

**Health Professional Licensing Administration for the  
D.C. Board Physical Therapy**

**APPLICATION FOR CONTINUING EDUCATION COURSE  
APPROVAL**

1. \_\_\_\_\_  
Name of Organization

2. \_\_\_\_\_  
Street Address

3. \_\_\_\_\_  
City State Zip Code Area Code and Telephone #

4. Person Responsible \_\_\_\_\_  
Title \_\_\_\_\_

5. Program Title \_\_\_\_\_

6. Number of clock hours requested (minimum of 50 minutes = 1 clock hours; no fractions or breaks allowed)  
\_\_\_\_\_

7. Course Site Course Date  
(City, State)

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8. Has this course been previously approved? [ ] Yes [ ] No If Yes, please provide a copy of the approval letter.

9. Is the course Beginner or Intermediate

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10. Describe method for recording attendance during the program (supply form used):

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11. Is the course in-person, online or both.

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12. How does this course relate to the practice of Physical Therapy?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Attach: description of the course objectives.
  - a. an outline of the course content; (Agenda, description, website a description of the teaching methods to be employed)
  - b. a description of the teaching methods to be employed and any instructional media to be utilized.
  - c. Attach a time schedule for the course that describes how the course time will be utilized.
  - d.
  - e. Attach a copy of a Pre and PostTest.
  - f. Attach a copy of the evaluation form.
  - g. Course Certificate- stated by the course instructor, clearly states the organization providing of the course; signed by the course instructor, clearly states the organization providing the course.
  - h.
  - i. CV of the course of all instructors(s)
  - j. Anticipated number of participants: \_\_\_\_\_

Signature of Person Submitting this Application

Title

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Date

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**This approval is good as long as there are not any changes to either the program content or the instructors for the program.**

**\* Only the following types of continuing education programs are pre-approved and approval for acceptance in the District of Columbia: All continuing education programs provided directly by the American Physical Therapy Association (APTA), APTA Approved Providers, state or local occupational therapy associations, accredited healthcare facilities, and accredited colleges or universities.**

