



APTA MA External Course Approval Process
We inspire, engage and empower you to reach your potential.

Mandatory Course Information:

The following information must accompany the application.

PROGRAM INFORMATION

- Title
- Date
- Location
- Fee Information
- Cancellation Policy

PROGRAM

- Contact Hours
- Course Outline
- Course Schedule
- Target Audience (PT, PTA, other healthcare providers / basic, intermediate, advanced)
- Objectives
 - *Must be behavioral and objective
- Course Bibliography
 - *a minimum of 5 peer reviewed articles published in the last 5 years to support the content of course
- Instructional Method (Lecture, lab, combination)
- Ratio Participant to Presenter (hands on workshop)
- Participant Evaluation of Program

REQUIREMENTS OF PRESENTER

Please submit current CV of presenter: one of the following should be present within the CV

- Qualifications Consistent with Material Presented
- Two Years Experience in the Area Presented
- Publications or Previous Presentation in this Topic
- Research in topic presented

PROOF OF ATTENDANCE CERTIFICATE, INCLUDING

- Participant's Name
 - Presenter's Name
 - Title of Program
 - Date(s) of Course
 - Location of Attendance
 - Number of Approved CEH's
- The certificate should include some version of a Competency Disclaimer Statement – An example would be: "Information provided should be used within scope of practice"