MINNESOTA BOARD OF PHYSICAL THERAPY
Randolph Square Office Park • 335 Randolph Avenue • Suite 285 •St. Paul, MN 55102
Telephone (612) 627-5406 • Fax (651) 797-1377• http://mn.gov/boards/physical-therapy/
physical.therapy@state.mn.us • MN Relay Service for Hearing Impaired (800) 627-3539

APPLICATION FOR PHYSICAL THERAPY CONTINUING EDUCATION COURSE APPROVAL

Please mail a completed application and non-refundable check for $100.00 to the address above. **The Board must receive the application and fee before the course date.** Applications not received prior to the course date will not be approved. Please contact the Board office at (612) 627-5406 with any questions. Enclosed with this application are the continuing education course approval requirements.

NAME OF SPONSOR/ORGANIZATION:
ADDRESS:
COURSE ADMINISTRATOR/CONTACT:
CONTACT PHONE NUMBER(S): Ext #
CONTACT EMAIL ADDRESS:

COURSE NAME:
COURSE FORMAT: ☐ IN-PERSON ☐ ONLINE ☐ Live Webinar ☐ OTHER: _____ COURSE DATE(S):
REQUESTED APPROVAL DATE(S):
COURSE WEBSITE:
LOG IN USERNAME:
LOG IN PASSWORD:
NUMBER OF CONTINUING EDUCATION HOURS REQUESTING:

For application submission: Attach a copy of the program brochure that includes detailed course content.

COURSE LOCATION: _____
(Facility name, address) _____

_____

SIGNATURE OF REQUESTING PARTY **DATE:**

*Any course planned, sponsored, or cosponsored by an accredited university or college, medical school, state or national medical or osteopathic association, or a national medical specialty society, the American Physical Therapy Association, the Federation of State Boards of Physical Therapy (FSBPT) or other national or state physical therapy association shall be presumed to meet the required standards (Minnesota Statutes 5601.2500) and need not submit an application.

Board Use Only		
Check #	Amount $	SC 641910 Deposit #
Initials, Date, and Hours Approved:		Approval #

This applies to individuals and organizations seeking board approval for continuing education courses for physical therapists licensed in Minnesota. **Requests for course review received after the course date will not be approved. All fees are non-refundable**.

A complete application file consists of the following items:

- A completed copy of the current application form;
- $100.00 fee for each course (payable via check);
- Contact e-mail address for CE correspondence;
- Detailed course content and program brochure; learning objectives, course outline/agenda, current reference list for the material being presented/taught;
- A time schedule, i.e. start time, breaks, labs, etc.;
- A list of speakers and their credentials (academic and/or clinical qualifications to teach the course content);
- Identification of the target audience and the instructional level of the course (basic, intermediate, advanced);
- A summary statement regarding the relevance of the course material to physical therapy.
- A method of evaluation of the course content.
- In addition to the above, course applications must also include all course materials including study guides, post test, and instructional materials.
- Home study and online based courses will be reviewed by the Continuing Education Committee on the following dates: February 11, May 6, August 5 and November 4, 2027 (submit at least 6 weeks before the review date).

Please submit the complete application to our office at least ***6 weeks*** before the start of the classroom course (live in-person or live streaming) to allow sufficient time to complete the continuing education review process.

Course approval, for up to one year, may be requested only if the course remains the same, with the same presenter(s) for the exact same number of contact hours. Any changes to the course will require a new application (with fee).

Please note the Board, may deny approval for any course not in compliance with MN Rule 5601.2500, or if the completed application file is not submitted in a timely manner. Please direct any questions to our office. A portion of the continuing education rule is listed below. To review the complete continuing education rules, please refer to MN Rules 5601.2100 – 5601.2700: https://www.revisor.mn.gov/rules/?id=5601(or link in this web site)

MN RULE – 5601.2500 CREDIT STANDARDS

A. The educational activities must have significant intellectual or practical content dealing primarily with matters directly related to the practice of physical therapy or to the professional responsibility or ethical obligations of the participants.
B. Each person making a presentation shall be qualified by practical or academic experience to teach the subject the person covers.
C. Participants shall attend educational activities in a classroom or other setting suitable for the activity. Video, motion picture, or sound presentations may be used.
D. One hour of credit shall be given for each 60 minutes actually spent on educational activities.
E. Credit shall not be given for entertainment or recreational activities or programs, employment orientation sessions, holding an office or serving as an organizational delegate, individual self-directed study programs, management seminars not directly concerning physical therapy operations, meetings for the purpose of making policy, or noneducational association meetings.