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| Office Use Only | CEUs: | Reviewer's Initials: | Date: / / |
| Approval Number: | | Approval Dates: / / | to / / |
| If not approved, provide reason: | | | |

Instructions: Please type or print legibly. Allow 30 days for approval. To be considered for course approval, please follow all instructions. Providers may submit an application up to 6 months after the course end date. Providers should not submit a course more than 6 months prior to the initial offering date of the course.

| Applicant Information | |
|------------------------------|--------------|
| Sponsor Name: | |
| Sponsor Address: | |
| Sponsor City, State, ZIP: | |
| Sponsor Website: | |
| Contact Person: | |
| Contact Telephone(s): | Contact Fax: |
| Contact Email Address: | |

| Course Information |
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| Is this application for a conference/symposium (multiple course options) OR course series (multiple modules that are completed over a period of time, where a participant must complete all modules to earn credit)? <input type="checkbox"/> No <input type="checkbox"/> Yes – <i>Please place the title of the conference/symposium or course series below, leave the instructor section blank, and complete the other sections below. When attaching the required schedule, include the course/module titles and instructors at the scheduled times and dates.</i> |
| Title: |
| Primary Instructor(s): Are there other instructors? <input type="checkbox"/> No <input type="checkbox"/> Yes – <i>List other instructors on the required course schedule.</i> |
| This course is being submitted to meet the Indiana CE requirements for: <i>Check all that apply.</i> <input type="checkbox"/> Ethics (1 or more contact hours) <input type="checkbox"/> Indiana Jurisprudence (1 or more contact hours) |
| Course Type(s): <i>Check all that apply.</i> <input type="checkbox"/> Synchronous Distance Learning (live webinars or streaming, etc.) <input type="checkbox"/> Asynchronous Distance Learning (pre-recorded videos, discussion boards, home study, etc.) <input type="checkbox"/> On-site – <i>List city and state of first offering:</i> |
| Date(s), or first available date(s) if multiple offerings: <i>The 12-month approval period will start with this date. If no date is offered or if the applicant writes, "to be determined," or similar, the date of submission will be used as the start of the 12-month period.</i> |
| Was this course previously approved with the same instructors? <input type="checkbox"/> No <input type="checkbox"/> Yes – <i>Please complete.</i> Previous approval number and expiration date: |

| Application Fees and CEUs |
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| <i>All fees are non-refundable. Fees are calculated based on the number of proposed CEUs. Please enter the proposed number of CEUs using the rubric in the instructions below. Then check the appropriate box. If INAPTA or one of its districts sponsors a course, no fee is charged. If a different sponsor offers the course again, it is considered a new course offering and will require re-approval with fees paid.</i> |
| Proposed Number of CEUs (where 60 minutes = 1 contact hour = 1 CEU): |
| <input type="checkbox"/> 1.0-4.0 CEUs = \$100 <input type="checkbox"/> 8.1-16.0 CEUs = \$200 <input type="checkbox"/> >100.0 CEUs = \$275 <input type="checkbox"/> 4.1-8.0 CEUs = \$150 <input type="checkbox"/> 16.1-100.0 CEUs = \$250 <input type="checkbox"/> INAPTA-sponsored = Free |

Required Attachments

Please submit in one PDF document to ConEd@inapta.org all of the items below in sequence after the application page. Please note that failure to combine all items into one PDF may result in a delayed or rejected application. Incomplete applications are closed after 30 days and will require resubmission. Detailed instructions for each item below can be found on the last page of this application.

1. Detailed course description*
2. Specific, measureable learning objectives, related to the course description (at least 5, with at least one that refers specifically to a review of current evidence)*[#]
3. Presenter(s)' credentials/qualifications to teach the specific course material (full CVs required for primary presenters; bio-sketch CVs accepted for other presenters)*
4. References, including at least 5 works within the past 10 years, of which at least 2 works must be within the last 5 years*[#]
5. Detailed course agenda/schedule, justifying the requested CEUs (or for asynchronous course, a detailed explanation of instructional methods – discussion boards, videos, tests, documents to read, etc. – with expected time to complete each learning module)*
6. Method for verification of attendance (e.g., participant signs in and initials out each day, and for each course in a conference/symposium, with time of each signature; or for asynchronous courses, a record of time elapsed in a course)*
7. Sample course and instructor evaluation form
8. Sample course completion certificate, with room to note INAPTA approval number
9. Method of assessing student learning

*Items 1-6 must be submitted for each individual course in a conference/symposium.

