



CE Application Instructions

1. **Payment is required prior to submitting the application form. If you are not paying online, all checks must be made payable to APTA New York and sent to P.O. Box 592, Wynantskill, NY 12198.**

2. Once payment has been received, you will receive a payment confirmation. **This confirmation must be included with the CE approval application.** Completed applications, supporting documentation and payment confirmation should then be submitted via email to nyptceapproval@gmail.com or by mail to **160 Sylvia Street, Platteville, WI 53818**. Applications submitted via the US Postal Service may be subject to delay in approval response time.

3. **Instructor Eligibility for Hands-On CE Courses**
 In compliance with the New York State Education Department: Any course that includes hands-on physical therapy instruction must be taught by a physical therapist who is licensed and currently registered in New York State.
 - Applicants should confirm compliance with this requirement before submitting their CE application.
 - For more information, see [NYS Education Department Article 136](#)

4. The following course material should be included when submitting the application:
 (Series courses or congruent courses must be applied for separately)

(Basic Info on App. Form)	Audience	Program
<ul style="list-style-type: none"> • Contact Name • Organization • Address • Telephone/Fax • Email Address • Course Name • Date/Location • Contact Hours 	<ul style="list-style-type: none"> • Est. # of attendee's • Type of course: <ul style="list-style-type: none"> -Basic -Intermediate -Advanced -Various 	<ul style="list-style-type: none"> • Objectives • Course Outline • Course Schedule (include breaks) • Instructional Method • Ratio Participant to Presenter • Course evaluation • Bibliography (must contain at least 5 citations from reputable reviewed journals published within past 5 years that support content of course. • Presenters: current CV of presenters • Fee info/cancellation

Helpful hint: <http://www.educationoasis.com/visitor-resources/articles/mistakes-lesson-plans/>



5. Because the approval process may take up to 4 weeks, it is recommended that the application process be started at least eight (8) weeks prior to the course. Once approval has been granted, an approval letter will be emailed to the contact person listed on the application form. This letter is valid for up to 1 year from the date it was approved. If the course submitted is not approved, a refund will be granted less a \$60 processing fee.
 - When you have a course approved through our association, you are entitled to a FREE listing on the APTA New York website calendar. To have your course listed, please contact Erin Stack at estack@aptany.org. A copy of the approval letter, together with the basic course details (title, date, location, presenter, time, cost, brief course outline, contact person), and any other pertinent information must be received prior to the listing being published.

6. **Course Renewal**

If you are renewing a course that has previously been approved by the APTA New York, you may submit a streamlined application. You must list any new presenters and confirm that the references still fall within a 5-year time frame. Please send a copy of your original approval letter to nyptceapproval@gmail.com along with the fee associated with the CE hours.

7. **Shortened Version of Course (for currently approved courses)**

Shortened courses may use the same references and instructors listed in the initial approval. If you would like to offer a shortened version of an approved course (ex. 6 hours but would like to offer a 3-hour version), please be sure to include the following:

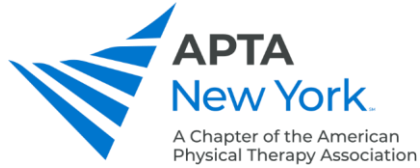
 - Payment is \$50
 - Complete application form
 - Copy of original approval letter
 - Objectives of shortened version must correlate with the original approved course
 - Shortened schedule and original schedule

8. **CEH Certificates**

Once the course is completed, you are required to submit the following information:

 - Approval letter
 - Excel spreadsheet with attendee information (email in **EXCEL** format attachment)
 - Sign-in sheets (if applicable)
 - Evaluation forms or an evaluation summary
 - Course information must be included (Course name, date, location, presenter name)

All required information should be sent to Erin Stack at estack@aptany.org. Certificate templates will be generated and emailed to the provider(s) for distribution until all information has been received.



Karen Curran
 160 Sylvania Street, Platteville, WI 53818
nyptceapproval@gmail.com

Continuing Education Application Form

Sponsor Name: _____

Contact Person: _____

Contact Email Address: _____

Phone Number: _____ **Fax Number:** _____

Address: _____

Course Name: _____

Proposed Hours (50 minutes' equals 1 CEH): _____

Requested Approval Date: _____

** Approval letters will commence from the date of issuance by default. If you have a preference for a particular starting date, kindly indicate it here. Please be aware that we are unable to backdate approval letters to any date before the submission of your application.*

Date	Location (city, state) *if being taught virtually location can be "online"*	Presenter(s)

****FOR OFFICIAL USE ONLY****

Date Received: _____ **Course Approval #:** _____

Approved: _____ Not Approved: _____ Approved Contingent: _____

Comments: _____

Reviewed By: _____ **Date:** _____