

CERS
Continuing Education Review Services
PO Box 428
Wallingford, CT 06492
(413) 834-7149
cers@onlinece.com

“1 Year” Course Approval Application

Complete this form if you are a CE Provider wishing to have your course approved for a period of 1 year. Approval numbers are only valid for the year in which they are issued.

Application fee: \$75.00

CE Provider Information:

Provider/CE Company Name: _____

Course Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email Address: _____

Website URL: _____

Contact Person: _____

Course Information:

Type of CE Activity: _____
(live, internet, home-study, video, DVD, teleseminar)

Course Length: _____ hrs Course Date: _____

Does this course meet content standards outlined in article *1399.92? _____
(see policies and standards)

Is this course provided in joint sponsorship? _____
If yes, do you have procedures to identify and
document the functions of each participating party? _____

Additional Documentation Required:

The following documents must be submitted with your application.

- _____ Course description
- _____ Course learning objectives (minimum of 5)
- _____ Course outline of content
- _____ Course Bibliography (at least 5 references)
- _____ Course completion certificate
- _____ Course evaluation form used by participants to provide feedback
- _____ Instructor’s CV or biography (2 page max.)
- _____ CE Provider Complaint Policy
- _____ CE Provider Discrimination Policy
- _____ CE Provider Disclosure Policy

Application Submission and Payment Instructions:

How to Submit Your Completed Application

Submit By Email:

- a. Completed application and “additional documentation required” (listed above) must be in Microsoft Word or Adobe PDF format.
- b. Email all documents to cers@onlinece.com

If you have any trouble submitting your application by email, please email us at cers@onlinece.com for assistance or optional methods of submission.

Payment for Your Application

Credit Card Number: _____

Expiration Date: _____ CVV Code: _____

Name on Credit Card: _____

Statement of Truth:

I confirm that the information provided in this application is true and correct and I authorize you to charge my credit card for the fee associated with this course application.

X _____
Signature or Typed Name

X _____
Signature Date

Policies and Standards

Course Approval Process:

- Courses are typically approved within 2 weeks of receipt of completed applications.
- Course approval notifications are sent to you via email.
- Approval #'s are valid only for the year in which they are issued. Approval #'s must be included on completion certificates. Example CERS #12-30000-1.

Continuing Competency Rules Established by the California State Board of Physical Therapy:

***Section 1399.92 Content Standards for Continuing Competency**

Continuing competency hours must be obtained in subjects related to either the professional practice of physical therapy or patient/client management.

(a) The professional practice of physical therapy includes professional accountability, professional behavior and professional development.

(b) Patient/client management includes examination, evaluation and diagnosis and prognosis; plan of care; implementation; education; and discharge.

Section 1399.93 Continuing Competency Subject Matter Requirements and Other Limitations

For each renewal cycle, a licensee's continuing competency hours must include the following:

(a) Two hours in ethics, laws and regulations, or some combination thereof, and

(b) Four hours in life support for health care professionals. Such training should be comparable to, or more advanced than, the American Heart Association's Basic Life Support Health Care Provider course.

Section 1399.95 Standards for Approval Agencies

(b) Each approval agency must have the capacity to evaluate each course offered by a provider in accordance with section 1399.96 and shall conduct audits of at least 10% of its approved providers' courses to ensure compliance with this article.

(c) Each approval agency has a procedure for periodic review of courses to ensure content quality and currency.

Section 1399.96 Standards for Approved Providers

Before it may approve a provider, the approval agency shall require that the provider adhere to the following requirements:

- (a)** Topics and subject matter for each course shall be pertinent to the practice of physical therapy as required by section 1399.92.
- (b)** Instructors for each course shall be competent in the subject matter and shall be qualified by appropriate education, training, experience, scope of practice or licensure.
- (c)** Each course shall have a syllabus that includes learning objectives, bibliography and either a schedule, for courses offered in person, or an outline, for courses offered online.
- (d)** Each course shall have written educational goals and specific learning objectives that are measurable and which serve as a basis for an evaluation of the effectiveness of the course.
- (e)** When an approved provider works with others on the development, distribution and/or presentation of a continuing education course (joint sponsorship), there shall be procedures to identify and document the functions of each participating party.
- (f)** Each approved provider shall periodically review its courses to ensure content quality and currency.
- (g)** Each participant shall be given the opportunity to evaluate each course and offer feedback to the approved provider. The approved provider shall consider any such evaluations for the purpose of updating or revising courses.
- (h)** Each approved provider has a procedure to respond to complaints.
- (i)** Each approved provider provides services to all licensees without unlawful discrimination.
- (j)** Each approved provider shall maintain records regarding course content and licensee attendance for a minimum of seven years.
- (k)** Each approved provider and instructor shall disclose any financial interest in products recommended during a course.
- (l)** Each approved provider shall provide a certificate of completion to attendees.
- (m)** Each approved provider shall ensure that any information it disseminates publicizing its continuing education courses is true and not misleading. Such information shall include a statement with the name of the approval agency, that such agency may be contacted about any concerns, any approved provider identification number, and the number of hours for which the course has been approved.