

To submit an **Individual Application** for CEUs, [click here](#) to access the [OPTA online CE Application portal](#). Create an **Individual** Account and follow the instructions on the screens to submit an individual application.

If you have questions regarding documentation requirements for the different types of Individual CEUs, please read the information below.

Individual Application for CEUs for Attending a Course

Required documentation

CEUs for attending a **Continuing Education** course

1. Learning objectives
2. Presenter's credentials/qualifications
3. Bibliography/references to support the course material (from within past 10 years)
4. Course agenda
5. Sample course evaluation form
6. Signed certificate of completion
7. Method of assessing student learning (Q&A, quiz, etc.)
8. Detailed course description

CEUs for attending an **Academic Credit** course

1. Learning objectives
2. Instructor's credentials/qualifications
3. Bibliography/references to support the course material (from within the past 10 years)
4. Copy of course syllabus
5. Copy of **official** college or university transcript
6. Detailed course description

Individual Application for CEUs for Teaching

Required documentation

CEUs for Teaching a course for **Academic Credit**

*Note: applications for teaching can only be submitted after the course has been taught.

1. Learning objectives
2. Your qualifications to teach this specific course material
3. Bibliography/references to support the course material (from within past 10 years)
4. Course syllabus or schedule
5. Course description (if not included in syllabus)
6. Sample course evaluation form
7. Date(s) of course

CEU calculation:

If you ARE a faculty member: ___ Semester Credits x 0.5= ___ CEUs (or Quarter x 0.33)

If you are NOT a faculty member: Number of clock hours of teaching (classroom and/or lab) ___ x1= ___ CEUs

*Note: No more than 12 CEUs for PTs and 6 CEUs for PTAs for teaching in a renewal period.

CEUs for Teaching a course **NOT** for Academic Credit

1. Learning objectives
2. Your qualifications to teach this specific course material
3. Bibliography/references to support the course material (from within the past 10 years)
4. Course agenda or justification of requested CEUs
5. Method of verification of attendance
6. Sample course evaluation form
7. Sample course certificate of completion
8. Course Description
9. Date(s) of course

CEU calculation:

If this is the FIRST TIME teaching this course: ___ clock hours of teaching x 3 = ___ CEUs

If this is NOT the first time teaching this course: ___ clock hours of teaching x 0.5= ___ CEUs

*Note: Applications for teaching can only be submitted after the course has been taught

*No more than 12 CEUs for PTs and 6 CEUs for PTAs for teaching in a renewal period.

Individual Application for CEUs for Writing or Publication

CEUs for Writing and Publication (submit journal article or title page of book with application)

1. Title of Publication
2. Author's Name
3. Journal/Book Name
4. Date of Publication
5. Type of Publication
 - Sole author of original article (paper) published in a refereed professional journal (up to 7 CEUs)
 - Co-author of original article (paper) published in a refereed professional journal (up to 5 CEUs)
 - Writer of academic textbook (up to 10 CEUs)
 - Sole author of a review (critique) of scientific book (up to 4 CEUs)
 - Sole author of a review (critique) of another author's published article that was published/accepted for publication in a refereed journal (up to 3 CEUs)

*No more than 10 CEUs will be granted per publication

INDIVIDUAL (CEU HOLDER) APPLICATION DOCUMENT DESCRIPTIONS

Documents that must be submitted with the ONLINE application form and fee include:

- 1. Learning objectives:** Must be clearly written to identify the knowledge and skills the participants should acquire during the course. (State what the participants will be able to do at the conclusion of the course, such as identify, describe, discuss, explain, compare and contrast, analyze, apply, integrate, etc.)
- 2. Presenter Qualifications:** For each presenter, instructor or lab assistant involved in the course/program or author of the home study course, submit a descriptive statement or an **abbreviated** curriculum vita (CV) or resume that specifically identifies the professional background of each presenter and what qualifies him/her to teach or provide **this** course. Descriptive statements for each presenter should be 1-2 paragraphs in length; an **abbreviated CV or resume should be no more than 2 pages. Entire CVs (more than 2 pages in length) are not acceptable.**
- 3. Bibliography:** Submit a list of at least five (5) references (i.e. textbooks, articles from professional journals or other sources), **published** within the last 10 years, that support the content of this course/program. For **textbooks**, include title, author(s), date of publication, and name/location of the publisher. For **journals**, include title of article, author(s), date of publication, volume & page number(s). For **websites**, entire URL, publication date, and date of access must be supplied in order to verify that the site is still current. Please note that consumer websites are not acceptable. References must be indicated separately from presenter publications on CV. You may need to contact the sponsor for this.
- 4. Course Agenda:** Submit a timed course agenda or justification for requested hours. CEUs are not awarded for breaks, meals, registration, or time set aside for course evaluation, but each should be included on the agenda. For online/home study courses, justification may be based on video length, word count, pilot studies, etc. and you may need to contact the sponsor to provide this information.
- 5. Sample Course Evaluation:** Submit a sample copy of the course evaluation form. You may need to contact the sponsor for a copy of this.
- 6. Certificate of Completion of Course/Program:** Submit a copy of the signed certificate of completion. If submitting an application for academic credit, you must send a copy of the college catalog description AND a copy of your official transcript of your grade in the course to verify completion of course and credit hours.
- 7. Method of Assessing Student Learning:** Describe how it was determined that the learning objectives have been met. Suggestions include a written (post-) test, observation of lab work, or Q&A period. For on-line and recorded webinars/courses you must submit a copy of the post-test. You can provide a copy of a test or observation sheet, or a statement.
- 8. Description of the course with a detailed explanation of how this course is directly related to physical therapy:** Content must be easily recognizable as directly related to the practice of physical therapy. Content areas include evaluation and physical therapy 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) or other relevant subjects. The target audience should be PTs or PTAs.

For additional details, please refer to OPTA's *CE Policy and Procedures* on the OPTA website at www.OhioPT.org on the Continuing Education webpage.