



Georgia Occupational Therapy Association, Inc.

Georgia Occupational Therapy Association

P.O. Box 495 ♦ Gainesville, GA 30503

Email: info@gaota.com ♦ Website: www.gaota.com

APPLICATION FOR APPROVAL OF CONTINUING EDUCATION UNITS

**** Please fill out all fields ****

Sponsor Name _____

Contact Person _____

Phone (_____) _____ Fax (_____) _____ Email _____

Address _____

Program Title _____

***Note: Ethics programs must contain information pertinent to Georgia Laws**

Dates _____ Location _____ City _____ State _____

Level (by discipline): Basic Intermediate Advanced

Faculty or Speaker(s) Name(s), Title(s) _____

CEU's Requested _____ Anticipated Attendance _____ Tuition/Fees _____

Method of Payment Check Credit Card Add \$25.00 fee for course listing on GOTA Website

Credit Card Number _____ Expiration Date _____

Name on Card _____ Billing Zip Code _____ Sec. Code _____

Signature _____ Date _____

Please submit:

- One (1) complete copy of the entire application, including this form
- Program brochure (or equivalent) which includes:
 - Agenda with date(s), topics, and specific times
 - Total number of Contact Hours requested, and specifying:
 - Direct patient care
 - General OT related education
 - Course description
 - Course objectives/ measurable behavior based outcomes
 - Speaker's bio detailing qualification to instruct
 - Level and audience (i.e.: Intermediate for OT's / Advanced for OTA's)
- Copy of pre-test and post-test, or other verification of learning
- Method for monitoring attendance (i.e.: sign-in sheet, registrar documents, early departures etc.)
- A copy of the certificate of completion
- Copy of the program evaluation to be completed by the participants
- Application fee.....**\$200.00**. Check or Money Order made payable to **Georgia Occupational Therapy Association**
- **Add \$25.00 to the Application fee to have this course posted on the GOTA Website Events Calendar**

For approval, all applications must be complete and sent, along with payment, at least 6 weeks before the course to:

info@gaota.com

Checks and money orders can be mailed to

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