



As a service to our members, the Arizona Physical Therapy Association reviews continuing education courses and grants approval for those courses that meet established quality standards. Courses that are APTA Arizona approved may then be considered as Category A approved pursuant to the administrative rules of the Arizona Board of Physical Therapy [A.A.C. R4-24-402(A)(2)].

Individuals and organizations who are interested in delivering physical therapy continuing education courses in Arizona and who would like to market courses as APTA Arizona approved, please complete this form in its entirety. **YOU MUST CLICK ON THE "SUBMIT FORM" BUTTON BELOW, OR THE APPLICATION WILL NOT BE RECEIVED.**

CHECKLIST:

Please be sure that your application includes the following:

- Program Description, Goals, and Exact Subjects Covered
- Upload a Copy of the Timed Outline/Agenda
- Learner Behavior Outcomes or Measurable Objectives
- Resumes/Curriculum Vitae of EACH Instructor/Presenter
- Participant Evaluation Form

All documents must be combined into one Word Document or PDF prior to uploading. If information is missing from your application, it will be sent back to you so that you can add the necessary information. This may delay processing on our end.



IMPORTANT APPLICATION INFORMATION:

- A yearly non-refundable fee of \$125.00 (payable by VISA, Mastercard, American Express) must be submitted with the application.
- The fee will cover all applications for C.E.U. Certification for a single course for an entire year based on the course's dates is first scheduled.
- The program, course, or activity may be offered multiple times during the calendar year.
- Each individual program, course, or activity requires a separate application and fee.
- The application fee is not refundable for canceled courses.
- All fields in the application are required.
- Please do not send books, C.D.s, or other materials to the APTA Arizona in conjunction with your application as the C.E.U. Reviewers are unable to review them.
- No credit will be awarded for program, course, or activity breaks, time for registration, or introductions/announcements.
- Please allow 30 days for the review process for a complete application.
- An incomplete application will delay the processing time.
- Please contact the APTA Arizona office for details on advertising courses in APTA Arizona publications.

THE FOLLOWING INFORMATION IS **REQUIRED**:

- Complete course agenda listing all topics covered, time allotted to each topic and the instructor for each topic.
- Biosketch for EACH speaker in the course, noting which topic the speaker is presenting.
- The course must have written measurable behavioral objectives that are adequately addressed by the course materials.
- The course materials must be presented in a mode appropriate to meet the stated objectives.
- Sufficient time must be allotted to each topic presented to provide an adequate review of the topic sufficient to meet stated objectives.
- The course offering includes methods to evaluate a participant's attainment of learning objectives; a post-course evaluation survey may fulfill this requirement. Home study courses must have a copy of a written exam that documents successful completion of the course.
- Home study courses must have the time requirements listed for each topic area covered.
- The material presented must be consistent with the APTA's Code of Ethics, Standards of Practice for Physical Therapy, and the Guide to Physical Therapist Practice.



- The course offering reflects the use of evidence-based practice (patient values, available evidence, and clinician experience).
- The course provider/applicant agrees to do an ongoing review and evaluation of the quality and the effectiveness of the continuing competence activity and to modify the activity based on information gained from the review and evaluation.
- The applicant provides copyright and disclosure information.

Failure to meet any of these requirements will result in disapproval of the course.

PRESENTER REQUIREMENTS:

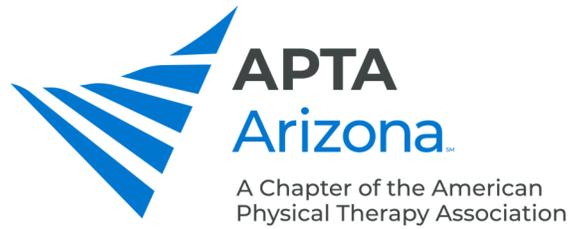
- The presenter(s) must demonstrate qualifications consistent with the material presented; in most cases, this will be an academic or professional degree in the area.
- The presenter must have four years experience in the area of the presentation, **OR** The presenter must have published or presented the same/similar material in a peer-reviewed setting, **OR** The presenter must have attained an advanced degree (other than the first professional post-baccalaureate degree) in the area of the topic presented or has attained Clinical Specialist Certification from the APTA.
- In certain instances, presentation slides may be requested by the review team to ensure quality standards.

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