



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
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**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.njoag.gov. 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 can following the instructions on the invoice to pay online with a credit card.

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

Sponsor: _____

Mailing 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 (including topic-relevant courses taken and taught within the past 5 years);
- 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
- Course content commensurate with post professional education.

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

Applicants should review the following certification/attestation page prior to completing their application to fully understand the course approval criteria they will be asked to verify.

Certification Process

I, _____, submit the following information about the continuing education course being offered to be consistent with the requirements outlined in N.J.A.C. 13:39A-9.6 Responsibilities of Continuing Education and Competency Providers. I also understand that I personally will be attesting to the accuracy of the information and accept responsibility on behalf of the organization to ensure all the information submitted meets the guidelines established in N.J.A.C. 13: 39A-9.1 and 13:39A-9.6. Utilizing this certification process will grant this course an automatic renewal for a maximum of 2 licensure periods.

Initials

_____ I attest, that the course is being submitted at least 45 business days prior to the date of the course, program or seminar.

_____ I attest, that a detailed descriptive outline of course content, the estimated starting and ending time of the course and any break time provided during the course, program or seminar is being submitted. In addition, the number of credits requested is based on 1 hour of instructional time = to 1 credit hour and no breaks are included in calculation of instructional time and credits requested.

_____ I attest, that the curriculum vitae of each instructor indicates the lecturer has met the following requirements:
1) Holds a current license to practice, if licensure is required to practice his or her profession; 2) Maintains a list of continuing education coursework completed and taught by the instructor for the last five years; and 3) Has: i) Been employed in the topic area of the course within the past five years; ii) Published an article for peer reviewed journals in the topic area of the course within the past five years; or iii) Written a chapter for academic textbooks in the topic area of the course within the past five years.

_____ I attest, that the course objectives are both behavioral objectives, which are learning outcomes stated in terms that indicate what the student will be able to do or demonstrate after the course, and measurable objectives, which are learning outcomes indicating the level of the student's performance.

_____ I attest, that a bibliography supporting the content of the course, program or seminar is being submitted that includes at least five peer-reviewed journal articles published within the last five years.

_____ I attest, that our organization will monitor the attendance at each approved course, program or seminar and furnish to each enrollee a verification of attendance, which shall include at least the following information:
i) The title, date and location of the course, program or seminar offering; ii) The name and license number of the attendee; iii) The number of credits awarded; iv) The name and signature of the sponsor and the seal of the organization.

_____ I attest, that we will maintain attendance sheets, which include the time when a licensee arrives at and leaves the course, program or seminar with the licensee's signature next to each time entry. If the course is provided in on-line (synchronous) format, an attendance report will be maintained.

_____ I attest, that we will evaluate course offerings. Evaluations shall be solicited from both the attendees and the instructors.

_____ I attest, we have evidence that the course was advertised and was made available to all physical therapy licensees on a non-discriminatory basis. (See applicable law: N.J.S.A. 45:9-37.34f)
There must be evidence that the course will be offered/advertised on a nondiscriminatory basis and inclusive of physical therapists and physical therapist assistants. If the course is advertised on a sponsor's website, it must be accessible to the public and easily identified on the sponsor's website, such as an area clearly identified for continuing education. A user name and password cannot be required to access the information on the sponsor's website.

Sponsor: _____

Authorized representative of the sponsor: _____

Signature of authorized representative: _____

Date of attestation: _____

Dry Needling (DN) Course requirements

To ensure compliance with the statute P.L. 2021,c.382 and to prevent licensees from taking courses/programs that will not qualify them to perform Dry Needling in New Jersey if they meet all other conditions.

Dry Needling course providers must include the following items with their submission materials:

1. Ensure that learning objectives cover the topics specifically outlined in the Dry Needling statute P.L. 2021,c.382.
2. Continuing education credits requested must include specific breakdown of total continuing education hours into Academic/Theory and Practical/Hands-on.
3. Course certificates must include specific breakdown of total continuing education hours into Academic/Theory and Practical/Hands-on.
4. Course instructors, who are a licensed physical therapist must have five years of clinical experience in the performance of dry needling. If the course is taught by a physician licensed to practice medicine and surgery in New Jersey, this standard is not required. The Curriculum Vitae submitted for the course instructors must reflect these standards set forth in the Dry Needling statute.

Audit Process and Failure to Comply

The State Board of Physical Therapy Examiners will conduct random audits of the Application for Continuing Education submitted by sponsors to ensure compliance with N.J.A.C. 13:39A-9.1 and 13:39A-9.6 Continuing Education and Competency Requirement and Responsibilities of Continuing Education and Competency Providers. Failure with any component of the application process and regulations may result in the following penalties for the course sponsor:

1. One year suspension of ability to submit courses through the attestation process. The sponsor will be placed on suspension for three months first and if the sponsor fails to correct all deficiencies the suspension will be extended for one year. Thus, within the suspension period, the sponsor will need to submit courses using a non-attestation application. Sponsor shall wait for the board to complete the review process before receiving board approval which may take more time and delay the approval process should more deficiencies exists.

I, _____ (*print name*), accept the stipulations of the audit process and failure to comply and understand that my organization may be penalized for attesting to the accuracy of information submitted if that information is found during auditing to not be in compliance with the requirements outlined in N.J.A.C. 13:39A- 9.1 Continuing Education and Competency et.seq. and 13:39A-9.6 Responsibilities of Continuing Education and Competency Providers.

Signature of authorized representative: _____

Date of attestation: _____

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. 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.

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 free online available information sources 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 post-professional 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.