

Tennessee Physical Therapy Association

Provider Application Instructions for **Re-approval** of Continuing Education Courses

Dear Continuing Education Course Provider:

We are including this cover letter to assist you in completing the application materials for re-approval of courses previously approved by TPTA. **A course is eligible for re-approval if the new approval dates begin no more than one (1) year after the prior approval year ended. For example: if prior approval ran from January 15, 2008 to January 14, 2009, then re-approval must begin no later than January 14, 2010.** An application form, "Policies on Approval of Continuing Education Courses for Providers", and "Criteria for Approval of Continuing Education Courses" are enclosed.

The application must be submitted to the TPTA office 6 weeks prior to the date of the course if approval prior to that date is sought.

- If there are no changes to the course since the prior approval, submit one (1) copy of the application to the TPTA office.
- If there are minor changes to the course since the prior approval (such as updated references), submit 2 copies to the TPTA office. Include attachments that contain the current and prior content.
- If there are substantial changes to the course since the prior approval, follow the instructions to submit the application as a new course.

All sections of the application form must be completed. Please type or print legibly. A course will not be evaluated for re-approval if the application form is incomplete or illegible. If information is included as an attachment, you must state that on the application form.

Please use this checklist to make sure that these items are included with the application:

- Course brochure
- Course content and schedule (if not included in the brochure)
- Course objectives that complete the following statement: At the end of this course, the participants will be able to...
- A thorough description of the method used to assess a participant's attainment of the course objectives. This is not the same as the participants' evaluation of the course and instructor(s). Failure to adequately address this requirement is the most common reason for approval being denied.
- Sample evaluation form that the participants complete to evaluate the course
- Sample letter or certificate of attendance
- Presenter(s) qualifications (if not included in the brochure). Please limit to 2 pages.
- **A copy of the prior approval letter**
- If there are minor changes to the course, attachments that contain the current and prior content
- Check or money order payable to Tennessee Physical Therapy Association

Approved courses will be published in the TPTA newsletter, the *Volunteer Voice*, and on the TPTA website. Published information will include the title, provider, location, date(s), approved number of hours, and contact information. A 20% discount for more extensive advertising in the *Volunteer Voice* or on the website is available for approved courses.

Mail application form, fee payment, and all attachments to:

Tennessee Physical Therapy Association
Attn: CEU Approval
4205 Hillsboro Road
Suite 317
Nashville, TN 37215

If you have any questions, contact the TPTA office at 615-269-5312.

**Tennessee Physical Therapy Association
Policies on Approval of Continuing Education Courses
For Providers**

1. TPTA uses the term “continuing education units” (CEUs) to define the credit given in course approval. CEUs are based on contact hours. Sixty (60) minutes of time actually spent in the educational portion of the course equals one contact hour. Credit is not given for registration, meals, or breaks. Ten contact hours equal 1 CEU.
2. A course will not be evaluated for approval if the applicant does not submit all of the information required on the application.
3. An application submitted by the provider of a continuing education course must be received at the TPTA office 6 weeks prior to the date for which initial approval is sought.
4. The provider of a continuing education course may submit the application after the date of the course for up to one year.
5. Approval for a continuing education course is valid for a 12 month period from the initial approval date. For traditional onsite courses, the date of the initial approval is the date the course is first presented. The course may be offered again – exactly as it was approved with the same curriculum and presenter(s) – on additional dates within the 12 month period from the initial approval date with no additional fee. If the course will be offered on multiple dates in different locations, this should be indicated on the application.
6. If approval of a continuing education course is denied, the course provider may appeal the decision to the TPTA Executive Committee.
7. Providers of continuing education courses approved by TPTA are prohibited from self-promotion of programs, products, and/or services during the presentation of the program.
8. At the conclusion of a continuing education course approved by TPTA, the participant must be provided a letter or certificate of completion that will indicate the number of CEUs earned and the course approval number assigned by TPTA.
9. Continuing education course providers are required to maintain records of participant attendance and course evaluation forms for three years.
10. TPTA will conduct an annual audit of a random sample of continuing education course providers to determine compliance with maintenance of records of participant attendance and course evaluation forms.
11. TPTA will maintain a database that includes a summary of approved continuing education courses. It will include the course name, the TPTA assigned approval number, the date(s) of the course, the location of the course, the number of CEUs awarded, and contact information for the course provider.
12. TPTA will not maintain records of individual names of participants attending continuing education courses. It is the licensee's responsibility to maintain his/her own records for continuing education.
13. Approved courses will be posted on the TPTA website. Posted information will include the title, provider, location, the initial date of offering, approved number of hours, and contact information. If the course will be offered on multiple dates in different locations, the provider must provide a website address. The posting will then include the phrase “Please see provider website for additional dates and locations”. A 20% discount for more extensive advertising on the website or in the Volunteer Voice is available for approved courses.

