



Where Fitness & Medicine Come Together

Individual Application Reporting Guidelines

Individuals seeking approval for a course that has not previously been approved must submit the following documentation with their completed application. Please see below for specific requirements.

Live Courses

1. Course description with daily schedule
2. Learning objectives
3. Presenter's qualifications and credentials
4. Bibliography of at least five published works, published within the last five years, supporting the content of the course
5. 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 or symposium with multiple classes, please submit the listed items for **each** session/topic.

1. Course description with contact hours
2. Learning objectives
3. Presenter's qualifications and credentials
4. Bibliography of at least five published works, published within the last five years, supporting the content of the course
5. 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. Detailed course description
2. Learning objectives with 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, supporting the content of the course
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

For more information contact

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