

Course Submission Form

Course Title: (as it will be shown on the certificate)

Instructor/Author(s): Full name and credentials for each instructor/author

Section and/or Sponsor: (if appropriate)

Course Delivery method: i.e. In-person, webinar, online, blended, text

Course Length: (if appropriate)

Audience Level: i.e., Basic, advanced, intermediate, multiple

Description: A brief description of the course (150 word limit)

Learning Objectives: No more than 3 per hour of learning:

i.e. 1 ½ hr. course = 3 learning objectives.

See “Writing Course Objectives” in the Author resources, if you need guidance

CEU value: (optional - this will be calculated and confirmed by APTA)

Resources: Articles, links, etc. – follow the APTA selected styles and guidelines

(These items will be attached to the course and may be downloaded by the learner)

Assessment: 1-3 items per objective per course/module:

1 contact hour or less = 15 assessment items;

2 contact hours = 20 assessment items;

3 contact hours = 25 assessment items

Follow the instructions for “assessment question writing” in the Author resources. The format is as follows:

1. *Multiple choice/case study question*
 - a. Response 1
 - b. Response 2 (correct response)
 - c. Response 3
 - d. Response 4 (limit of 8 response choices)
2. *True-False question*
 - a. True
 - b. False (correct response)

APTA Author Toolkit

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Lead Name and Contact Information:

Session:

Note: Please submit one cover sheet with all course materials, limit one packet per course. If you need additional resources, please refer to the author toolkit included within this PDF book.

Session Presenter Information

Presenter 1 Name: _____

Attachments: Biography Author Image Presentation Handout Posttest Items

Presenter 2 Name: _____

Attachments: Biography Author Image Presentation Handout Posttest Items

Presenter 3 Name: _____

Attachments: Biography Author Image Presentation Handout Posttest Items

Presenter 4 Name: _____

Attachments: Biography Author Image Presentation Handout Posttest Items

Additional Attachments:

Key Concepts Worksheet

Other: _____

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Objectives: List all objectives for the online version of this presentation.	Content: List corresponding slide numbers for each objective.	Assessment: List corresponding posttest item numbers for each objective.*
<i>Example: Identify 3 factors of congenital heart disease.</i>	<i>Example: Slides # 41-50, 53, 57-59</i>	<i>Example: Questions # 1-3</i>

*1 contact hour or less = 15 posttest items; 2 contact hours = 20 posttest items; 3 contact hours = 25 posttest items; 1-3 items per objective

Submission Notes: