

**CERS**  
**Continuing Education Review Services**  
PO Box 428  
Wallingford, CT 06492  
(413) 834-7149  
cers@onlinece.com

**“2 Year” Course Approval Application**

Complete this form if you are a CE Provider wishing to have your course approved for a period of 2 years. Approval numbers are only valid for the year in which they are issued.

**Application fee: \$150.00**

**CE Provider Information:**

Provider/CE Company Name: \_\_\_\_\_

Course Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website URL: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Course Information:**

Type of CE Activity: \_\_\_\_\_  
(live, internet, home-study, video, DVD, teleseminar)

Course Length: \_\_\_\_\_ hrs      Course Date: \_\_\_\_\_

Does this course meet content standards outlined in article \*1399.92? \_\_\_\_\_  
(see policies and standards)

Is this course provided in joint sponsorship? \_\_\_\_\_  
If yes, do you have procedures to identify and  
document the functions of each participating party? \_\_\_\_\_

### **Additional Documentation Required:**

The following documents must be submitted with your application.

- \_\_\_\_\_ Course description
- \_\_\_\_\_ Course learning objectives (minimum of 5)
- \_\_\_\_\_ Course outline of content
- \_\_\_\_\_ Course Bibliography (at least 5 references)
- \_\_\_\_\_ Course completion certificate
- \_\_\_\_\_ Course evaluation form used by participants to provide feedback
- \_\_\_\_\_ Instructor's CV or biography (2 page max.)
- \_\_\_\_\_ CE Provider Complaint Policy
- \_\_\_\_\_ CE Provider Discrimination Policy
- \_\_\_\_\_ CE Provider Disclosure Policy

### **Application Submission and Payment Instructions:**

#### How to Submit Your Completed Application

Submit By Email:

- a. Completed application and "additional documentation required" (listed above) must be in Microsoft Word or Adobe PDF format.
- b. Email all documents to [cers@onlinece.com](mailto:cers@onlinece.com)

If you have any trouble submitting your application by email, please email us at [cers@onlinece.com](mailto:cers@onlinece.com) for assistance or optional methods of submission.

#### How to Submit Payment for Your Application

1. Payment by credit card only.
  - a. Visit [www.CERS.com](http://www.CERS.com) and click on the link for "Provider Application" in the left navigation panel.
  - b. Enter your email address in the box titled "Your Email Address".
  - c. Next, under "Qty", enter the number of applications you are submitting for 2-year approval.
  - d. Click on the Purchase button.
  - e. Complete the form and submit.

### **Statement of Truth:**

I confirm that the information provided in this application is true and correct:

X \_\_\_\_\_  
Signature or Typed Name

X \_\_\_\_\_  
Signature Date

## **Policies and Standards**

### **Course Approval Process:**

- Courses are typically approved within 2 weeks of receipt of completed applications.
- Course approval notifications are sent to you via email.
- Approval #'s are valid only for the year in which they are issued. Approval #'s must be included on completion certificates. Example CERS #12-30000-1.

### **Continuing Competency Rules Established by the California State Board of Physical Therapy:**

#### **\*Section 1399.92 Content Standards for Continuing Competency**

Continuing competency hours must be obtained in subjects related to either the professional practice of physical therapy or patient/client management.

(a) The professional practice of physical therapy includes professional accountability, professional behavior and professional development.

(b) Patient/client management includes examination, evaluation and diagnosis and prognosis; plan of care; implementation; education; and discharge.

#### **Section 1399.93 Continuing Competency Subject Matter Requirements and Other Limitations**

For each renewal cycle, a licensee's continuing competency hours must include the following:

(a) Two hours in ethics, laws and regulations, or some combination thereof, and

(b) Four hours in life support for health care professionals. Such training should be comparable to, or more advanced than, the American Heart Association's Basic Life Support Health Care Provider course.

#### **Section 1399.95 Standards for Approval Agencies**

(b) Each approval agency must have the capacity to evaluate each course offered by a provider in accordance with section 1399.96 and shall conduct audits of at least 10% of its approved providers' courses to ensure compliance with this article.

(c) Each approval agency has a procedure for periodic review of courses to ensure content quality and currency.

### **Section 1399.96 Standards for Approved Providers**

Before it may approve a provider, the approval agency shall require that the provider adhere to the following requirements:

- (a)** Topics and subject matter for each course shall be pertinent to the practice of physical therapy as required by section 1399.92.
- (b)** Instructors for each course shall be competent in the subject matter and shall be qualified by appropriate education, training, experience, scope of practice or licensure.
- (c)** Each course shall have a syllabus that includes learning objectives, bibliography and either a schedule, for courses offered in person, or an outline, for courses offered online.
- (d)** Each course shall have written educational goals and specific learning objectives that are measurable and which serve as a basis for an evaluation of the effectiveness of the course.
- (e)** When an approved provider works with others on the development, distribution and/or presentation of a continuing education course (joint sponsorship), there shall be procedures to identify and document the functions of each participating party.
- (f)** Each approved provider shall periodically review its courses to ensure content quality and currency.
- (g)** Each participant shall be given the opportunity to evaluate each course and offer feedback to the approved provider. The approved provider shall consider any such evaluations for the purpose of updating or revising courses.
- (h)** Each approved provider has a procedure to respond to complaints.
- (i)** Each approved provider provides services to all licensees without unlawful discrimination.
- (j)** Each approved provider shall maintain records regarding course content and licensee attendance for a minimum of seven years.
- (k)** Each approved provider and instructor shall disclose any financial interest in products recommended during a course.
- (l)** Each approved provider shall provide a certificate of completion to attendees.
- (m)** Each approved provider shall ensure that any information it disseminates publicizing its continuing education courses is true and not misleading. Such information shall include a statement with the name of the approval agency, that such agency may be contacted about any concerns, any approved provider identification number, and the number of hours for which the course has been approved.