



**INDIVIDUAL APPLICATION  
FOR APPROVAL OF A  
CONTINUING EDUCATION COURSE**

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

**Instructions:** Please type or print legibly. Allow 30 days for approval. To be considered for course approval, please follow all instructions. Individuals can submit a course for approval any time after course completion.

<b>Applicant Information</b>	
Name:	
Address:	
City, State, ZIP:	
Telephone(s):	Fax:
Email Address:	
State how the course you submitted for CEUs relates to your personal current or future practice of PT.	

<b>Course Information</b>
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 course attendance:</i>
Date(s) of attendance, or date range: <i>The approval dates for this course will coincide with the dates of attendance.</i>

<b>Sponsor Information</b>	
<i>Please provide as much information as you can. A lack of information may delay or affect approval.</i>	
Name:	
Address:	
City, State, ZIP:	
Telephone(s):	Fax:
Email Address:	
Website:	

<b>Application Fees and CEUs</b>
<i>All fees are non-refundable. Enter the proposed number of CEUs using the rubric in the instructions below.</i>
Proposed Number of CEUs (where 60 minutes = 1 contact hour = 1 CEU):
Are you an APTA member? <input type="checkbox"/> No – Please pay \$40. <input type="checkbox"/> Yes – Please pay \$15.

### 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 (CVs preferred but 1-2 paragraph biography accepted at minimum)\*
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 time spent to complete each learning module)\*
6. Sample course and instructor evaluation form
7. Copy of course completion certificate
8. Method of assessing student learning

\*Items 1-5 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 is only approved for the above-named applicant. *The signature cannot be typed, but it may be electronically signed.*

Signature:

Printed Name:

Date:

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 800-765-7848 at extension 7116.

## **Instructions for Individual 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. **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.
7. **Copy of course completion certificate:** Required items on the completion certificate include the course title, number of CEUs, course sponsor, course instructor, participant name, course dates of attendance or completion, course location (if applicable), and signature of the instructor or sponsor designee.
8. **Method of assessing student learning:** Explain in detail how the instructor determined that learning objectives were met. Possible options include but are not limited to Q&A session, post-test, and observation of lab practice. Provide a copy of any post-test or other items to substantiate this item. For asynchronous courses, a copy of the post-test must be submitted.

*If you do not have one or more of these items, you should be able to contact the course instructor or sponsor to request required items. Most instructors and sponsors are willing to provide these items to assist with the CEU approval process. Many of these items can be found in the course brochure and handouts provided at the course. It is the responsibility of the applicant to provide this information. Course reviewers will not seek this information from the instructor or sponsor on behalf of the applicant.*