



New Jersey Office of the Attorney General

Division of Consumer Affairs
State Board of Physical Therapy Examiners
124 Halsey Street, 6th Floor, P.O. Box 45014
Newark, New Jersey 07101
(973) 504-6455



Application for Continuing Education Approval for Course Sponsors

Courses for consideration for continuing education credit must be accompanied by this completed form with all of the required attachments. Please email your application and supporting documents to physicaltherapyce@dca.lps.state.nj.us. An invoice (per course) for the nonrefundable administrative fee of \$100 will be emailed to you upon receipt of your application. Checks must be made payable to: **New Jersey State Board of Physical Therapy Examiners** and mailed to the address listed above with the invoice, or you may pay by credit card by completing the credit card section of the invoice.

Date of request: _____ Date(s) of course: _____

Sponsor: _____

Street address: _____

Email address: _____

Co-sponsor (if any): _____

Contact person: _____

Daytime phone number: _____ Fax number: _____
(include area code) (include area code)

Course name: _____

Course hours: _____ Lecture hours: _____ Break time: _____

Course location(s): _____

Course lecturer(s): _____

Enclose the following attachments with your application:

Application must be complete. Providers must maintain the original copies for four (4) years and provide them to the Board upon request.

- Complete Curriculum Vitae of all lecturers (resume and/or biography not acceptable);
- Detailed outline for the course (including method of instruction);
- A statement indicating how the course is appropriate for physical therapists and physical therapist assistants and is appropriate to improve physical therapy knowledge;
- The course brochure that describes the course;
- Course objectives stated in measurable and behavioral terms (Refer to Bloom's Taxonomy);
- The course schedule including lecture, lab and break times broken down by minutes;
- The bibliography/reference/resource list with at least five (5) citations from reputable peer reviewed journals published within the past five (5) years that support the content of this course;
- A course evaluation form;
- Verification of attendance form with sign in/sign out times with signatures for each, license numbers and dates clearly indicated (sample enclosed);
- A certificate of completion form that clearly indicates the contact information of the sponsor, the date of the course, the CE credits awarded and the approval number for the course;
- Evidence that the course was advertised or made available to all physical therapy licensees on a non-discriminatory basis. (See applicable law: N.J.S.A. 45:9-37.34f); and
- Audience commensurate with postprofessional education.

TOTAL credits requested _____ (Please note: 1 credit = 1 hour (60 minutes) of instructional time)

What is a Peer-reviewed Journal?

A “peer-reviewed” or “refereed” journal is a scholarly journal which has an independent editorial board or panel of experts who judge the quality of a submitted article. The editorial Board/expert determine acceptance, rejection, or revision-required of all articles the journal publishes. (Revision-acceptance process can take up to a year). Authors are identified experts who use professional/technical language directed at knowledgeable readers. Publishers are usually professional organizations or research institutions or organizations. The review is typically “blind,” meaning the reviewers do not know the name(s) of the authors. Sometimes the review is “double blind” meaning the names of the reviewers are not known, either. Such journals can be identified by “Instructions to Authors” at the beginning or end of the journal or by other editorial statements. Some journals actually state they are “peer-reviewed.” For instance, Physical Therapy in its mission statement identifies the journal as “... international, scholarly, peer-reviewed...” Another example is “... American Family Physician, a peer-reviewed journal of the American Academy of Family Physicians.” The purpose of such journals is to publish high-quality work which contributes reliable information to the field.

Typically there is a formal format such as the following:

- Abstract (short summary);
- Keywords;
- Introduction which states the problem, need for the research work, and the research question;
- Literature review (this work is placed in the context of the body of knowledge);
- Methodology;
- Data including graphs, tables and charts;
- Analysis (including statistics);
- Conclusions;
- Recommendations for further research; and
- References/Bibliography (often extensive, and refer to footnotes).

To find out if a journal is peer-reviewed, consult Ulrich’s International Periodicals Directory through your library.

Sources for more information:

- <http://www.library.uiuc.edu/alx/peer.htm>
- <http://www.library.uiuc.edu/orr/get.php?instid=258215> (for Ulrich’s, but must go through a library)
- <http://valnor.ca/peer-review.html>

Writing Behavioral and Measurable Objectives

Google Bloom’s Taxonomy on the web. There are many options if you are unfamiliar with this taxonomy. One URL is: <http://www.nwlink.com-donclark/hrd/bloom.html>.

Low-level objectives, e.g., “list,” are not consistent with postprofessional education for physical therapists. Use active verbs at the higher levels in all domains (cognitive, psychomotor, affective) as appropriate. Words like “understand,” “know,” “learn” are not behavioral and measurable in and of themselves. They are reflected in the verbs which state what the learner will be able to do or demonstrate at the end of a learning experience.

Examples of Behavior and Measurable Objectives -

At the end of this course the participant will be able to:

- **Differentiate** chemical and mechanical pain (cognitive domain)
- **Design** an individualized home treatment program based on the tests and measures obtained and evaluated results (cognitive domain)
- **Teach** the patient a progressive, individualized home program based on the above (psychomotor domain)
- **Identify** indications and contraindication for applying this advanced intervention (cognitive domain)
- **Demonstrate** appropriate handling techniques (psychomotor domain)
- **Appreciate** patient resistance associated with termination of treatment (affective domain).

Examples of Unacceptable Objectives -

- The participant will **view** slides of three patients with this condition.
This is a teaching plan for the course, not an outcome.
- The participant will **know** the contraindications for (this intervention)
How will a course instructor determine that the participant “knows”?
- The participant will **understand** the reasons for frequent falls in this population.
How will a course instructor determine whether the participant “understands”?
- The participant will **learn how** to classify signs and symptoms.
How will a course instructor determine whether the participant has “learned how to”?
- Patients will improve.
Not possible to do in most courses which are short; too vague.

Writing Reference Lists / Bibliographies

Sponsors must provide reference lists which include at least five (5) citations in the past five (5) years from reputable, peer-reviewed (juried) journals which support the content of the course.

References may be written in either APA (American Psychological Association) or AMA (American Medical Association) style.

Citations should be obtainable by anyone reading the list.