Louisiana Physical Therapy Board

104 Fairlane Drive | Lafayette, Louisiana 70507
Phone 337-262-1043 | Fax 337-262-1054
www.laptboard.org | info@laptboard.org

COURSE SPONSOR PRIOR APPROVAL APPLICATION

We are including this cover page to assist you in completing the attached application. This application is based on mandatory continuing education requirements for licensed Louisiana physical therapists and physical therapist assistants as specified in the rules of the Louisiana Physical Therapy Board (LPTB), §194. Biennial Requirements and §195. Content Criteria.

The following documents must be included with the application. Failure to include documentation will result in the application being delayed or rejected.

- ◯ *Course Objectives*
- ◯ *Presenter(s) C.V.s, or Resume. Please limit Presenter Qualifications to **2 pages**.*
- ◯ *Program scheduling, **including all scheduled breaks** (Used to calculate contact hours).*
- ◯ *Sample participants' evaluation.*
- ◯ *Sample certificate of completion.*

If a brochure is available, please provide a copy. Other supporting documentation may also be submitted. ***If all information is not included, your application with not be processed.***

Section 1. Sponsor Information

Sponsor Name:				
Contact Person:		Email:		
Website:		Telephone:	Fax:	
Mailing Address:	Suite:	City:	State:	ZIP:

Section 2. Program Information

Program Title:			
Approval Year:	Has this program been previously approved?	◯ YES ◯ NO	Proposed CE Hours:
If yes, by whom?	Type of hours approved?	◯ Clinical ◯ Administrative	◯ Ethics
Presenter or Author:		Instructional Level:	
Type of Course:	◯ Traditional/On-site ◯ Home/Self Study	◯ College/University	◯ Web Based ◯ Via Satellite

Where was course held? **(Attach schedule if presented in multiple locations)**

1. City:	State:	Date:
2. City:	State:	Date:
3. City:	State:	Date:
4. City:	State:	Date:

Learner Objectives:

Instructional Methods:

Evaluation Procedures:

Participants Evaluation of the Program:

Section 3. Fee

Required payment by business check or money order payable to: **Louisiana Physical Therapy Board**

Review Charge: Course activity less than 8 hours = $100
Course activity of 8 hours or more = $150

Revised 09/19/2016

Print Form