

**NEW YORK SOCIETY FOR CONTINUING EDUCATION IN PHYSICAL
THERAPY**

Mail application to: R. Sofer, PT, OCS
NYSCEPT
Community Physical Therapy
62-84 Woodhaven Blvd.
Rego Park, New York 11374

Course Coordinator:

Name: _____

Address: _____

Telephone: _____ Fax: _____

Course:

Title: _____

Date (s): _____

Sponsoring Agency:

Name: _____

Faculty:

Name(s): _____

Course Description: or provide schedule/brochure:

Course Objectives: or provide brochure:

Evaluative Instrument: please provide copy:

Date Submitted: _____ **Coordinator Signature:** _____

If participants are charged a fee for this course you must enclose an application fee check of \$40 made payable to NYSCEPT.

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For internal use only:

Approved for _____ CEU's Date: _____ Letter sent for clarification: ___ Date: _____

Reviewed by: _____

APPLICATION INSTRUCTIONS

The New York Society for Continuing Education in Physical Therapy (NYSCEPT) was established in 1977 to encourage physical therapists to a lifelong pursuit of education. NYSCEPT's mission is to monitor continuing education programs in New York State and award continuing education credits (CEU's) based on course contact hours, qualifications of course instructors, course goals and objectives. NYSCEPT does not endorse, approve or disapprove of the actual course content.

Courses Eligible for NYSCEPT Approved CEU's:

1. Continuing education courses (none college credit courses) related in any way to the field of healthcare
2. In-service programs within a healthcare facility
3. Educational portion of professional meetings and/or conferences
4. Home study courses
5. On-line courses

Criteria for Approval:

1. Course content must be related to the field of healthcare
2. A course schedule, delineating exact topics and amount of time must be submitted. The schedule must include all breaks.
3. Proof of instructors' qualifications to teach the course must be submitted. This may be in the form of an annotated curriculum vita or be part of the course brochure.
4. An evaluation tool that provides an opportunity for the course participant to give feedback to the course instructor(s) and sponsor. This tool should be used to make changes in the course, as necessary.
5. There is non-refundable fee for course evaluation of \$40, payable by check to NYSCEPT. If there is no cost to course participants, this fee is waived.

General Information:

1. Application should be submitted at least 60 days prior to course date.
2. The formula for CEU calculation is:
 - a. For standard continuing education courses: 1 contact hour of instruction = 0.1 CEU
 - b. For home study courses or internet courses:
 - i. The sponsor must estimate the time necessary to complete reading or viewing the material
 - ii. The participant must pass an examination that tests their knowledge of the course subject matter.
 - iii. After receipt and grading of the examination, the sponsor may issue a certificate indicating the number of CEU's approved by NYSCEPT.
3. CEU approval is valid for one year from the end of the month of the course presentation. As long as the course content and instructors do not change, there is no limitation to the number of times the same course can be repeated throughout the year. If there is a change in instructors, NYSCEPT must be sent the new instructor's qualifications.
4. Any questions can be directed to: Roslyn Sofer, PT, OCS at either: 718 424-9531 or ptizme@gmail.com