

Nevada Physical Therapy Board Instructions for Licensee Submission

A course or seminar is typically reviewed by the **Advisory Committee on Continuing Competency (ACCC)** from submission by the original provider. If a licensee takes a course or seminar that has not been prior reviewed, they can submit the course for review by the ACCC via CeBroker. The course will then be reviewed for approval or denial. This feature is not meant to be used for providers of courses that are also licensed in Nevada, as they would do the standard provider course submission and approval.

The course will still be held to the same standards of review that the provider would have to maintain for approval. Because the information needed for approval is extensive, we do encourage licensees to reach out to the provider to submit it to us rather than the licensee take on the burden. The provider's submission will also allow the course to be used for CEU for all licensees that take the course for Nevada CEU rather than just the individual who submitted it. This standard and requirements includes as follows:

A & B. Course Description, Outline, Objectives, Timeline: A course description, clearly stated learning objectives, and detailed course timeline are required to demonstrate the organization, relevance, and educational value of the continuing education activity. These elements allow reviewers to evaluate whether the course content is appropriate for the target audience, whether the objectives align with the educational material, and whether the allotted instructional time accurately reflects the amount of continuing competency credit requested.

C. Instructor Bio: A brief instructor biography should be provided to ensure that the presenter has the appropriate education, licensure, training, and/or experience to competently teach the course content and ensure the educational material is delivered by a qualified subject matter expert.

D. Post test: For hybrid and online courses, documentation/proof of a passed exam or assessment is required to demonstrate successful completion of the educational activity. This requirement helps verify learner engagement and confirms that participants have met the course objectives before receiving continuing education credit. Live, in-person courses are exempt from this requirement unless otherwise specified.

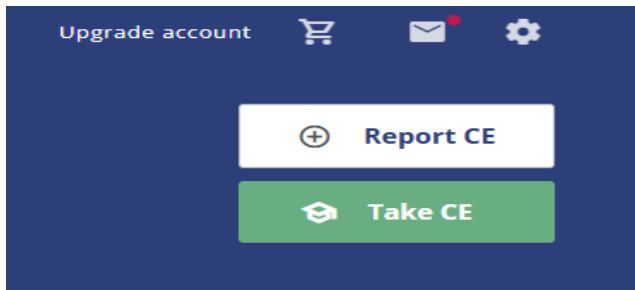
E. References/Works Cited: References/ Works Cited demonstrate that a continuing education (CE) course is research-based, evidence-informed, and supported by credible scientific literature rather than opinion. To help ensure course content reflects current evidence and best practices, we require a minimum of five references published within the past five years. These references may be included in the course materials or course information provided by the sponsor. If they are not readily available, you may need to contact the course provider to obtain them.

F. Certificate: A certificate of completion is required to verify that the individual successfully completed the continuing education activity and is eligible to receive continuing education credit. The certificate should include sufficient identifying information, such as the participant's name, course title, completion date, and awarded credit hours, to provide documentation for recordkeeping and audit purposes.

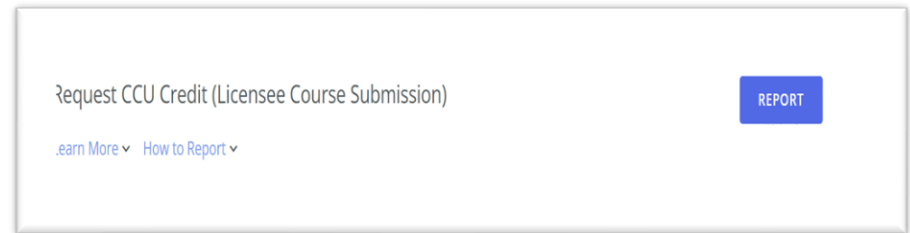
Providers will often have this information available when requested, especially providers that have already submitted several courses NVPTB. If the required information is not obtainable, please submit a note or document with an elaboration of difficulties obtaining the information.

Step by Step to Request CEU Credit

1. To Request CEU you would log into CeBroker and select “Report CE” in the upper right corner.



2. You would then submit under the last option Request CCU Credit (Licensee Course Submission)



3. You will then be prompted to tell us about the course. As to when you completed the course, the course type, and the number of CEU's you would like to be awarded. You will continue through basic questions about the course

Course Detail

Request CCU Credit for Non-Certified Activities - [PT, PTA]

Date Completed *

Course Type *

☐ Live (Involves live interaction with presenter/host)

☐ Anytime (Is not date, time or location specific)

[Select One] ▼

SUBJECT AREA

Certified Activities

Hours

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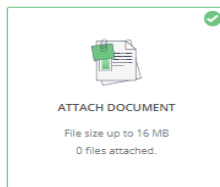
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Attachments

Request CCU Credit for Non-Certified Activities - [PT, PTA]

The following information must be included with the application and placed in order to streamline course review and processing:

- Course Description, Goals, and Objectives
- Hour-by-Hour Timeline (for ALL courses, regardless of length - please identify where breaks/meals are, these do not count when determining CCUs).
 - 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.
 - Be sure to include a precalculated CCU total based on the guidelines set forth by the NPTB (see NPTB website for link to calculator).
- Brief Biography of Instructor, no more than 500 words OR brief 2-page CV.
- Examination that accurately reflects content and rigor of the course (required for any course that is not ENTIRELY on-site).
- Provide at least 5 references within the last 5 years reflecting the most current evidence-based research utilized to compile the course.
- 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).



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4. The required attachments would then be requested. Select Attach Document and upload as much information as possible regarding the course you took. A reminder of the required documents are listed above the prompt to attach. Please note that it is necessary to select the blue “continue” button at the bottom right of the screen.

5. The final step is submitting the request. Select “submit CE” and keep an eye on your personal email and messages from CeBroker for requests for clarification or more information regarding the course.

You're ready to submit!

Request CCU Credit for Non-Certified Activities - [PT, PTA]

I hereby certify the answers are true and correct.

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[SUBMIT CE](#)