

Massachusetts Physical Therapy Association

15 North River Road

Tolland, CT 06084

Fax: (860)656-9069

Requirement Checklist for Approval of Continuing Education Hours

Sponsor Name: _____

Contact Person: _____

Phone: _____ Email: _____

Address: _____

Program Title: _____

Program Dates: _____ Tuition/Fees: _____

Location: _____

CEHs awarded (1 hour equals 1 CEH): _____

Fee: Fee must be received with application. Credit card or check payments accepted. Checks should be made payable to APTAMA and mailed to 15 N. River Rd., Tolland, CT 06084

☐ \$80 (1-3 hours)

☐ \$150 (4-7 hours)

☐ \$225 (7.5 or more hours)

Credit Card Information:

Type: MC VISA Discover Name on Card: _____

Account # _____ Ex Date: _____ CV _____

Mailing Zip Code _____

Signature _____

Course Information: The following must accompany the application.

COURSE SPONSOR

- ☐ Name
- ☐ Organization
- ☐ Address
- ☐ Telephone Number
- ☐ Email Address

PROGRAM INFORMATION

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

TARGET AUDIENCE

- ☐ Basic
- ☐ Intermediate
- ☐ Advanced
- ☐ Various

PROGRAM

- ☐ Contact Hours
- ☐ 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
- ☐ Course Outline
- ☐ Course Schedule
- ☐ Instructional Method
- ☐ 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"