



**GUIDELINES: STANDARDS OF QUALITY FOR CONTINUING EDUCATION OFFERINGS**  
**BOD G11-03-22-69 [Guideline]**

Continuing education (CE) offerings for physical therapists and physical therapist assistants should meet the following minimal standards of quality:

1. Each CE offering adheres to APTA's policies and positions including APTA's Code of Ethics, Standards of Practice for Physical Therapy, and should reflect the language and content of the Guide to Physical Therapist Practice, Second Edition (Phys Ther 2001 81:9-744).
2. Each CE offering is planned in response to needs identified for a particular group of physical therapists and/or the physical therapist assistants.
3. Each CE offering has specific written learning outcomes (objectives) based on identified needs.
4. Each CE offering is planned and conducted by qualified individuals.
5. Each CE offering must be based on referenced scientific evidence, reflect evidence in practice and clearly label personal experience or hypotheses.
6. Each CE offering provides program content and instructional methods based on the specified learning outcomes.
7. Each CE offering includes methods to evaluate a participant's attainment of the specified learning outcomes.
8. The provider of a CE offering furnishes information to potential participants on a CE offering that includes a course description, a course outline specifying the amount of time designated to each content area, a list of course presenters, the number of contact hours or continuing education units (CEUs), the target audience for the CE offering, and the requirements for successful completion of the CE offering.
9. The provider of a CE offering furnishes a supportive learning environment and learning resources.
10. The provider of a CE offering has an established process for developing and administering programs. This process ensures adherence to the Standards of Quality.
11. The provider of a CE offering issues certificates of completion to and records the participation of each individual who qualifies for the award of continuing education units (CEUs).

Relationship to Vision 2020: Autonomous Practice and Professionalism  
(Professional Development Department, ext 3206)

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**Explanation of Reference Numbers:**

BOD P00-00-00-00 stands for Board of Directors/month/year/page/vote in the Board of Directors Minutes; the "P" indicates that it is a position (see below). For example, BOD P11-97-06-18 means that this position can be found in the November 1997 Board of Directors minutes on Page 6 and that it was Vote 18.

P: Position | S: Standard | G: Guideline | Y: Policy | R: Procedure