



COLLEGE OF MEDICINE
SCHOOL OF PHYSICAL THERAPY &
REHABILITATION SCIENCES

**PROCEDURES FOR APPROVAL AND IMPLEMENTATION OF
CLINICAL IN-SERVICES FOR CEH's**

A. TWO WEEKS BEFORE THE IN-SERVICE

1. Complete the application form

- Attach CV of presenter
- Attach outline of the presentation
- Attach slide show or other handouts

2. Return the above documents as e-mail attachments to:

Janice Pitts, PT, PhD
jpitts@health.usf.edu

You may also mail the above to:
Janice Pitts, PT, PhD
12901 Bruce B Downs MDC 77
Tampa, FL 33612

- B.** Janice Page will review and "co-sign" the certification of the course under "Continuing Education Credit Hours" if all course requirements are met. If corrections or areas needing improvement are identified, they will be discussed with the program director within 48 hours of receipt of the application.

C.

- a) **REMINDER: 1 CEH = 50 minutes of "contact." Breaks, registration, etc. cannot be counted for CEH time.**
- b) Please use the following legal symbol for a typed signature on your application if you are e-mailing it: */s/ Your Name*
- c) Janice Pitts will forward the application packet to the USF CPE Office for approval. She also will post the course on CE Broker for internal use only (the general public will not see the course).

D. At the end of the program, the program director must:

- a) Insert title and date of program at the top of the evaluation form, including the number of CEH's to be awarded.
- b) Have each participant complete the evaluation form for the program.
- c) Have each participant sign the attendance form provided. PLEASE NOTE: This form must be faxed separately to Janice Pitts at 813-974-8915 or, if you have a scanner available, scanned and sent electronically as a PDF to Janice Pitts at cpage@hsc.usf.edu. *Names must be clearly printed to avoid errors on the certificates. License numbers must be accurate to post on CE Broker. USF will not be responsible if credit is not posted to CE Broker because of errors in the license number.*

E. IMMEDIATELY AFTER THE PROGRAM:

- a) The program director must total the scores for the items on the evaluation forms completed by each participant (number who rated the item Poor, Fair, Good, Very Good, or Excellent). These numbers are entered onto one of the blank evaluation forms for the course by writing in the totals for each possible response.
- b) Submit the evaluation summary form and list of participants to Janice Pitts within 48 hours. FAX: 813-974-8915 or scan these papers and send by e-mail as a PDF. **Reminder: Names and license numbers must be legible. Recommendation: Type this information on a separate sheet to ensure accuracy or print names under signatures. Faxing makes handwriting even more difficult to read.**
- c) Submit any course outlines and handouts that have been significantly changed since submission of the application.
- d) Janice Pitts will prepare the "Certificates of Attendance" based on the list of participants. Certificates will be mailed within 48 hours.
- e) The program director is responsible for distribution of the certificates to participants.
- f) **OPTIONAL:** Program directors may wish to keep their own set of records in their organization's files.