



CEU Provider Reference Guide

A licensee shall determine which activities and topics will meet his/her Learning Plan and goals and select an appropriate provider.

1. Submit your course to the Colorado Chapter's CEU Locker **with supporting documentation, and the non-refundable application fee (and rush processing fee if applicable) at least 20 days prior to date of program**. When validated, the COAPTA provides validation to Course Providers that their course does meet the minimum standard for acceptance in Colorado.
2. Upon validation, we will assign a validation number for the course. The course validation number is valid for the initial presentation and for subsequent presentations of the same course (same material, same presenters, same objectives, etc.) for a period of 12 months following the initial presentation, OR until the end of the current Licensing Cycle. With each new Licensing Cycle, a course must be re-approved for the new cycle and continued use of the Colorado Chapter validation seal.
3. Please note this validation is not an official approval by the Colorado Department of Regulatory Agencies but represents a review of the material and validation that in the opinion of the Colorado Chapter, professionals may safely take the course and be assured the course is appropriate for their licensing requirements.
4. Professional Development Activities (PDA) are learning activities undertaken to increase a licensee's knowledge and skill or hone existing knowledge and skill for the purpose of continuing professional development. Thirty (30) PDA points must be accrued by a licensee each renewal period.

As a course provider, you must provide all documentation in CEU Locker to obtain Colorado Chapter approval.

The PDA list also states the specific documentation required for each activity. This list has been developed based on the Federation of Physical Therapy State Boards standards to ensure the highest quality of continuing education standard in physical therapy.

- [Professional Development Activities \(PDA\) List](#) (Pages 4-9)

To be approved by the APTA Colorado Chapter as a Professional Development Activity in the state of Colorado, your course must meet the following standards:

- [Board Standards for CE Activities](#)

Submission Requirement for Validation Review

1. Supporting documentation must include and be uploaded into the CEU Locker:
 1. Course Title
 2. Detailed Course Description
 3. Course Objectives
 4. Testing method to ensure course objectives have been meet
 5. Course Dates and Locations
 6. Speaker Bio/Credentials/CV
 7. Detailed Course Schedule showing time of instruction and breaks
2. Required documentation of your course includes a certificate of attendance with participant's name, contact hours, and course date(s).

Colorado Chapter Course Application Fees

*If the course is submitted less than 20 days prior to the course start date a \$75 rush processing fee will apply.

Contact Hours	Price
1-5 Hours	\$100
5-10 Hours	\$150
>10 Hours	\$200
Rush Fee	\$75

For more information or questions regarding continuing education course validations, please contact the APTA Colorado Chapter.

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