

Purpose of Request

Email blast

ATSNJ website posting

Use of ATSNJ APN

Contact information

Program Coordinator

Sponsor (Please remember that sponsor's cannot use the ATSNJ APN)

Program Coordinator Address

Program Coordinator Phone

Program Coordinator Fax

Program Coordinator Email

Program Information

Program Title

Location

Program Start Date

Program End Date

Event Requirements

Target Audience

Athletic Trainer (must be main audience if using ATSNJ APN)

Physical Therapist

Occupational Therapist

Physician

Nurse

Dietitian/Nutritionist

Other

Level of Difficulty

Mastery

Advanced

Essential

Program Learning Objectives

Program Learning Outcomes (These must be part of the Program Assessment Tools)

Program Schedule

CEU's Offered by Program (One contact hour equals One CEU)

Refund and Cancellation Policy

Required For ATSNJ APN Users Only

By checking below the Program Coordinator requesting use of the ATSNJ APN agrees to:

Obtain an Attendance Roster

Create and Distribute a Certificate of Attendance at the end of the Program

Develop marketing materials in accordance to BOC and ATSNJ Policy (Please go to this link to see ATSNJ policy (<http://atsnj.org/tags/ceu>))

Develop, Implement and Analyze program assessment for each learning objective at the conclusion of the Program.

Complete the Post-event checklist and submit materials to the PEC Chair within 30 days after Program is completed. The checklist can be found at: <http://atsnj.org/sites/default/files/2015/2015%20ATSNJ%20Professional%20Education%20Comm%20Policies%20revised.pdf>