

# American Physical Therapy Association of Massachusetts

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Requirement Checklist for Approval of Continuing Education Hours

**Please submit the following information in one document file / application. This should be loaded in File Upload.**

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## **Mandatory Course Information:**

The following information must accompany the application.

Check or Copy of CC Payment Receipt

## **PROGRAM INFORMATION**

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

## **PROGRAM**

- Contact Hours
- Course Outline
- Course Schedule
- Target Audience (PT, PTA, other healthcare providers / basic, intermediate, advanced)
- Objectives
  - \*Must be behavioral and objective
- Course Bibliography
  - \*a minimum of 5 peer reviewed articles published in the last 5 years to support the content of course
- Instructional Method (Lecture, lab, combination)
- Ratio Participant to Presenter (hands on workshop)
- Participant Evaluation of Program

## **REQUIREMENTS OF PRESENTER**

Please submit current CV of presenter: one of the following should be present within the CV

- Qualifications Consistent with Material Presented
- Two Years Experience in the Area Present
- Publications or Previous Presentation in this Topic
- Research in topic presented

## **PROOF OF ATTENDANCE CERTIFICATE, INCLUDING**

- 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"