

# NEVADA PHYSICAL THERAPY BOARD ACCC APPLICATION

THANK YOU FOR APPLYING FOR CCU UNITS FOR **CERTIFIED ACTIVITIES** IN NEVADA

SEE FOLLOWING PAGE FOR DETAILED APPLICATION INSTRUCTIONS

Provider: \_\_\_\_\_  
(Individual or Company)

Course Name: \_\_\_\_\_  
(Must be descriptive & match the certificate of completion)

PT Sub-Specialty: \_\_\_\_\_  
(Ortho/Acute/Peds/Geri/Sports/etc.)

Activity Type:       Conference               Individual CCU Course               Non-clinical CCU

Course Requested CCUs: \_\_\_\_\_ (1 Hour = 1 CCU)  
(Unit calculations should NOT include time for breaks/meals/registration)

Review Fee:

- 0 – 5 Hours = \$10
- 5.1 – 10 Hours = \$30
- 10.1 + Hours = \$50

**-Please make the check, money order or cashier's check payable to the Nevada Physical Therapy Board.**  
**-We do accept electronic payment. Just check the appropriate box below.**  
 Call for payment Phone #

**Please select one from each line below:**

1.    New Application       Renewal  
      CCU EDUCATOR       LICENSEE

**2. Course Type: Please Select One**

- Onsite (Live-In Person)
- Self-Paced (Webinar/Audio with Video Component/Reading with Video Component/Web-Based)
- Hybrid (Onsite & Self-Paced)

Submitted by: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

SUBMIT THE FOLLOWING FOR A COMPLETE APPLICATION TO NPTB:

- APPLICATION
- SUPPORTING DOCUMENTS
- APPROPRIATE FEE

# NEVADA PHYSICAL THERAPY BOARD CCU APPLICATION INSTRUCTIONS

## FOR APPROVAL OF **CERTIFIED ACTIVITIES** ONLY

1. All submissions must be mailed to The Nevada Physical Therapy Board Office at 3291 N. Buffalo Dr., Suite 100, Las Vegas, NV 89129 or emailed to: [nvptboard@gmail.com](mailto:nvptboard@gmail.com)
2. **Please make sure if you email a course application that each course is scanned as one PDF Document. We will not accept courses that are scanned separately.**
3. The following information must be included **with the application** and **placed in order** to streamline course review and processing.
  - a. Course Description, Goals, and Objectives
  - b. Hour-by-Hour Timeline (**for ALL courses, regardless of length** – please identify where breaks/meals are, these do not count when determining CCUs).
    - i. For courses that are held on numerous days and numerous instructors, please send a condensed comprehensive timeline followed by any other pertinent details to simplify timeline/CCU review.
    - ii. Be sure to include a precalculated CCU total based on the guidelines set forth by the NPTB (**see NPTB website for link to calculator**).
  - c. Brief Biography of Instructor, no more than 500 words OR brief 2-page CV.
  - d. Examination that accurately reflects content and rigor of the course (required for any course that is not **ENTIRELY** on-site).
  - e. List of pertinent references that were utilized to compile the course.
  - f. Copy of the Certificate of Completion (with signature) - *The certificate must contain the name of the provider and a descriptive/accurate course title (the name of the provider and course title should match what is on the application above).*
4. Do **NOT** submit course/instructor evaluations, brochures or activity planners, etc. These will not be taken into consideration for CCU determination.
5. The CCUs requested will not necessarily be the CCUs approved. Approval is based on actual time and content of the course. The course will be reviewed according to the statute and regulations of the NPTB as well as the review guidelines that are attached below titled “ACCC REVIEW GUIDELINES”.
6. Approval for fewer units than the amount requested will not result in a refund of the fee difference. (in rare circumstances, if more units are allocated than requested, payment of the full fee – if there was an increase – will be required prior to course approval).
7. In certain instances, where the ACCC identifies an error or issue of clarity with submission rules, partial refunds will be approved on a case-by-case basis by Board staff.
8. The submitted course will be placed for review on the next available agenda of the ACCC.
9. Interested parties can view the agendas for the ACCC on the NPTB website.
10. The ACCC meets as needed, typically this occurs once a month. Once the ACCC has completed its review, an email will be sent to notify the applicant of the outcome.
11. Denied Courses (**initial application fee will be forfeit**):
  - a. Will receive notification via email with a reason for denial. These courses can be resubmitted for review with an update/corrected application and a **new application fee**.
12. Applicants/Licensees may visit the NPTB’s website for a complete listing of approved courses.