

## **SPONSOR (PROVIDER) [APPLICATION](#) FOR CONTINUING EDUCATION UNITS**

Please [click here](#) to access the OPTA online [CE application portal](#). Create an ORGANIZATION account and follow the instructions on the screens to submit a SPONSOR application.

### **Requirements for Sponsor Approval for Continuing Education Courses**

Please submit items 1-9 listed below along with the [online application](#). Documents can be uploaded to the online application (.pdf or word document). Failure to include all documentation will result in the application being delayed or rejected. Incomplete applications will be closed after 60 days.

1. Learning objectives.
2. Presenter(s)' credentials/qualifications to teach the specific course material. (1-2 paragraphs ONLY)
3. Bibliography of at least 5 works published within the past 10 years.
4. Course agenda or justification of requested CEUs.
5. Method for verification of attendance.
6. Sample course evaluation form.
7. Sample course completion certificate.
8. Method of assessing student learning.
9. Detailed course description.

**\*Please refer to the following page for explanations of these requirements.**

### **Conferences/Multi-day Programming**

When submitting an application for a multi-day program, in which participants can choose the day(s)/session(s) to attend, a sponsor (provider) may submit one (1) application for the entire conference. Please also identify how you will track attendance at each session in order to verify CE credit earned. At the conclusion of the conference, the total hours spent attending education sessions should be identified on the individual's certificate.

It is necessary to submit above items 1-3 and 8 & 9 for each session. Submit items 4-7 for the entire conference/multi-day program.

### **CE Course as a Series**

Please submit above items 1-9 for a series offering. A series offering is defined as congruent material that is presented in several modules or short sessions over a specified period of time. A series offering should meet the following criteria:

1. The overall course description should cover one clearly identified topic.
2. The learning objectives must apply to all sessions as a whole.
3. Bibliography provided must support the scope of the entire content in the series.
4. For a live/on-site series, a clear topic agenda with time frames must be included for each session.
5. The description of the series offering must indicate that the participant must complete all sessions/modules. (One approval number will be assigned).
6. The certificate of completion is NOT issued until all session/modules have been completed.

## SPONSOR (PROVIDER) APPLICATION DOCUMENTS

### Documents that must be submitted with the completed 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.
- 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.
- 5. Verification of Attendance:** Include a sample sign in sheet, online login details, etc. explaining how you will verify attendance. For conference-multi-day sessions, please include how you will track attendance for the various sessions.
- 6. Sample Course Evaluation:** Submit a sample copy of the course evaluation form. The following questions are recommended: Were the learning objectives met? Was scientific evidence provided to substantiate information presented in the course? Was the physical setting of the course conducive to learning? Was the presenter effective?
- 7. Certificate of Completion of Course/Program:** Submit a sample certificate indicating the name of the course, date(s) of attendance/completion, and signature of course sponsor or presenter. Certificates presented to participants after the course has been approved must also include the number of CEUs awarded and the Ohio approval number.
- 8. Method of Assessing Student Learning:** Describe how it will be 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.
- 9. 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](http://www.OhioPT.org) on the Continuing Education webpage.