



APPLICATION FOR CONTINUING EDUCATION UNITS

APTA Michigan, Inc.
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CEU Fee Schedule: Application for individual course for 1 year approval based on CEU's granted.

CEUs:	FEE*
1-4	\$100
4.25-7	\$150
7.25-12	\$175
12.25-16	\$200
16.25 or more	\$250

***\$15 processing fee will be added when course is entered in CEU Locker**

CEU Application Fee: The non-refundable CEU application fee is based on the number of CEUs granted, and it is payable and due to APTA Michigan per the fee schedule. If a course is given several times during a single calendar year, with the same itinerary and schedule, then only one fee has to be submitted. Submit all required materials online using our CEU Locker portal.

Supporting documentation for course approval is required and is listed below for on-site and online courses. Further explanation of these requirements is provided after the lists. All relevant files should be combined into one PDF and uploaded as a single document through our CEU Locker Portal.

*Do you submit numerous courses each year? Consider becoming an approved provider.
Please see <https://aptami.org/page/CEUproviders> for more details and yearly fees.*

Courses/Year:	FEE*
3-5	\$475
6-20	\$995
21-50	\$1500
51+	\$2500

Requirements for All CEU Courses

Please submit Items 1 - 9 listed below. *Note: If submitting this application for a conference/symposium/program with multiple, simultaneous/concurrent breakout sessions on varied topics, please submit listed items 1-4 for each session/topic. Failure to include requested documentation WILL result in the application being delayed or rejected. Incomplete applications will be closed after 60 days.

For requirement helpful hints, please refer to the section following Items 1 - 9.

1. Program or Course Description: Please include how/why course content is directly related to physical therapy and how content improves a participant's knowledge or skills in physical therapy.
2. Learning Objectives
3. Presenter's qualifications to teach this course in narrative form, including credentials or Curriculum Vitae
4. Program or Course bibliography of at least 5 published works, published within the last 7-10 years supporting the content of the course.
5. Justification of CEU hours requested: Program/course schedule including registration, meals, and all scheduled breaks
6. Select the method of knowledge assessment that will be provided at the end of the course:

Check all the methods of knowledge assessment that will be used:

- Post-test (Required for Asynchronous/Online Courses)
- Case study analysis
- Question/Answer Discussion
- Write up (paper or open-ended questions)

7. I certify that I will verify course attendance and provide CEU certificates to attendees.

Check all the methods that will verify course attendance:

- Sign-in sheet
 - Course evaluation completion
 - Log-in/Log-out time (Required for Asynchronous/Online Courses)
8. Sample course evaluation
 9. Descriptive brochure or other method used to advertise the program (if available), is helpful in evaluating the course.

HELPFUL HINTS

- **Content:**
 - Must be easily recognizable as pertinent to the practice of physical therapy
 - Could include any of the following: evaluation and interventions, clinical management, clinical research, applied or basic sciences, ethical obligations, professional responsibilities (including knowledge of federal and state law, risk management, documentation, and reimbursement).
- **Learning Objectives:**
 - Must be clearly written to identify the knowledge and skills the participants will acquire during the course. ie: identify, describe, discuss, explain, compare/contrast, analyze or apply.
- **Presenter Qualifications:**

- For each instructor, submit a descriptive statement or an abbreviated curriculum vita or resume identifying their professional background and what qualifies them to teach this course.
- Please keep to less than 2 pages.

- **Bibliography:**
 - For textbooks, include the title, authors(s), date of publication, and name/ location of the publisher.
 - For journal articles, include the title of the article, author(s), name and volume of the journal, year of publication and page numbers of the article.

- **Program/Course Schedule:**
 - Submit a detailed time schedule of the program/course.
 - One CEU is equal to 50 minutes of course instruction.
 - CEU's are not awarded for breaks, meals, registration time or time set aside for course evaluation.

- **Descriptive Brochure:**
 - If a course brochure is available, please submit.