**General FAQs**  
 **Q.    How does the approval process work?**  
A.     When IACCC receives an application for approval of continuing education (CE) contact hours, an IACCC CEU subcommittee member screens the application packet to determine if it contains all necessary documents and the non-refundable application fee.  If the application is complete, it is sent to the full IACCC CE subcommittee. The CE subcommittee is comprised of 3-5 Directors of Clinical Education who are physical therapists and who serve IACCC on a volunteer basis.  The CE subcommittee evaluates the application and determines if the CE activity meets the standards for approval (see Application packet FAQ’s).  
  
**Q.    How long does it take IACCC to process an application packet?**  
A.     If an application packet is complete (the application fee and all required documentation is submitted) the IACCC CE subcommittee is allotted a maximum of 30 days from the date of receipt to process an application.  
  
**Q.    Why can it take up to 30 days to process an application?**  
A.    An IACCC Subcommittee member must first screen the application for completeness.  Next, the application is sent to the CE subcommittee.   The CE subcommittee members have 21 days to approve or deny a course.  It may take longer to process an application for the following reasons:

* Conditional approval was granted, meaning the applicant will need to correct problem area(s) and resubmit the application. Resubmission must include a $30.00 resubmission fee
* High volume of applications received

**Q.    What is IACCC’s refund policy in regard to my application?**  
A.     Once the application has been received and payment has been processed, there will be no cancellation or refund of the application fee.  Refunds will not be issued in the event the application is not approved.  
  
**Q.    How long is an approval valid?**  
A.     Approval of a course is valid for one year from date of approval letter.  If the course is web-based or home-study, the approval is valid from the date approved to one year thereafter.  
  
**Q.    Our CE course was approved by IACCC last year.  We’d like to offer the course again this year.  Do we need to re-apply?**  
A.     Yes.  A course approval is only valid for a 12-month period from the date of the approval letter.  If the 12-month approval period has expired, a new application packet must be submitted.  Please be aware that approval for one year does not guarantee approval in subsequent years.  Approval is always based on current approval criteria and appropriate updating of a course.  
  
**Q.    Our course was approved and now we want to add some additional dates which fall within the 12-month approval period.  Do we need to submit a new application packet?**  
A.     No.  However, IACCC must be contacted and informed of the additional course dates.  A course may be offered as many times as desired during the 12-month approval period, provided it is presented EXACTLY as it was when the course was first submitted to IACCC for approval.

**Q.    Our course was approved by IACCC several months ago, but now we have one or more additional or different speakers/instructors/teaching assistants for the course.  Can we add or change speakers?**  
A.     If you need to add or change faculty members after your course have been approved, you will need to re-submit the application packet and the full fee to IACCC so the CE subcommittee can evaluate the course.  
  
**Q.    Can a sponsor submit an application for approval of CEUs after a course has been presented?**  
A.     No, IACCC does not provide retroactive approvals. Should the application be submitted within 30 days of the first day of the course, and the course has not been approved, then there will be no approval for the application.  
  
**Q.    Can I become an approved provider for CE courses with IACCC?**  
A.     No.  Only individual courses, not providers of CE, are approved.  Each course is reviewed by the IACCC CE subcommittee on its own merits.  
  
**Q.    If IACCC approves a CE course, does that mean IACCC endorses the course?**  
A.     No.  IACCC approval of a course means that the course meets the minimum standards set forth by the Physical Therapy Board of California and IACCC’s CE subcommittee.    
 **Q.    What can I do if our course is not approved?**  
A.     If the CE subcommittee denies an application, you will be afforded 30 days to correct the issue(s) noted.  Once this is corrected, the application will be re-sent to the CEU subcommittee for reconsideration. Should the course be offered before corrections are approved, then the course will not receive approval.

# Application Packet FAQs

**Q.           How much does it cost to apply for CE approval?**

**A. IACCC sponsored course no cost**

**IACCC school sponsored course $105.00**

**IACCC clinic affiliate sponsored course $175.00**

**Others $275.00**

**Q.           What constitutes an acceptable bibliography?**

A.            The bibliography must provide sufficient evidence to support the course content.  This includes:

* Contain at least 3 references within the last 5 years
* Current citations (within the last 5 years)
* Peer-reviewed articles/studies
* The bibliography should not be solely limited to:
  + Text book citations
  + Handouts from other courses
  + Web sites

**Q.           What is a peer-reviewed article?**

A.            An article which appears in a professional, scientific journal that puts each manuscript through a process by which it is reviewed by peers (professional colleagues with expertise in research and/or the content area related to the manuscript).  These people read the manuscript carefully for content including research design, methodology (how the research was conducted), comparison to related literature, relevance to the profession and science, clarity, etc.  The article must be approved by these people before it is accepted for publication.

**Q.           What should be included in the presenter qualifications?**

A.            Experience which suggests the speaker has developed and established expertise on the course topic, consisting of the following:

* Practice history
* Education background and degree(s) held
* Continuing education
* Specialized certifications
* Professional licenses and numbers (MUST possess a California PT license if using clients or patients)
* Past teaching experience on the course topic
* Peer-reviewed publications
* A level of developing expertise must also be demonstrated for each teaching assistant.
* Limited to 2 pages total

**Q.           How is the number of CEUs determined?**

A.            The formula for determining CEUs is:

Number of contact hours (excluding breaks) divided by 10.  For example, 8 contact hours = 0.8 CEUs.

**Q.           Does the 16:1 student-to-faculty ratio apply to lecture courses?**

A.            No.  This ratio applies to courses which will be presenting a hands-on/technique lab component.  Should the lab be only observational, this ratio does not apply.

**Q.           What should be included in the course brochure/announcement?**

A.            The following information MUST be included on the printed brochure/announcement:

* Type of instructional method(s).  Examples:  Lecture, lecture/lab, lecture/demonstration.
* Learning outcomes/objectives.  These must be relevant to physical therapy and should be clearly written to identify the knowledge and skills the participants should acquire during the course.
* Faculty names, titles, and qualifications.
* Level of instruction (basic, intermediate, or advanced).
* Program schedule, including all scheduled breaks.

**Q.           What are the requirements for using clients or patients during the presentation?**

A.            In accordance with the California Physical Therapy Practice Act, a physical therapist on the course faculty MUST possess a valid California PT license.  Also mandatory is a Client/Patient Informed Consent Form.  The consent form must state that the client/patient has the option to cease participation at any time during the presentation.

**Q.           What must be included in the Participant Evaluation Form?**

A.            A participant evaluation form must be included with the IACCC CE Approval Application.  The following questions MUST be present on the form.

* Were the course objectives met?
* Was evidence provided to substantiate material presented?
* Was anecdotal evidence the primary source of information?
* Was a commercial product promoted?
* If yes, do you feel that product promotion was the sole purpose of the course?

**Q.           How do I complete the Summary of Evaluations following the course?**

A.            You must send your summary of the participants’ evaluation forms within 30 days of completion of the course.  Please do not send each participant’s evaluation form to us.  Your summary should be an aggregate score of what all participants answered.  Please do not average, summarize, or provide percentage breakdowns on your summary.

**Q.           What must be included in the Certificate of Completion or Proof of Attendance?**

A.            The following items must be present:

* Course title
* Course sponsor name
* Course date(s)
* Number of CEUs earned
* IACCC’s CEU approval number