



# University of Pittsburgh

## School of Health and Rehabilitation Sciences Department of Physical Therapy

### Continuing Education Units (CEU) Request and Approval Process

#### Pre-Approved Providers:

In support of partnership with UPMC Rehabilitation Institute and other clinical partners, the Department of Physical Therapy is willing to co-sponsor and/or approve continuing education units in accordance with the State Board of Physical Therapy.

If you are an employee of UPMC Rehabilitation Institute (formerly UPMC Centers for Rehab Services) and/or pre-approved clinical partner proceed with your request.

Note: If you are unsure of your status, or not pre-approved by the University of Pittsburgh, Department of Physical Therapy to request CEU approval, you must email [PTCEURequests@pitt.edu](mailto:PTCEURequests@pitt.edu) before proceeding with your request.

**Requirements:** The course must be sponsored (or co-sponsored) by UPMC Rehabilitation Institute, formerly known as UPMC Centers for Rehab Services. Other UPMC departments and/or clinical entities will require permission by the Department Chair to be eligible for pre-approved sponsorship.

#### Calculating (CEU's) Contact Units:

- One (1) contact (instructional) hour equals 60 minutes of participation in an approved course/program.
- Breaks, lunch, and other time without educational content do not count towards the total instructional time and should not be included when calculating CEUs.
- Question/Answer Sessions can be included in instructional time.

#### Requesting Direct Access:

The State Board of Physical Therapy requires Direct Access certificate holders to accrue 10 additional contact hours involving evaluative procedures to treat a person without a referral. If requesting Direct Access CEU's, your application must include:

1. Explicit written objectives that describe how the content will prepare the physical therapist to differentially diagnose a problem.
2. Written evidence in the course outline that differential diagnosis content is being covered.

If the objectives or outline do not include content related to differentially diagnosing a problem, Direct Access Units will not be awarded.



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*Note: Unless the entire course is related to differential diagnosis, it is RARE that an entire course would meet the criteria for direct access hours.*

**Process:** Submit the following documents electronically using [this form](#):

- PT Continuing Education Sponsor Application
- Course description and objectives Course Outline/Agenda\*
  - Include the specific amount of time allocated to each to topic (ex: 30 minutes)
- Brief resume/curriculum vitae or a brief biosketch of each instructor. Maximum of 2 pages per instructor.
- Sample of the Certificate of Attendance/Completion to be issued.
  - Certificate should include the following: Name of Sponsor, Title of Course, Date of Course, Total Number of Contact Hours, Space for Name of Participant, Signature of Person Verifying Attendance.

**\*Note:** If you are requesting CEU's for a course or conference greater than 2 hours or requesting Direct Access Units, you must submit the schedule or agenda using the CEU Calculator spreadsheet linked on the website.

**Approval:** The requests are reviewed by the Vice Chair, Director of Post Professional Education

- The request will be approved/denied within 2 weeks of receipt.
- A formal letter of approval will be provided to the individual submitting the request.

**For the State of PA, course approval runs in concordance with biennial cycle and will remain valid through the end of December of the first even year. During this approval period, a course may be given on multiple dates/sites with no additional application required. After this approval period, a new application for the same course **WILL** be required. **HOWEVER**, at any time, if an approved course has a substantive change of content/presenter, a new application must be immediately submitted.**

Ex: A course or in-service is approved in January of 2023. The CEU approval is valid through December 2024 provided there are no substantive changes of content or presenters. If the course is approved in January of 2024, it will still only remain valid until December 2024. All courses will need to be renewed at the start of a new biennial year.



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**Documentation:** The following materials should be maintained by the Course Sponsor for 5 years.

- Application and supporting materials (outline, course description, sample certificate, etc.)
- Approval letter
- Sign-In Sheet/Record of Course Attendance'