Advanced or Combined.

**Criteria 6**

The course/activity has an assessment methodology.

- a. Assessment is appropriate for stated objectives and completed by all participants.
- b. Assessment demonstrates the achievement of learning outcomes.
- c. Assessment ensures ongoing course/activity evaluation and modification.
- d. Assessment provides evidence-based practice incorporation.

Appendix III. Seminar Providers Application Instruction & Process:  
Required materials

**Submission of Application for Continuing Education Course/Activity Approval:**

An application for review of a course/activity may be submitted by the Course Provider. Application forms and instruction sheets can be found on the INAPTA website ([www.inapta.org](http://www.inapta.org)) or in Appendix V.

- a) All applicants must allow at least 30 days for review.
- b) Courses/activity will not be considered if material is submitted after course/activity date.
- c) Review of course/activity does not constitute approval if approval criteria is not met.
- d) If the application is incomplete or approval criteria is not met, the Course Provider is given 10 business days to provide requested materials to complete the review process. If the application is still incomplete or approval criteria is not met, the course will not be approved (i.e. only 1 follow-up email/phone call is made).
- e) If re-submission is necessary or additional information is requested, the review process may take up to an additional 10 business days.

**Application Completion**

Completed application includes:

- a) Course/Activity Name
- b) Sponsoring Organization
- c) Contact Person
- d) Sponsor Address
- e) Sponsor Phone
- f) Sponsor Email Address
- g) Date(s) of Course
- h) Course Site
- i) Course Instructors: must include titles of course instructors AND attach curriculum vitae (CV) of instructor
- j) Statement of how Course/Activity relates to Physical Therapy
- k) Copies of the following **MUST** be included for consideration:
  - ✓ Course Objectives
    - 1. Should be listed separately or on course brochure
    - 2. Comparison of course outline to course objectives ensures course objectives are met
  - ✓ Sample Form for Recording Attendance
  - ✓ Sample Course Completion Certificate

- ✓ Brochure
  1. Can be a flier, or postcard or 8 ½ x 11 paper
  2. Ensures that course contact hours are outlined to match objectives (ex. a Company submitting an evening 3 hour course and the outline states 6-9 pm “Geriatric Function” would not be appropriate)
  3. Time frames are incremental as appropriate to match objectives
- ✓ Sample Course Evaluation Form
- ✓ Total number of CEU’s requested
- ✓ Instructor(s) CV (includes related teaching experience & continuing education)
  1. Name, credentials
  2. Education with terminal degrees and year awarded/received
  3. Positions held (with years of employment)
  4. Teaching Experience (generally should demonstrate evidence of teaching similar courses)
  5. Continuing Education Courses Taken (preferably notes instructor, company, location, year taken & CEU units received)
  6. Other-awards, honors, volunteer positions held
  7. Instructor biographies are not acceptable

### The Curriculum Vitae:

*An instructor’s curriculum vitae/continuing education demonstrate:*

- *Clearly identified qualifications, including advanced credentials.*
- *Proficiency in a “specialty” area (e.g. Continence Improvement, Stroke Hand Edema, Wound Care).*
- *The specific continuing education courses on an instructor’s CV are from approved providers (i.e., APTA, outside approved groups, etc.), demonstrate evidence-based practice, and have approved CEU’s. For example, a non-specific listing of instructors/courses would not be adequate to demonstrate proficiency (i.e. hospital in-services, self-study), nor would in-house training alone be adequate to demonstrate proficiency.*

**Application Fees (p. 13)**

- a) Reasonable and customary fees for reviewing and processing applications for continuing education credit are established and collected by the INAPTA.
- b) Fees are to be submitted with each application and are based on the number of CEU's requested.
- c) Application fees are **NON-REFUNDABLE**.

**CEU Calculation**

One (1) CEU is equivalent to one clock hour of instruction in a continuing education program.

- a) CEU's are **NOT** awarded for time spent during registration, breaks, meals, or evaluation of course.
- b) Portions of an instructional hour and associated CEU's are divided into 15-minute increments (.25 CEU's).
- c) Hours may include question and answer time as well as group discussions.
- d) Home study may be included in the contact hours requested if evidence of mastery exists via a web-exam, class exam or paper. This is ultimately determined by the reviewer.

**Application Duration**

Courses approved are for ONE YEAR. If a program is given several times during a single calendar year, with the same itinerary and schedule, then only one application needs to be submitted.

- a) If instructors change under the one year INAPTA approval number, additional CV of instructor(s) is required.

**Application Deficiencies**

In the past, although not an all inclusive list, application deficiencies are usually related to:

- a) Course outline does not match or cover course objectives
- b) Curriculum vitae requirements
  - i. Instructor's teaching experience
  - ii. Instructor's continuing education



Appendix IV. Individual Licensee: Application Instruction & Process:  
Required materials

**Submission of Application for Continuing Education Course/Activity Approval for Individual Licensee:**

An application for review of a course/activity may be submitted by an individual licensee. Application forms and instruction sheets can be found on the INAPTA website ([www.inapta.org](http://www.inapta.org)) or in Appendix V.

