



Thank you for applying for course approval.

All course approvals are for good for one year from the date of approval. We do not provide retroactive approvals, so please get your application in early. Application review can take up to 3 weeks.

#### Application Fee

<b>Continuing Education Hours (CEHs)</b>	<b>Price</b>
3.0 or fewer	\$80
3.1 – 7.0	\$150
7.1 and greater	\$225

The following information must accompany the application.

#### Contact information for Course Sponsor

##### Program Information:

- Title
- Date
- Location
- Fee Information
- Cancellation Policy

##### Program:

- Contact Hours
- Contact Outline
- Course Schedule
- Objectives:  
\*\*Must be behavioral and objective. Use this website as a guide:  
<https://www.apa.org/ed/sponsor/resources/objectives.pdf>
- Course Bibliography:
- \*\*A minimum of 5 peer review articles published in the last 5 years to support the content of course

- Instructional Method
- Target Audience (Basic, Intermediate, Advance, Various)
- Ratio Participant to Presenter for hands on workshop
- Participant Evaluation of Course

### **Presenter Requirements**

Please submit current CV of presenter(s).

One of the following should be present within the CV

- Qualifications consistent with material presented
- 2 years of experience in the material presented
- Publications or previous presentation in this topic
- Research in topic presented

### **Example of Certificate of Completion for attendee**

Should include:

- Participant's Name
- Presenter's Name
- Title of Program
- Date(s) of Course
- Location of Attendance
- Number of Approved CEH's
- The certificate should include some version of a Competency Disclaimer Statement – An example would be: "Information provided should be used within scope of practice"

More information on our website: <https://www.aptaofma.org/courseapproval>

Please direct application questions to: [leahy@libertysquaregroup.com](mailto:leahy@libertysquaregroup.com)