Connecticut Physical Therapy Association

Continuing Education Approval Office
15 North River Road, Tolland, CT 06084
(860) 246-4414 susan@leahymg.com

Continuing Education Approval by Connecticut Physical Therapy Association

Instructions

Procedure:

1. Complete application with all appropriate supporting materials:

Helpful hints: Objectives need to be behavioral and measurable – use this website as a guide

https://www.apa.org/ed/sponsor/resources/objectives.pdf

http://www.sbm.org/UserFiles/file/ObjectiveVerbs.pdf

References should be current (within past 5 years) and PEER REVIEWED

Please include course schedule and break times for accurate CEHs granted.

One course title and hours earned per application: Courses offered in a series must be submitted separately (attendees register for courses separately). Courses offered congruently on the same day and sponsored by one company / location (i.e. – symposiums, Annual Conference) must be submitted separately.

2. Submit to CPTA Continuing Education Approval (Leahy Management, 15 North River Rd, Tolland, CT 06084). Applications may be sent electronically to email address above. The review will not begin until payment is received. Checks made out to CPTA.

3. Applications will not be accepted if the course has already occurred.

4. Application review will take approximately 3 weeks. Incomplete applications can be delayed.

5. Once approval is granted, you will receive the letter electronically. This course approval is good for one year from approval date. (See below for renewal process) When your course is approved through CPTA, you are entitled to a FREE listing on the CPTA web calendar. Contact Susan Yavis, susan@leahymg.com for more information.

Credit for Shortened Version of Approved Course

If you would like to offer a shortened version of an approved course (6 hours approved but would like to offer a 3 hour version), please do the following:

1. Complete application form – include title and hours of shortened version

2. Please send to CPTA, 15 North River Road, Tolland, CT 06084

3. Objectives of shortened version must correlate with objectives of approved course

4. Original Course schedule

5. Shortened Course schedule

Please include a $50 processing fee

Shortened course may use same references and instructors listed in initial approval

Course Renewal

If you are renewing a course that previously received CPTA approval, you may submit a streamlined application by submitting any changes to the course and confirm that references still fall within 5 year time frame