[#]For 1.0 – 4.0 CEU courses, only 3 objectives and 3 references (1 in the last 5 years) are required.

Attestation and Signature

My affixed signature below denotes that the provided information in this application and all of its attachments, whether submitted at the time of this application or at a later date at the request of any INAPTA designee, are true. Further, I understand that, if approved, this course will be approved for a 12-month period. The course may be offered several times during the 12-month approval period, provided it is with the instructor(s) on this application following the same course agenda. References may be updated as appropriate. *The signature cannot be typed, but it may be electronically signed.*

Signature:

Printed Name:

Date:

Title:

Please submit the application pages followed by all attachments in sequence in one PDF file to ConEd@inapta.org. Zip the PDF file if it is too large. The application fee should be paid online through the INAPTA website at the time of course submission. All fees are non-refundable.

If there are any questions, please email ConEd@inapta.org or call 800-999-2782 at extension 3144.

Instructions for Provider Application Form

1. **Detailed course description:** Detailed explanation of course and how this course directly relates to physical therapy practice, including how participation in the course should improve the clinical outcomes of the participants.
2. **Specific, measurable learning objectives, related to the course description** (at least 5, with at least one that refers specifically to a review of current evidence): Clearly written outcome statements denoting the attitudes, knowledge, and/or skills that participants should attain by the conclusion of the course. These should directly tie back to the course description. Due to the importance of evidence-based practice in healthcare professions, one of these must refer to a review of current evidence. There should be a minimum of 3 objectives for a 1.0-4.0 CEU course, or 5 for a course with more than 4.0 CEUs.
3. **Presenter(s)' credentials/qualifications to teach the specific course material** (full CVs required for primary presenters; bio-sketch CVs accepted for other presenters): Full CVs (often several pages) are required to determine the qualifications of the primary course instructor(s). Bio-sketch CVs (2-3 pages) are required for every other type of presenter, instructor, lab assistant, or another other such person involved with the educational process. These CVs should specifically demonstrate why the particular presenter is qualified to teach this particular course.
4. **References**, including at least 5 works within the past 10 years, of which at least 2 works must be within the last 5 years: References should follow a professional formatting style, such as AMA or APA style, so that all necessary information to verify the accuracy of the reference is possible, including page numbers. For electronic resources, the same formatting style should apply; consumer websites are not acceptable as references. There should be a minimum of 3 references in the last 10 years (with 1 in last 5 years) for a 1.0-4.0 CEU course, or 5 in the last 10 years (with 2 in last 5 years) for a course with more than 4.0 CEUs. Recent references are important for providing participants with current knowledge.
5. **Detailed course agenda/schedule, justifying the requested CEUs** (or for asynchronous course, a detailed explanation of instructional methods – discussion boards, videos, tests, documents to read, etc. – with expected time to complete each learning module): CEUs will not be awarded for activities that do not relate to the educational experience; this includes breaks, meals, registration, and course/instructor evaluation. These items should still appear on course agendas for clarity. If estimations are used for time to complete online or home study activities, a detailed explanation of how this time schedule was determined should be attached.
6. **Method for verification of attendance** (e.g., participant signs in and initials out each day, and for each course in a conference/symposium, with time of each signature; or for asynchronous courses, a record of time elapsed in a course): Sample sign-in/out sheet for each session should be attached. If course occurs over a meal break, then additional sign in/out columns should occur for the meal break. For multiple days, multiple sign-in/out will be required. For multiple courses or modules, each distinct course or module requires its own sheet. The participant needs only to sign in the first time, as all additional sign-ins/out may be initials. Each signature or initials must be time-stamped individually. Short breaks (15 minutes or less) do not require signing in/out. If sign-in/out sheets are not being used, a detailed explanation of the process for recording attendance must be attached (with a sample, as applicable).
7. **Sample course and instructor evaluation form:** As feedback from the participant is important to assess whether the planned course objectives were met, a sample feedback form is required.
8. **Sample course completion certificate, with room to note INAPTA approval number:** Required items on the completion certificate include the course title, number of CEUs, course sponsor, course instructor, participant name, INAPTA approval number, course dates of attendance or completion, course location (if applicable), and signature of the instructor or sponsor designee.
9. **Method of assessing student learning:** Explain in detail how the instructor will determine that learning objectives have been met. Possible options include but are not limited to Q&A session, post-test, and observation of lab practice. For asynchronous courses, a copy of the post-test must be submitted.