

## Continuing Education Unit Application

Please submit completed application, with all supporting materials, to: [info@oncologypt.org](mailto:info@oncologypt.org) with Subject Line: “CEU Approval Application.” Applicable fees may be paid through the *APTA Oncology Store*.

Once your completed application, including payment and required documentation, has been received, the Continuing Education Review Committee will review the application and notify you of the outcome—approval, denial, or a request for additional information—within 30 days.

<u>Colleague Service Level</u>	<u>Executive Service Level</u>
<p>This level of support is for <b>course sponsorship only</b> and may be utilized by physical therapy educators or medical/health professionals for all, or a portion of, an educational program targeting knowledge in the oncology rehabilitation specialty area.</p> <p>APTA Oncology will:</p> <ul style="list-style-type: none"> <li>• Provide an APTA Oncology Approval # to be included on all certificates issued by the provider.</li> <li>• <i>For an additional fee of \$150 per course (any amount of contact hours), APTA Oncology will promote the event, using marketing materials submitted by the provider, on</i> <ul style="list-style-type: none"> <li>○ <i>APTA Oncology Social Media</i></li> <li>○ <i>APTA Oncology Website Event Calendar</i></li> <li>○ <i>Blast E-Mails to Membership</i></li> </ul> </li> </ul>	<p>APTA Oncology will:</p> <ul style="list-style-type: none"> <li>• Seek State-Specific Approval of the Course, if required (for in-person courses only)</li> <li>• Provide an APTA Oncology Approval # to be included on all certificates issued by the provider.</li> <li>• Promote the event, using marketing materials submitted by the provider, on <ul style="list-style-type: none"> <li>○ APTA Oncology Social Media</li> <li>○ APTA Oncology Website Event Calendar</li> <li>○ Blast E-Mails to Membership</li> </ul> </li> <li>• Administer Online Registration and Payment Support: <ul style="list-style-type: none"> <li>○ APTA Oncology will provide an online registration link and process payments electronically.</li> </ul> </li> <li>• Maintain Records of Attendance.</li> <li>• Administer the Following After the Event: <ul style="list-style-type: none"> <li>○ Post Test Results (post test questions are the responsibility of the course provider)</li> <li>○ Certificate of Attendance to Each Registered Participant with APTA Oncology Approval #.</li> </ul> </li> </ul>

<u>CONTACT HOURS</u>	<u>Colleague Level Fee</u>	<u>Executive Level Fee</u>
1-4	\$100	\$350
4.25-7	\$150	\$400
7.25-12	\$175	\$450
12.25-16	\$200	\$500
16.25 or more	\$250	\$550

**Fee Schedule:** Approval is for one year. The application fee is non-refundable and is due at time of application.

**Application Fee:** The non-refundable CEU application fee is based on the number of CEUs granted and is payable and due to APTA Oncology 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.

## Application Requirements for All Courses

Supporting documentation for course approval is required and is listed below for onsite, virtual and hybrid courses. Please submit the **ten items** listed below in the order that they appear. All relevant files should be combined into one PDF and uploaded as a single document. [CEU Application Template is available on the website for use.](#)

\*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 without refund.

### Include With Application:

1. **Program or Course Description:** Please include how/why course content is directly related to oncology rehabilitation and how content improves a participant's knowledge or skills in oncology rehabilitation.
2. **Learning Objectives**
3. **Instructor Qualifications:** Brief narrative biography, including credentials or Curriculum Vitae
4. **Program or Course Bibliography** of at least 5 published works, published within the last 10 years, supporting course content.
5. **Course Agenda:** Justification of contact hours requested: Program/Course schedule, including all scheduled breaks.
6. **Educational Outcome Assessment:** Include the methods of knowledge assessment that will be provided at the end of the course. Examples include:
  - Post-test (Required for Virtual Courses): Written, Oral, or Practical
  - Case Study Analysis
  - Question/Answer and Discussion
  - Written Assessment
  - Polling or Feedback Questions in Real-time During the Course
7. **Course Evaluation:** Submit a sample copy of the course evaluation or review form.
8. **Promotional or Descriptive Brochure** or other method used to advertise the program.
9. **Sample Certificate of Attendance or Course Completion**
10. **Level of Professional Learning** - Indicate if the program is:
  - Novice - For the new graduate or beginner to the specialty area of expertise.
  - Intermediate - For the therapist who has fundamental specialty knowledge.
  - Proficient - For the therapist who is immersed in the specialty area.

### **Tips for Application:**

- **Program or Course Description:** Must be easily recognizable as pertinent to oncology rehabilitation and could include any of the following: evaluation and interventions, clinical management, clinical research, applied or basic sciences, ethical obligations, cultural considerations, 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. State what participants will be able to do at the conclusion of the course (i.e.: identify, describe, discuss, explain, compare/contrast, analyze or apply). See Bloom’s Taxonomy for reference of verbs that exist in a hierarchy of difficulty and skill.
  - Appropriate: *At the conclusion of the course, attendees will be able to apply the latest evidence for XYZ in X condition(s).*
  - Inappropriate: *This course will teach the latest evidence...*
- **Instructor Qualifications:** For each instructor, submit a descriptive statement (100-150 words) or an abbreviated curriculum vitae or resume, clearly identifying professional background and expertise that qualifies them to teach this course.
- **Program or Course Bibliography:** Use AMA style for listing citations. 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.
- **Course Agenda or Program Schedule:** Submit a detailed time schedule of the program/course. For online or home study courses, justification can be based on video length, word count, pilot studies, etc. Each credit hour depends on 50-60 minutes of continuous education.
  - *Contact hours are not awarded for breaks, meals, registration or time set aside for course evaluation.*
- **Descriptive Brochure or Flyer:** This should include a description of the course, logistics such as location, time, cost, instructor, and contact and registration information.
- **Certificate of Attendance or Completion:** Submit a sample certificate. This must include course name, date(s) of attendance, number of CEUs / contact hours, and signature / signature line for course sponsor or presenter.

### **Approval Process:**

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***Approvals and Support are valid for 1-year from the Date of Approval Notice.***