- a) All applicants must allow at least 30 days for review.
- b) Individual licensees must submit application for review within sixty (60) days after completion of course/activity.
- c) Review of course/activity does not constitute approval if approval criteria is not met.
- d) If the application is incomplete or approval criteria is not met, the Course Provider is given 10 business days to provide requested materials to complete the review process. If the application is still incomplete or approval criteria is not met, the course will not be approved (i.e. only 1 follow-up email/phone call is made).
- e) If re-submission is necessary or additional information is requested, the review process may take up to an additional 10 business days.

**Application Completion**

Completed application includes:

- a) Course/Activity Name
- b) Sponsoring Organization
- c) Contact Person
- d) Sponsor Address
- e) Sponsor Phone
- f) Sponsor Email Address
- g) Date(s) of Course
- h) Course Site
- i) Course Instructors: must include titles of course instructors AND attach biography of instructor
- j) Statement of How Course/Activity Relates to Physical Therapy
- k) Copies of the following **MUST** be included for consideration:
  - ✓ Course/Activity Objectives
  - ✓ Course/Activity Completion Certificate
  - ✓ Brochure/Outline of Course
  - ✓ Instructor Biography
  - ✓ Total Number of CEUs Applying For
  - ✓ Home study: evidence of material mastery

**Application Fees**

- a) Reasonable and customary fees for reviewing and processing applications for continuing education credit are established and collected by the INAPTA.
- b) Fees are to be submitted with each application and are based on the number of CEU's requested.
- c) Application fees are **NON-REFUNDABLE**.
- d) The completed application is mailed to the INAPTA. Materials will be returned after review to the Physical Therapist/Physical Therapist Assistant requesting CEU's.
- e) Once the Course/Activity is approved by the INAPTA, the Licensee is responsible for keeping records of the approval in case of an audit.

**CEU Calculation**

One (1) CEU is equivalent to one clock hour of instruction in a continuing education program.

- a) CEU's are **NOT** awarded for time spent during registration, breaks, meals, or evaluation of course.
- b) Portions of an instructional hour and associated CEU's are divided into 15-minute increments (.25 CEU's).
- c) Hours may include question and answer time as well as group discussions.
- d) Home study may be included in the contact hours requested if evidence of mastery exists via a web-exam, class exam or paper. This is ultimately determined by the reviewer.

*To demonstrate subject mastery, the INAPTA recommends a guideline of 10 or more questions per lecture session/topic with a minimum of 30 questions per 8 hours of continuing education credit, unless alternative methods of assessing mastery are determined. In general, a short quiz would test basic knowledge, not mastery of the material. The INAPTA recommends a more in-depth assessment of the participant's understanding and material mastery.*

**Application Duration**

Courses approved are for one 2 year approval period. The same course cannot be submitted more than once each approval period.

Appendix V. Application

[Continuing Education Application Form](#) (Course Providers)

[Continuing Education Application Form](#)  
(Individual Licensee Physical Therapist and Physical Therapist Assistants)

Appendix VI. Application Fees:

**SEMINAR PROVIDERS**

Effective January 1, 2012, the INAPTA Committee established a tiered payment system based on the following contact hours:

1- 4 hrs:	\$100
4.1-8 hrs:	\$150
8.1-16 hrs:	\$200
16.1-100 hrs:	\$250
>100 hrs:	\$275

**INDIVIDUAL LICENSEES**

\$40-INAPTA non-members

\$15-INAPTA members

Appendix VII. Sample Curriculum Vitae:

CURRICULUM VITAE

Name  
Address  
Telephone  
(Name of Educational Program and Institution)

Education: Post high school, from most recent to earliest, including:  
Institution  
Location  
Duration of study (from – to -)  
Field of study  
Degree received/anticipated and date

Licensure Information/Registration Number:

Employment and Positions Held:  
From most recent to earliest, including:  
Title/position  
Faculty rank/Job description  
Tenure status or other institutional status  
Institution/facility  
Location  
Duration of employment (from – to -)

Peer Reviewed Publications: all most recent to the earliest

Peer Reviewed Scientific and Professional Presentations:  
all most recent to the earliest  
include: presenter(s), title, occasion, and date

Abstracts:

Non-Peer Reviewed Publications:

Non-Peer Reviewed Presentations:

Funded/In Review Grant Activity:

Research Activity:

Continuing Education Workshops Conducted/Organized:

Membership in Scientific/Professional Organizations: include positions held

Consultative and Advisory Positions Held:

Community Service: Title or nature  
Agency  
Duration (from – to -)

Services to the University/College/School/Facility on Committees/Councils/Commissions:

Honors and Awards: Title or nature  
Awarding Agency  
Date

Continuing Education attended: list only courses taken within the last 5 years that are specifically related to coursework.

Current Teaching Responsibilities: