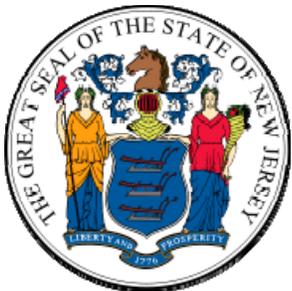


STATE OF NEW JERSEY

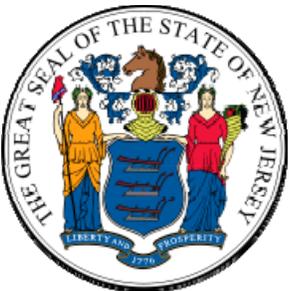
New Jersey State Board of Physical Therapy Examiners

Helpful Information for Continuing Education Sponsors



When should I begin the application process?

- Applications for Continuing Education Approval can be downloaded from the Board' s website at: www.NJConsumerAffairs.gov/pt .
- Sponsors should submit an application for continuing education approval at least 45 business days in advance of the date you anticipate the course will be held.
- Although it is recommended that sponsors submit applications at least 45 business days in advance, the Board accepts applications submitted any time prior to the date the course is scheduled to be held.
- The Board does not accept applications of courses that have already been held.



Submitting Applications for Continuing Education Approval

- Sponsors must email applications for continuing education approval to physicaltherapyce@dca.lps.state.nj.us. Paper applications are not accepted.
- Applications and the supporting documentation for each application must be attached to your email via PDF. If the supporting documents are too large for one email, the supporting documents should be provided in several emails. Please include the name of the sponsor and the name of the course or courses in the body of your email.

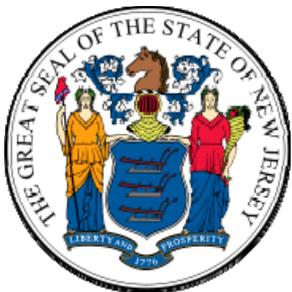
Submitting courses for the next renewal period.

Courses approved during the February 1, 2018 through January 31, 2020 will expire on January 31, 2020. Sponsors submitting applications for the next renewal period, February 1, 2020 through January 31, 2022, could begin submitting applications for that period in **June of 2019**.

- Sponsors submitting a large number of courses for the next renewal period, please provide the applications and supporting documents on a flash drive. Mail the flash drive, a list of the courses and credits requested for each course that are on the flash drive, a statement that the courses are for the February 1, 2020 through January 31, 2022 cycle and the payment for the batch of applications to:

New Jersey State Board of Physical Therapy Examiners
124 Halsey Street, 6th Floor
P.O. Box 45014
Newark, N.J. 07101

Please send one check for each batch of applications (Example: 10 applications = \$1,000).



Invoices and Payment

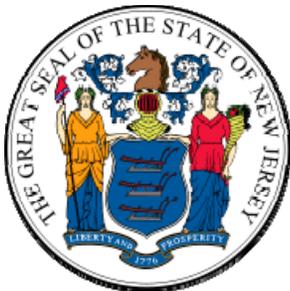
Once the Board office receives a completed application and its supporting documents from a sponsor via email, an invoice is emailed to the sponsor with 24-48 hours for the course or courses submitted in the email.

Applications are sent for review after the Board office receives payment of the invoice.

- Sponsors could email payment of the invoice to physicaltherapyce@dca.lps.state.nj.us or
- Mail a check or money order made payable to the New Jersey State Board of Physical Therapy Examiners to:

New Jersey State Board of Physical Therapy Examiners
124 Halsey Street, 6th Floor
P.O. Box 45014
Newark, N.J. 07101

Sponsors submitting a large number of courses in the mail on a flash drive along with the payment for those courses, will be emailed the invoice number for the payment for future reference.



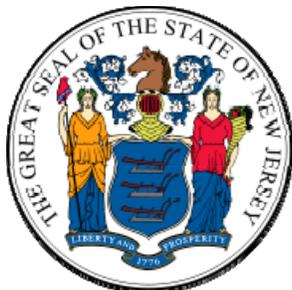
Supporting Documents Tips

- The Curriculum Vitae of the speaker or speakers must be provided with the application. **Resumes are not accepted.** The Curriculum Vitae **MUST** include the continuing professional development that the speaker completed within the last 5 years.
- The sign/in and sign out sheet must have the signature of the attendee next to the arrival time and again at the departure time.

Example:

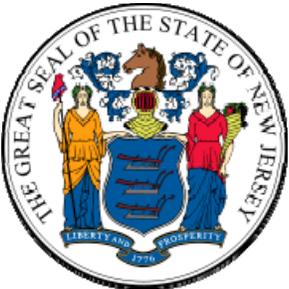
Name of Attendee, License number, Arrival Time, Signature of attendee, Departure Time, Signature of attendee

- The reference list must include a minimum of five (5) current peer reviewed publications within the last five years.
- The Certificate of Completion must include an area for the approval number.
- Continuing education courses, programs and seminars must be offered on a nondiscriminatory basis. 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.



Approved Courses

- The New Jersey State Board of Physical Therapy Examiners (Board) approves courses every 2nd and 4th Tuesday of each month.
- The Board's website is updated within 24 - 72 hours of the approvals.
- Approval letters are subsequently emailed to the sponsors after the approvals.
- Sponsors should check the Board's website www.NJConsumerAffairs.gov/pt for approvals prior to making a status request.

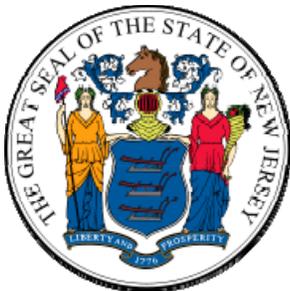


Courses that are Not Approved and Submitting a Requests for Reconsideration

- If a course is not approved, the sponsor will receive a letter from the New Jersey State Board of Physical Therapy Examiners (Board) by email (physicaltherapyce@dca.lps.state.nj.us) outlining the reasons why the course was not approved. The sponsor could submit a request for reconsideration of the course that was not approved within 30 days from receipt of the Board' s letter. (Not 30 days from the date of the letter).
- To submit a request for reconsideration, the sponsor will need to email physicaltherapyce@dca.lps.state.nj.us the following information:
 - The Board' s letter outlining the deficient items
 - The original course application
 - The deficient items listed in the Board' s letter

The subject line of the email must indicate that the sponsor is submitting a **Request for Reconsideration**.

Requests for reconsiderations are reviewed by the Board at a Board meeting. Sponsors are notified by email which meeting their request for reconsideration will be reviewed and will receive a letter by email of the Board' s decision within 72 hours of the Board' s decision.

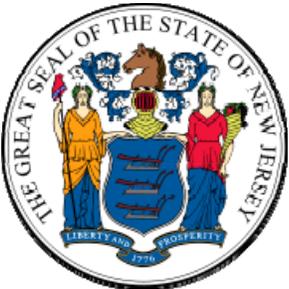


Requesting the Status of a Pending Continuing Education Application

- To submit a request for the status of a pending continuing education application, the sponsor will need to email physicaltherapyce@dca.lps.state.nj.us the following information:
 - The name of the sponsor
 - The name of the course
 - The invoice number

The subject line of the email must indicate that the sponsor is submitting a **Status Request**.

Sponsors submitting a large number of courses for the next renewal period, please allow extra time for the review process.



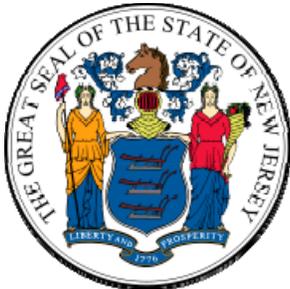
Address and Email Address

Mailing Address:

New Jersey Board of
Physical Therapy Examiners
P.O. Box 45014
Newark, NJ 07101

Physical Address:

New Jersey Board of Physical
Therapy Examiners
124 Haley Street, 6th Floor
Newark, NJ 07102



physicaltherapyce@dca.lps.state.nj.us

