



Welcome,

The National Institute of Restorative Exercise, Inc. would like to thank you for interest in seeking continuing education unit approval. Below is some key information on completing the application process.

Supporting Documents

Please submit items 1-6, listed below. Each section has its unique requirements, please provide all documentation.

Failure to include the requested documentation WILL result in the application being delayed or rejected. Incomplete applications will be closed after 30 days.

Live Courses

1. Completed application
2. Course description with daily schedule
3. Learning objectives
4. Presenter's qualifications and credentials
5. Bibliography of at least five published works, published within the last five years, supporting the content of the course
6. A copy of your certificate of completion of the course. Must include the following
 - Course title & provider name
 - Course date(s)
 - Number of CEUs earned

Conferences

If submitting an application for a conference/symposium/program with multiple classes, please submit the listed items for **each** session/topic.

1. Completed application
2. Course Description with contact hours
3. Learning objectives
4. Presenter's qualifications and credentials
5. Bibliography of at least five published works, published within the last five years, supporting the content of the course
6. A copy of your certificate of completion of the course. Must include the following
 - Course title & provider name
 - Course date(s)
 - Number of CEUs earned

Home Study/Distance Learning

1. Completed application
2. Detailed course description with learning objectives and CE calculated hours
3. Sample of material with author information (e.g. qualifications and credentials)
4. Bibliography of at least five published works, published within the last five years.
5. A copy of the post-test and passing results
6. A copy of your certificate of completion of the course. Must include the following
 - Course title & provider name
 - Course date(s)
 - Number of CEUs earned

Process for Course Approval

- 1) Course Review Process
 - a. The Review Board has up to 30 days to review all material and notify the applicant with a decision. This review process may take up to 45 days if the application is incomplete or the board issues a request to correct any problems. The typical turnaround time is 30 days from the date of receipt.
- 2) Course Approvals
 - a. NIRE will send an official letter documenting course approval with awarded contact hours. If requested, this letter must be submitted to the PTBC in order to get credit toward license renewal.

Application can also be faxed or mailed to the address below

NIRE, INC.
23504 Leyte Drive
Torrance, CA 90505
Attn: Provider Services

(Fax) 888-743-6473
Email: info@nirepro.org