

Dear Continuing Education Provider:

The Missouri Physical Therapy Association (MPTA) is pleased to announce an opportunity to continuing education providers. In order to provide presenters and therapists with a method to insure their continuing education courses will be accepted for licensure renewal, the Missouri Physical Therapy Association has established a **voluntary** procedure and criteria for our co-sponsorship of programs. It is **not mandated** that programs be co-sponsored by the MPTA in order to be accepted for licensure renewal. MPTA sponsorship does insure that continuing education courses will be accepted for renewal in the CEU rules.

Enclosed are a request form for co-sponsorship, criteria for course requirements and speaker qualifications, and a fee schedule. To request co-sponsorship from MPTA, the providing entity must submit the completed request form, speaker resume/vitae, and the appropriate fee. Please allow three weeks for processing. Once the request is reviewed, you will be notified in writing of our acceptance or denial of the request. The acceptance of co-sponsorship is for the continuing education course to be provided, not the speaker presenting the course. The co-sponsorship agreement will be good for one year from the date of the acceptance letter.

We are pleased to offer this voluntary co-sponsorship opportunity. If you have any questions, please contact the MPTA office at (573) 556-6730.

Best regards,

Carol Kemna  
Executive Officer

## **CRITERIA FOR THE MPTA CO-SPONSORSHIP OF CONTINUING EDUCATION PROGRAMS**

In order to provide presenters and therapists with a method to insure that their continuing education courses will be accepted for licensure renewal the Missouri Chapter has established a voluntary procedure and criteria for our co-sponsorship of these programs. However it is not mandated that programs be co-sponsored by the MPTA in order to be accepted for licensure renewal. MPTA sponsorship does approve courses for renewal in the CEU rules.

### **CRITERIA**

1. The content and subject matter of the course must relate to the practice of physical therapy. This will be judged based on the Guide to Physical Therapist Practice. Course objectives relating the material to Physical Therapy practice are important for this determination.
2. The presenter must possess expertise in the subject matter. Each presenter must submit a clinical resume or vitae, which demonstrates their credentials in the subject matter. Formal education, research and clinical experience will all be considered.
3. The course brochure or information must indicate the level of experience of participants required. Standard rating criteria will be provided by the MPTA if requested.
4. The course must have behavioral based learning objectives for the participants.
5. The audience of the course must be specified in the promotional material.
6. The presenter must provide a tool to show improved competence in the area after the course is completed. This can be accomplished with a pre and post test or skills check out.
7. In addition to the above the MPTA requests that the presenter utilizes language from the Guide to Physical Therapist Practice, patient first language, and abides by the APTA standards of practice and policies. This includes the policy regarding Direction and Supervision of the Physical Therapist Assistant, Position on Physical Therapy Intervention and Position on Physical Therapy Aides.

**MISSOURI PHYSICAL THERAPY ASSOCIATION  
REQUEST FOR CO-SPONSORSHIP OF  
CONTINUING EDUCATION PROGRAM**

Instructor/Presenter Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Number of Continuing Education Hours: \_\_\_\_\_

Total Amount Enclosed: \$ \_\_\_\_\_

Attach with request form:

- 1.) Instructor/Presenter Vitae or Resume.
- 2.) Course brochure/program (which includes level of experience of participants required).
- 3.) Tool to show improved competence in the area after the course is completed.
- 4.) Payment (which includes a \$25 non-refundable fee).

Please remit to:

Missouri Physical Therapy Association  
205 East Capitol Ave., Ste. 100  
Jefferson City, MO 65101

**Please allow three weeks for approval of co-sponsorship application.**

The MPTA co-sponsorship agreement is for the specific continuing education course named on the request form. The co-sponsorship is applicable for the course for one year from the dated letter of acceptance from MPTA. Upon acceptance of co-sponsorship, MPTA will remit a letter of acceptance and an agreement to the provider of the continuing education course, outlining requirements in wording on continuing education certificates, sign-in sheets, course pre and post tests or skills test out, etc.

**FEE SCHEDULE**  
**FOR THE MISSOURI PHYSICAL THERAPY ASSOCIATION**  
**CO-SPONSORSHIP OF CONTINUING EDUCATION PROGRAMS**

1 – 3 Clock Hours	\$120
4 – 7 Clock Hours	\$190
8+ Clock Hours	\$290

- ✓ A \$25 non-refundable fee will be assessed with each application, whether it is approved or denied.
- ✓ The co-sponsorship agreement is applicable to the continuing education course for one year from date of letter of acceptance.
- ✓ Please note it is the responsibility of each participant to maintain necessary records of courses they attend. This includes brochures, instructor biographical information, course objection, and certificate of attendance. The MPTA will not provide copies of this information to individual attendees.

**MISSOURI PHYSICAL THERAPY ASSOCIATION  
COURSE INSTRUCTIONAL LEVEL  
FOR CO-SPONSORSHIP OF  
CONTINUING EDUCATION PROGRAM**

The course brochure or information must indicate the level of experience of participants required. Standard rating criteria follows:

• **Basic (1)**

This level assumes that participants have little information within the areas to be covered so that the focus of the activity is a general orientation and increased awareness.

• **Intermediate (2)**

This level assumes that the participants have a general familiarity with the topic, so it focuses on increased understanding and application.

• **Advanced (3)**

This level assumes thorough familiarity with the topic and focuses on advanced techniques, recent advances, and future directions.

• **Various (0)**

This category indicates that a single level cannot be determined. It is intended for programs in which the instructional level may vary.