

**New Hampshire Chapter, American Physical Therapy Association
15 North River Rd
Tolland, CT 06084**

Thank you for your interest in pursuing the New Hampshire Chapter of The American Physical Therapy Association approval for your course. We strive to provide and support quality educational and informative seminars and courses for our membership. We ask that you please completely review and complete the attached information in order to proceed with the approval process.

Approval by the NH APTA provides a number of promotional opportunities and will allow you to better market your course / seminar to members of the chapter. Approved courses are advertised on the chapter website with a listing providing information regarding registration, location, times as well as a citation as approved course work in conjunction with continuing education requirements across the state. Approved courses are certified to list on pertinent brochures and advertisements their affiliation as an approved course with the NH APTA

Please feel free to direct questions regarding NH APTA course approval to tamara@leahymg.com We look forward to the opportunity to work with you in the provision of quality educational courses.

Respectfully

James Leahy, CAE
Executive Director
NH APTA

New Hampshire Chapter, American Physical Therapy Association

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Tolland, CT 06084

Application and Checklist for Approval of Continuing Education Hours

Sponsor Name: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Address: _____

Program Title: _____

Date(s): _____ Tuition/Fees: _____

Location: _____

Contact Hours Awarded _____

The presenter must be able to provide evidence of qualifications consistent with the material presented and have at minimum two years of experience in the area of presentation. Evidence may include past presentation of material as well as publications associated with subject area.

Fee: The fee for NH APTA approval of programming must be received at the time of the application. Payment may be in the form of a check or money order made payable to the NH APTA or via PayPal.

\$80 (1-3 hrs)

\$150 (4-7 hrs)

\$225 (8 or more hrs)

Exempt APTA Component Program

If course is not approved the applicant, (course provider) will be refunded the fee less \$50.

Check

Money Order

Credit Card (See below)

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The following information or materials must be sent with the application. Approval will not commence until all materials are received by the NH APTA.

Course Sponsor

- Name
- Organization
- Address
- Telephone Number
- Fax Number
- Email Address

Program Information

- Title
- Date(s) of Program
- Location
- Fee
- Cancellation Policy

Target Audience

- Basic
- Intermediate
- Advanced
- Open

Program

- Contact Hours
- Objectives
- Course Outline
- Course Schedule
- Method of Instruction
- Participant Eval of Program

Proof of Attendance Certificate

(all of the below)

- Participants Name
- Presenters Name
- Title of Program
- Date(s) of Course
- Location of Attendance
- Number of approved contact hours/CEHS

Approved **Not Approved**

Approved Contingent On:

Reviewer Signature: _____ **Date:** _____