



NORTH CAROLINA BOARD OF PHYSICAL THERAPY EXAMINERS

Continuing Education Course Approval Application

Send completed application and all required documentation via email to eroeber@ncptboard.org or send to NCBPTE, 8300 Health Park, Suite 233, Raleigh, NC 27615. **Pay fee online.**

Section I: Provider/Sponsor Information (required for all applicants)

Date of Application:*

Name:

Contact Person:

Mailing Address (included City, State and Zip Code):

Telephone:

Email Address:

Website Address:

* If course approval is desired prior to the date of an activity, course providers/sponsors should submit applications 60 days prior to the activity; licensees should submit applications 30 days prior to the activity.

Section II: Individual Licensee Information (completed by licensees for approval)

Name:

NC PT/PTA License #

Mailing Address (included City, State and Zip Code):

Telephone:

Email Address:

Website Address:

Section III: Program Information (All applicants must complete)

Course Title:

Date(s) of Activity:

Location(s) of Activity (include name and addresses):

Attach a copy of the following:

- a. Course brochure with course schedule, course description and agenda
- b. Learning objectives of course
- c. CV or Bio for each presenter including professional licenses and numbers, academic degrees, educational institutions attended and credentials and relevant clinical experience to teaching this course
- d. A copy of all written instructional materials to be distributed to participants
- e. Description of relevance to physical therapy and available references of scientific evidence
- f. Bibliography
- g. Description of Instructional Methods (Live classroom or laboratory; Audio-conference, teleconference, Webinar real-time; Home study, Audio, video, Internet self-paced; Conference; other)
- h. Certificate of Course completion
- i. Description or Copy of Participant Assessment tools
- j. Course evaluation materials
- k. Sample Attendance Sheet

Section IV: Administrative Information (All applicants must complete)

Attestation: I certify that I have read Rule 21 NCAC 48G .0107 and agree to comply with those requirements.

21 NCAC 48G .0107 STANDARDS FOR CONTINUING COMPETENCE ACTIVITIES

The Board shall approve continuing competence activities which meet the following standards and provisions:

- (1) They have intellectual or practical content based on best available scientific evidence and the primary objective is to increase the participant's professional competence and proficiency as a licensee;
- (2) They constitute learning experiences dealing with matters directly related to the practice of physical therapy or patient welfare;
- (3) Live instruction, mechanically or electronically recorded, reproduced or transmitted material, other electronic media, or a computer website accessed via the Internet are used;
- (4) Continuing competence materials are prepared, and activities conducted, by an individual or group qualified by practical or academic experience in a setting physically suitable to the educational activity of the program or clinical experience and, when appropriate, equipped with suitable writing surfaces or sufficient space for taking notes;
- (5) Written materials are distributed to all attendees at or before the time a course is presented. These may include scientific materials based on written references printed from a computer presentation, computer website, or other electronic media. A written agenda, objectives or outline for a presentation satisfies this requirement when written reference materials are not suitable or readily available for a particular subject;
- (6) The provider remits costs as required by Rule .0112 of this Subchapter and keeps and maintains attendance records of each continuing competence experience sponsored by it in North Carolina; and
- (7) For activities that are directed to more than one discipline, or are directed primarily to another health care discipline, the Board is satisfied that the content of the activity would enhance physical therapy skills or aid in the practice of physical therapy.

*History Note: Authority G.S. 90-270.26(3a);
Eff. January 1, 2009.*

Signature

Date

Attestation: I certify that the information given here is true and accurate to the best of my knowledge:

Signature

Printed Name

Title

Date