Redefine.

Health Education

How to Apply for Individual CEU Approval

Last Updated 2/24/2025

Your course of interest may be pre-approved in the jurisdictions below. Inquire with your course provider to be sure. If you know that your course of interest is not pre-approved in your jurisdiction, you may use the guidance/links provided below to file for individual approval of courses that are not pre-approved in the following jurisdictions. Email us for course materials - info@redefinehealthed.com.

District of Columbia – If you wish to apply for individual approval, the DC Board has previously instructed us to send an email to dcbopt@dc.gov with this completed form for approval.

Source: https://dchealth.dc.gov/service/physical-therapy-licensing

Florida - If you took a course or plan to take a course that is not approved for CE Credit, or in other words a course provider did not apply to the FPTA for course approval, you can request individual approval by completing and returning the Individual Application Form. If you submit this form prior to the course or within sixty days after course completion, the pricing fees are $30 dollars or $50 dollars depending on the length of the course. If the course is submitted to the FPTA for approval sixty days or later from attendance of the course, the fee is $100. For a more detailed explanation of application fees, please review page 2 of the Individual Application Form.

Source: https://www.fpta.org/page/IndividualCourseApproval

Louisiana - LA licensees must login to their LA state board dashboard and submit an application for individual CE course approval by clicking "CE Approval for Review". There is a $20 processing fee. They must be able to provide the following materials. For RHE courses (including those of our subcontractors), please contact info@redefinehealthed.com to receive these materials to submit.

- Course instructor(s)'s CV/Resume;
- Timed course schedule (or word count for readings, or run time for videos);
- Course objectives;
- Course citations/bibliography

Source: https://www.laptboard.org/index.cfm/page/198

Illinois - Licensees may submit this form along with pertinent course information to IDFPR. Cost: $20 if postmarked within 90 days of license expiration (increased fee thereafter).

Source: https://idfpr.illinois.gov/profs/pt.html

Maryland (Accepts other APTA state chapter approvals) - Licensees may request, at no expense, for the Board to review a continuing education course if it is not on either the approved or non-approved lists. Please submit your request and course content supporting documents to *by clicking here*.

Source: https://health.maryland.gov/bphte/Pages/Licensees.aspx

Minnesota – "An individual or organization seeking board approval of an education activity for continuing education credit as provided under this subpart shall provide to the board documents describing the name and address of the organization sponsoring the activity, the name and address of the facility at which the activity will be presented, the name and credentials of each instructor or person making a presentation, and the course content in detail, including a time schedule for the activity" Fee: $100
Source:
https://mn.gov/boards/physical-therapy/license/continuingeducation/course-approval/

Mississippi (Accepts other APTA state chapter approvals) - The MS PT State Board accepts courses approved by other APTA chapters (but not state boards) for "Certified Activities". Some RHE courses with other APTA chapter approvals may be accepted as "Certified Activities". RHE courses without other APTA chapter approval will otherwise count as "Approved Activities". It is the licensees responsibility to understand the limitations of this regulation, which can be referenced here:
https://www.msbpt.ms.gov/secure/pdf/Part_3103_Chapter_5_CEU.pdf. As an alternative, The MS PT Board has a process for applying for approval on an individual basis for a $50 fee, which can be found here:
https://www.msbpt.ms.gov/secure/pdf/TherapistPriorApprovalForm.pdf

Nevada - Licensees can submit courses for approval through their licensee portal on CE Broker under "Report CE" and clicking the tab "Application for Requesting CCU Credit for Certified Activities".

New Jersey: If you are selected to participate in the continuing education audit, you can submit courses that have not been pre-approved by the Board and the Board will determine at that time (when you are audited) whether the course or courses meet the requirements as set for tin N.J.A.C. 13:39A-9 et seq. and may be granted credit. Courses that are not pre-approved by the Board are not guaranteed to be granted continuing education credit. You should not submit courses that are not pre-approved by the Board for the Board to review unless you are audited.

If you take a course that is not pre-approved, you should contact the course sponsor and ask for a copy of the course information including the course outline, bibliography, references and the Curriculum Vitae of the speaker or speakers as the information will be necessary for the Board to determine whether the course meets the requirements set forth in N.J.A.C. 13:39A-9 et seq.

Source: https://www.njconsumeraffairs.gov/pt/Pages/FAQ.aspx

To apply for credit as a sponsor:

https://www.njconsumeraffairs.gov/pt/Applications/Application-for-Continuing-Education-Approval-for-Course-Sponsors.pdf

New York - NY does not currently have a mechanism to receive retroactive approval for CE courses. Please contact the NY State Board for more details if you have been affected by this scenario. PTBD@nysed.gov

Ohio – Click the link below for information under the "individual application" section. Fees = $25 for APTA/OPTA members; $40 for non-members:
https://www.ohiopt.org/page/ContinuingEducation

Texas – Submit to be approved here for a $40 fee:
https://ccap.tpta.org/individual-applications-general-information-before-you-get-started/

West Virginia: For individual approval of a continuing education course, please send an email to our office at wvbopt@wv.gov that includes your name, license number and request for the individual licensee CE review form.

Source: https://wvbopt.wv.gov/Pages/Continuing-Education.aspx

The contents of this form are accurate to the best of our knowledge as of 6/24/2024, however we encourage every participant to check with their respective credentialing agency or state board to ensure they are meeting their specific requirement. If you have any questions about the information in this document, please submit an e-mail inquiry to info@redefinehealthed.com