District CE Event Information

Create, Apply &
Market Your
District CE Event

OPTA

District CE Event Info - "How To"
Create, Apply, Market

The OPTA invites *all* districts to organize a local event to promote conversation, opportunities and continuing education for PTs and PTAs.

See the step-by-step guide below for how-to **CREATE**, **APPLY** for CE and **MARKET** your district's CE event:

STEP 1: CREATE → PLAN
> Plan your event, deciding on date, time and location, as well as invitees and ways to reach district members.

STEP 2: APPLY → APPLY FOR CONTINUING EDUCATION *(60 days in advance)*
> Apply for CE by submitting your CE Sponsor Application via the CE Application Portal (Ohiopt.org>Continuing Ed> CE Application Portal.) Courses should be submitted to the OPTA office at least **60 days prior to the CE event**. This allows the OPTA office 30 days to process/approve your application and 30 days to market and promote your approved CE event.
> - [CEU Application Portal](#)

STEP 3: MARKET → REGISTRATION & CALENDAR
> Email OPTA with the District Event Registration Form (Ohiopt.org>District> District Toolbox):
> - Registration Details – The OPTA will build online registration for your event upon request. The following info is needed:
>   - Date
>   - Time
>   - Location
>   - Pricing (member vs. non-member)
>   - Requested CEUs/Approval #
>   - Contact Person + Email
>   - Registration close date
>
>   The OPTA staff will send you your event's sign-in sheet prior to your event upon request.
>
> - Event Calendar / Marketing Details – The OPTA will add your event to the OPTA calendar, district calendar and eblasts upon request. The following additional info is needed:
>   - Course description
>   - Presenter bio
>   - Any other pertinent information (parking, further instructions, etc).

Questions about your event? Contact the OPTA office at opt@ohiopt.org or give us a call (614) 855-4109.