

Nebraska Physical Therapy Association  
PO Box 24133  
Omaha, NE 68124  
Telephone: (844) 249-8806  
Fax: (877) 355-9226  
[info@npta.org](mailto:info@npta.org)  
[www.npta.org](http://www.npta.org)



### **Apply for Approval**

1. Submit your course to CEU Locker with supporting documentation, and the non-refundable application fee (and rush processing fee if applicable) at least 30 days prior to the date of the course. When approved, the NPTA will assign a course approval number for the course. The course approval number is valid for the approved course and date only. Application fees:

- NPTA Member: \$75
- Non-NPTA Member: \$125
- Expedited Requests: \$150 (Please allow 5 business days to process your request)

2. Required Documentation: The following items must be uploaded to your application for processing. Failure to provide these items will result in the application being incomplete and the process will be delayed or application rejected.

- Course title
- Course description
- Course objectives
- Course time schedule
- Course date(s)
- Instructor(s) names, credentials and biography (a CV is acceptable)
- Course sponsor
- Course evaluation form
  - The Course Evaluation Form must include two questions: "Was the material at or above entry level knowledge for PTs and PTAs" and "To what extent did the program meet the stated objectives?". The form needs to assess the objectives, course content, instructor(s), method of presentation and the extent to which the learning outcomes were achieved. It is the responsibility of the course sponsor to have this form completed by each participant and to share the results of the evaluation with the course instructor(s).
- Course fees
- Target audience
- List of references
  - At least one individual that can attest to the instructor's competence for this topic
  - The most current evidence-based citation available. A peer-reviewed journal publication is preferred. References are required to offer evidence to support the course material (theory or application) and may identify the lack of evidence in the literature on application.
- Testing mechanism-if a home study course
- Live on-site facilitator-if a videotape or satellite program

3. Contact Hours are determined based on the number of instructional hours. Time spent on registration, meals, or breaks will not be counted when determining hours. The number of CEUs approved may not equal the number requested by the applicant.

6. When the course is approved by the NPTA, you may issue your own certificates. The certificates should be completed by the course sponsor and contain:

- Course title
- Course approval number
- Number of contact hours/CEUs awarded by NPTA
- Participant's name
- Signature of instructor/Course sponsor
- Date of course completion

A sample certificate template is available on the website at <https://npta.org/CEUapproval>

7. In order for a learning experience to be approved it must relate to physical therapy and it may focus on research, treatment, documentation, management, or education. Approval will not be given to courses where the subject matter does not relate to the theory or clinical application of theory pertaining to the practice of physical therapy. For further information refer to the NDHHS publication 'Statutes, Rules and Regulations Relating To: Physical Therapy' (Sec. 137-013):

[http://www.sos.ne.gov/rules-and-regs/regsearch/Rules/Health\\_and\\_Human\\_Services\\_System/Title-172/Chapter-137.pdf](http://www.sos.ne.gov/rules-and-regs/regsearch/Rules/Health_and_Human_Services_System/Title-172/Chapter-137.pdf)

Per the above rules and regulations, if a course is considered a “home study course” it must have a testing mechanism. If a course is considered a “videotape or satellite program”, there must be a stated facilitator or program official present each time the videotapes or satellite programs are presented to monitor attendance of licensees. A “home study course” may be considered a pre-recorded webinar and a “videotape or satellite program” may be considered a live webinar.

8. Courses scheduled on the same day as the annual NPTA conference will not be approved.

9. The NPTA reserves the right to audit any course and will notify the sponsor if they have been chosen for an audit. The audit may include onsite attendance of the course.