Tennessee Physical Therapy Association
Criteria for Approval of Continuing Education Courses

1. The content is relevant to physical therapy practice (clinical practice, clinical education, clinical research, clinical management, clinical science, professional ethics, Tennessee laws relating to the practice of physical therapy).
 - (a) Must have significant content to improve professional competence in physical therapy
 - (b) Must be designed to increase or enhance knowledge or skills of current standards in physical therapy practice
 - (c) Programs that deal with the internal affairs of an organization do not qualify for approval

2. Course objectives are clearly stated and identify the knowledge and/or skills that the participants should acquire during the course.
 - (a) Course objectives must be clearly stated and relevant to physical therapy
 - (b) Course objectives must include the expected outcome for participants that relate to the practice of physical therapy

3. The course content is consistent with the stated objectives.
 - (a) Course content must be appropriate to achieve the objectives

4. The instructional methods are appropriate to achieve the objectives.
 - (a) Methods must be appropriate to the subject matter taught
 - (b) Methods must allow suitable time for participants to absorb the material presented
 - (c) Must describe instructional aids and resource materials utilized

5. The instructor(s) have appropriate qualifications and credentials in the content areas of the course.
 - (a) Must have practical experience or academic credentials in the topic areas presented in the course

6. The method used to assess a participant's attainment of the course objectives is appropriate.
 - (a) Method of assessment must be consistent with objectives (e.g. written test for lecture material or skills observation for lab material)

7. The evaluation form that the participants must complete is appropriate.
 - (a) Evaluation form has questions that are relevant to providing the presenter with information on the strengths and weaknesses of the course

Tennessee Physical Therapy Association

PROVIDER APPLICATION FOR RE-APPROVAL OF CONTINUING EDUCATION COURSES

Provider Information		
Provider Name:		
Contact Person:		
Mailing Address:		
City:	State:	Zipcode:
Telephone:	Fax:	
E-mail address:		
Co-Sponsor Name (if applicable):		
Mailing Address:		
City:	State:	Zipcode:
Telephone:	Fax:	
E-mail address:		

Course Information
Course Title:
Prior TPTA Approval Number:
Prior Dates of Approval:
Prior Approval of _____ CEUs, _____ Contact Hours
Check one of the following:
<input type="checkbox"/> There are no changes to the course since the prior approval.
<input type="checkbox"/> There are minor changes to the course since the prior approval. Attachments that contain the current and prior content are included in this application.

Check the topic area(s) that applies to this course:

- | | |
|---|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Manual Therapy |
| <input type="checkbox"/> Acute Care/Hospital Clinical Practice | <input type="checkbox"/> Neurology |
| <input type="checkbox"/> Aquatics | <input type="checkbox"/> Oncology |
| <input type="checkbox"/> Cardiopulmonary | <input type="checkbox"/> Orthopedics |
| <input type="checkbox"/> Clinical Electrophysiology | <input type="checkbox"/> Pain Management |
| <input type="checkbox"/> Education | <input type="checkbox"/> Pediatrics |
| <input type="checkbox"/> Ethics/Professional Responsibility | <input type="checkbox"/> Research |
| <input type="checkbox"/> Geriatrics | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Hand Rehabilitation | <input type="checkbox"/> Women's Health |
| <input type="checkbox"/> Health Policy, Legislation, & Regulation | <input type="checkbox"/> Wound Care |
| <input type="checkbox"/> Home Health | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Industrial Rehabilitation | |

Type of Course:

- Traditional onsite course
- Home study course (text, video, audio, web based)
- Teleconference/Satellite course

Location of Course:

- City & State for traditional onsite course: (Attach schedule if presented in multiple locations.)

- N/A – home study or teleconference/satellite course

Date(s):

- Date(s) for traditional onsite course or teleconference/satellite course: (Attach schedule if presented on multiple dates.)

- Home study course: (Specify dates for which you are requesting approval).

Target Audience:

Instructional Level:

- Basic – Participants have little information within the content area so that the focus is a general orientation and increased awareness.
- Intermediate – Participants have a general familiarity with the topic, so it focuses on increased understanding and application.
- Advanced – Participants have thorough familiarity with the topic, so it focuses on advanced techniques, recent advances, and future directions.

Proposed number of contact hours: (Sixty (60) minutes of time actually spent in the educational portion of the course equals one contact hour. Credit is not given for registration, meals, or breaks. TPTA will award the number of CEUs based on the contact hours.)

Course content and schedule: (Outline course schedule by time and a breakdown of the agenda)

Course Objectives:
Instructional Methods:
Instructor(s):
Instructor Qualifications:
Method used to assess a participant's attainment of the course objectives:
Participants' evaluation of course: (Describe how participants evaluate the course and instructor(s). Attach a sample evaluation form.)

Record Keeping Information: (Continuing education course providers are required to maintain records of participant attendance and course evaluation forms for three years.)

How/where are records maintained?

Who is responsible for maintaining participant records?

How long are records maintained?

Individuals authorized to sign letter or certificate of completion: (Attach sample of letter or certificate of completion)

Name

Signature

Fee Payment:

Provider Fee:

- 1-3 Contact Hours \$85.00
- 4-7 Contact Hours \$135.00
- 8 or more Contact Hours \$210.00
- No Charge. Course sponsored by a District of TPTA.

- The application fee payment is made on the basis of the proposed number of contact hours. If a different number of contact hours are actually approved, the fee will be adjusted accordingly.
- If the course is not approved, the fee less \$50.00 is refundable.

Payment Enclosed Check No. Money Order

Payment by check or money order payable to the Tennessee Physical Therapy Association MUST accompany application. Purchase orders are not accepted. The application will not be processed until payment is received.

**I certify that the information provided in this application is true.
I agree to adhere to the "Policies on Approval of Continuing Education Courses"
established by the Tennessee Physical Therapy Association.**

Printed Name

Date

Signature

Title

Mail application form, fee payment, and all attachments to:

Tennessee Physical Therapy Association
Attn: CEU Approval
4205 Hillsboro Road
Suite 317
Nashville, TN 37215

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