

Application Fees

- a) Reasonable and customary fees for reviewing and processing applications for continuing education credit are established and collected by the Board.
- 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 Board. Materials will be returned after review to the Physical Therapist/Physical Therapist Assistant requesting CEUs.
- e) Once the Course/Activity is approved by the Board, 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) CEUs are **NOT** awarded for time spent during registration, breaks, meals, or evaluation of course.
- b) Portions of an instructional hour and associated CEUs are divided into 15-minute increments (.25 CEUs).
- 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 Board 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 Board 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 APTA Indiana 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-APTA Indiana non-members

\$15-APTA Indiana 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: