



PROVIDER APPLICATION FOR CONTINUING EDUCATION UNITS
 Michigan Physical Therapy Association, Inc.
 1055 North Fairfax Street, Suite 205 Alexandria, VA 22314
 1-800-765-7848 x7119 mpta@mpta.com www.mpta.com

<p>CEU Provider Fee Schedule:</p> <p>The annual fee varies based on the total number of courses offered within a calendar year from the date of CEU provider status acceptance.</p> <table border="1"> <thead> <tr> <th>Courses Held:</th> <th>FEE</th> </tr> </thead> <tbody> <tr> <td align="center">1-5</td> <td align="center">\$495</td> </tr> <tr> <td align="center">6-20</td> <td align="center">\$995</td> </tr> <tr> <td align="center">21 +</td> <td align="center">\$1500</td> </tr> </tbody> </table> <p><i>Please use CEULocker for individual course applications.</i></p>	Courses Held:	FEE	1-5	\$495	6-20	\$995	21 +	\$1500	<p><u>Provider Application Fee:</u></p> <p>The non-refundable application fee is payable and due to the <u>Michigan Physical Therapy Association</u> per the fee schedule.</p> <p>For credit card payments, please call 1-800-765-7848, ext 7119 for a secure transaction.</p> <p>A receipt will be emailed to the applicant.</p>
Courses Held:	FEE								
1-5	\$495								
6-20	\$995								
21 +	\$1500								

Applicant Information: All applicants must complete this section

Organization or Applicant Name: _____

Contact Person: _____

Mailing Address:
 Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Contact phone: _____

Contact Email Address: _____ Website: _____

Method of Payment: ___ Check (check# _____) ___ Credit Card (Please call)

Information Required for Provider Approval

Thank you for your interest in becoming a MPTA CEU Provider!

To be eligible for “MPTA CEU Provider” status, 3 CEU courses previously executed and compliant with all criteria must be submitted for review.

Please submit the Applicant Information, 3 completed CEU Provider checklists, and the provider fee (based on number of anticipated courses for the year) to:

Option 1: Michigan Physical Therapy Association, Inc.
1055 North Fairfax Street, Suite 205
Alexandria, VA 22314

Option 2: mpta@mpta.com (All documents may be sent electronically)

CEU Provider Checklist:

1. Course Name
2. Course Location *If home study or distance education, see “additional information”
3. Course date(s)/time(s), contact hours and CEU certificate
4. Presenter qualifications for each instructor/faculty
5. Brochure or promotional materials for the course
6. Learning Objectives
7. Course educational materials – powerpoints, handouts, video clips, etc.
8. Post-course evaluation by participants
9. Program or Course bibliography of at least 5 published works, published within the last 7-10 years supporting the content of the course.
10. Any waivers or declarations associated with the course
11. Verification of attendance

ADDITIONAL INFORMATION

- **Home study / Distance Education (home study, video, CD, or web-based programs):** Explain the means by which the number of hours necessary to complete the course was determined.

- **Course schedule:** Submit a detailed time schedule of the live on-site program/course. CEU's are *not* awarded for breaks, meals or registration, and time set aside for course evaluation.
- **Certificate of Completion of Course/Program:** Submit the certificate that participants received upon completion of the course.
- **Presenter Qualifications:** For each presenter, instructor or laboratory assistant involved in this course/program, submit a descriptive statement or an abbreviated curriculum vita or resume that specifically identifies the professional background of each presenter and what qualifies him/her to teach or provide *this course*. Descriptive statements for each presenter should be 1-2 paragraphs in length; an abbreviated CV or resume should be no more than 2 pages.
- **Descriptive Brochure:** If a course brochure is available, please submit.
- **Learning Objectives:** Must be clearly written to identify the knowledge and skills the participants should acquire during the course. (State what the participants will be able to do at the conclusion of the course, such as identify, describe, discuss, explain, compare and contrast, analyze, apply, integrate, etc.)
- **Post-Course Evaluation:** Submit a sample copy of the course evaluation form. The following questions are recommended: 1) Were the learning objectives met? 2) Was scientific evidence provided to substantiate information presented in the course? 3) Was the physical setting of the course conducive to learning?
- **Bibliography:** Submit a list of at least five (5) written works/references (i.e. textbooks, articles from professional journals or other sources), published within the last 7-10 years, that support the content of this course/program. For textbooks, include the title, authors(s), date of publication, and name/ location of the publisher. For journal articles, include the title of the article, author(s), name and volume of the journal, year of publication and page numbers of the article. (Effective 2/20/07)
- **Verification of attendance:** Include the sign in sheet, showing participants' attendance.

Once all materials are received, you will receive notice of CEU Provider status and valid dates of CEU authority or rationale for CEU Provider rejection within 15 business days.

Thank you for utilizing MPTA as a resource for your professional development needs. Please feel free to contact the MPTA office for assistance with the application at **1-800-765-7848 x7119** .