



California Education Connection

Bringing People and Knowledge Together

Individual Course Application

Requirements for Live/On-site Continuing Education Course

Please submit items 1-10, listed below. If submitting this application for a conference or program with multiple or concurrent sessions on varied topics, please submit the listed items for each session or topic.

Failure to include the requested documentation WILL result in the application being delayed or rejected. Incomplete applications will be closed after 30 days.

1. Descriptive brochure (Drafts are acceptable)
2. Date and Location you are planning on attending
3. Course Description
4. Learning objectives
5. Time-by-Time Agenda (CEUs are not awarded for registration time, breaks, meals, and time set aside for course evaluation)
6. Statement of Relevance – must state how/why course content is directly related to physical therapy and how content improves a participant's knowledge or skills in physical therapy
7. Presenter's qualifications. CV or Resume is acceptable. Must include academic degree(s), credential(s) and license/certification number(s)
8. Bibliography / References supporting the content of the course. Majority must be published within the last five years
9. Requested amount of CE hours
10. After the course you will be required to submit a copy of your Certificate of Completion

Submit along with \$35.00 Application Fee

California Education Connection

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