



APPROVED CONTINUING EDUCATION
NETWORK & DATABASE

Single Course

Provider Continuing Competency Approval Application



Application Fee \$125

Check: Make payable to ACEND and submit with completed application

Credit Card: Fill out Credit Card Payment Form, and submit with completed application

Processing Time: ACEND is allotted 30 calendar days to process an application from the date it is received.

Expedited Service (\$50): Please check box & add \$50

(application will be processed within 14 calendar days from the date it is received)

- If application is received less than 30 days prior to the beginning of the course, the expedited service fee must be added.
- Applications received up until the start date of the course may be approved proactively as long as the course evaluation form is included in application packet and contains all question detailed in application.

Please use the following checklist to verify completion of the application. Failure to include all requested documentation may result in delayed processing or rejection of application:

- Course description (including measurable goals)
- Detailed course outline (including all scheduled breaks)
- Bibliography of supporting materials for the course content
- Presenter qualifications (Curriculum Vitae)
- Sample participant course evaluation form (with all required questions)
- Sample certificate of completion (with required ACEND statement)
- If marketing materials (flyers, brochures, etc.) were used, include a sample

Submission instructions: see details after signature section

Provider Information		
Sponsor Name:		
Contact Person:		
Email:	Website:	
Mailing Address:		
City:	State:	Zip:
Telephone:	Fax:	
Type of Provider:	Professional education provider Hospital Section or Chapter of APTA.	Health Care Licensee Accredited PT/PTA Program Other (please specify):
Do you have a procedure set in place to respond to complaints?	Yes	No

Course Information

Title of Course:

Does this course meet the content standards set forth in article 1399.92? Yes No

*See attached sheet for Section 1399.92 – Content Standards for Continuing Competency

Has this course been previously approved:

By ACEND? Yes No Con Ed #

By another organization? Yes No

If yes, by whom? State Chapter of APTA Other Approval Agency Other:

Type of Course:

Traditional Onsite Course (face-to-face)	Online / Virtual (complete online course additional information section at end of application)	Self-Study (text, video, or Journal reading)	College University Course (Attach course syllabus and official transcript)
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Requested Date of Approval (Recommended to be the date of the first course offering):

*If no date is given, the course will be valid for one year from the date it is approved

Proposed Continuing Education Units:

(Program schedule must be attached to verify contact hours and requested continuing education units)

Contact hours (excluding breaks): divided by 10 = CEU(s)

Presenter(s) Name(s) (or author(s) for home study program):

(See Additional Documentation section for specific information regarding CV)

Lab Information and Average Student-to-Faculty Ratio:

What type of lab will be provided?

Demonstration Technique/Hands-on No Lab

Average student : faculty ratio: : 1

Is this course a joint sponsorship? Yes No

If yes: Do you have procedures to identify and document the functions of each participating party? Yes No

Evaluation Procedures:

Describe how the presenter will determine whether the learning objectives have been met. Examples include: written test, observation of lab work, oral questions, etc.

*Or, attach separate document

Is this an “in-house” which you would prefer we did not list publicly on ACEND’s website?

Do NOT list on ACEND.org Please list on ACEND.org

If listed, would you like to have a hyperlink provided to your website? (website listed on page 1)

Yes No

Course Information Continued

Will your course provide content in the following subject matter? (If so, please list # of hours)

Ethics, laws and regulations

Life support for health care professionals

*See attached sheet for Section 1399.93 – Continuing Competency Subject Matter Requirements and Other Limitations

Are participants provided with a syllabus that includes learning objectives, bibliography, and schedule (for courses offered in person) or an outline (for courses offered online)?

Yes

No

Does this course undergo a periodic review to ensure content quality and currency?

Yes

No

Additional Documentation

Presenter Qualifications:

Please attach curriculum vitae (CV) / resume or statement of qualifications for each presenter. Include professional licenses and numbers, academic degrees, educational institutions attended and credentials to teach course, relevant clinical experience or experience relevant to teaching course material.

Descriptive Brochure/Course Announcement (if used):

Ensure that brochure/course announcement complies with regulations established by Section 1399.96 (m) under the California Code of Regulations.

*See attached sheet for Section 1399.96 – Standards for Approved Providers

Online Course Additional Information:

If the course is an online or virtual course, please remember to fill out the “Online Course Additional Information” section below the signature section.

Bibliography of supporting material for course content:

The bibliography must include recent peer reviewed clinical outcome studies and current references to anatomy and physiology.

Participant Course Evaluation Form:

Attach your program evaluation form. Providers are required to maintain a record of the participant’s completed evaluations and, if audited (as required by Article 1399.95 (b)), provide ACEND with copies of all completed evaluation forms within 30 days of request. The following questions are required elements which **must** be on the evaluation form:

- Were the course objectives met?
- Was evidence provided to substantiate material presented?
- Was a commercial product promoted? If yes, did the provider disclose their financial interest in products recommended during the course?
- If the course included a lab component: Was lab assistance/supervision adequate?

Certificate of Completion:

On your sample certificate of completion, please include the following phrase:

- “This course has been approved by ACEND for x CEUs. Approved provider ID # ACExxxx-xx”

If applicable, please include the following:

- Schedule of multiple course locations
- Schedule of multiple course dates
- If more space is needed to describe “Evaluation Procedures,” please include description

Signature and Agreement

I understand and certify that the information provided in this application is true and correct and certify that, if audited, I will comply with any request for additional pertinent information in the time specified. I further acknowledge that if there are any changes in the administration of this course program I will promptly notify ACEND of those changes. I agree that this course will be available to all licensees without unlawful discrimination. I agree to maintain records regarding course content and licensee attendance for a minimum of seven years. I also understand that once the application has been received and payment processed, there will be no cancellation or refund of the application fee. Refunds will not be issued in the event this application is not approved. The undersigned agrees and does hereby release from liability and hold harmless ACEND and any of its employees or agents.

Signature	Date
Printed Name	Title

IF APPLICABLE

I was referred to ACEND by:

Application Submission Instructions

Digital Submission: Email copy of completed and signed application with all necessary additional documentation to applications@acend.org. If submitting digitally and paying by credit card, please include completed Credit Card Payment Form.

Hard Copy Submission: Mail a signed application and payment to the following address:
ACEND
1560 Pine Grove Road, Suite B
Steamboat Springs, CO 80487

Online Course Additional Information

What is the format of the online / virtual course?

Live

Recorded (take at your own pace)

Other (please specify):

Verification of Time: *(please provide justification for the average time it takes a participant to complete the coursework)*

How is course completion tracked?

Required Additional Information: Please include outline of material covered in online course

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 which 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.