



APTAMD Guidance Document for Dry Needling Vendors Seeking Sponsorship

- A continuing education course taken before Oct. 1, 2018 shall qualify for Dry Needling instruction if the same course, in substantially similar form, is later sponsored by the American Physical Therapy Association, the APTA of Maryland, or the Federation of State Boards of Physical Therapy.
- The APTA of Maryland Chapter will approve sponsorship for a period of four years. The vendor shall submit to the Chapter for approval any changes in speaker, content or length.
- Sponsor application must be sent in at least six weeks in advance of the course date.
- Restricted License for non-licensed instructors: If an instructor is not licensed in MD and is planning to perform “hands on” physical therapy for a Dry Needling course, a restricted license is required by the Maryland Board of Physical Therapy Examiners. Once course is approved, you will need to send a copy of their current license, and the required \$125.00 fee for a restricted license valid for the course dates only and include the following:
 - Title of Course
 - Date of Course(s)
 - Note application approved by APTA of Maryland
- A fee of \$50 per application will be charged. Vendors can pay online or by Check.
- Questions can be sent to aptamd@aptamd.org or call 800-306-5596

1. COURSE TITLE	
2. TARGET AUDIENCE	
3. COURSE CONTENT—HOW DOES THIS COURSE RELATE TO THE SCOPE OF PRACTICE AND THE PRACTICE OF DRY NEEDLING	
REQUIRED DOCUMENTATION	<p>Justification Statement as to the focus of the activity and the relationship of the content to physical therapy practice.</p> <p>Statement of the number of hours of instruction:</p> <ul style="list-style-type: none"> <input type="checkbox"/> # Of hours of practical; hands on instruction <input type="checkbox"/> # of hours for theory and application of dry needling instruction <p>Provide Course description and brochure; syllabus if applicable; screenshot of the website with this information.</p>
GUIDANCE	<p>In order to perform dry needling, a physical therapist shall have at least 80 total hours of instruction (below). Course providers must state the number of hours based on these criteria and note whether it meets the criteria for practical hands on or theory and application instruction.</p> <p>(1) A total of at least 40 hours of instruction in the following dry needling-specific course content areas:</p> <ul style="list-style-type: none"> (a) Theory and application of dry needling; (b) Dry needling technique, including spine and extremities; (c) Dry needling indications and contraindications; (d) Infection control, the Occupational Safety and Health Administration’s Bloodborne Pathogen Protocol, and safe handling of needles; (e) Emergency preparedness and response procedures related to complications associated with dry needling; and (f) Appropriate documentation of dry needling; and <p>(2) At least 40 hours of practical, hands-on instruction in the application and technique of dry needling</p>
4. COURSE OBJECTIVES	
GUIDANCE	<p>(objectives should be behavioral and measurable— “Name the three colors of the US flag;” <i>not</i> “Appreciate the history of the flag.”)</p> <p>Behavioral objectives are a powerful tool to demonstrate the evidence of learning. Properly constructed objectives specify what behavior a student must demonstrate or perform. Through observation of the</p>

	behavior the provider of an activity may infer that learning took place. Without clear objectives of the desired learning outcome, there is no objective measurement that the desired outcome has been met. These learning objectives will be an important way to communicate with the reviewers what you intend to achieve with the activity.
5. HOUR BY HOUR AGENDA	
REQUIRED DOCUMENTATION	Enter the title of each agenda item, its duration, the content area, and the teaching strategy (Onsite or Remote CE)
GUIDANCE	<p>The Maryland Board of Physical Therapy Examiners requires 60 contact minutes for each 0.1 CEU. This excludes meals, breaks, and registration.</p> <p>The instruction required under Maryland regulation shall be offered: (1) In person at a face-to-face session; or</p> <p>(2) In real time through electronic means that allow for simultaneous interaction between the instructor and the participants.</p> <p>A physical therapist may not fulfill any portion of the practical, hands-on instruction required under §A (2) of this regulation with online or distance learning.</p>
6. INSTRUCTOR/DEVELOPER/STAFF QUALIFICATIONS: The developers and deliverers of the activity have documented experience, education and training to allow attendees to meet the activity objectives.	
REQUIRED DOCUMENTATION	Upload: CVs for all Instructors. For CE, no information is required of the course developer. CVs must be current within 2 years preceding the activity submission date. Vendors must specifically note the particular work/education from the CV that is relevant to the content area being presented. Bios and biographical sketches are not sufficient documentation.
GUIDANCE	<p>The intent of this standard is to communicate the importance of qualified personnel being used during the development and presentation of a continuing competence activity. Vendors must demonstrate that the instructor’s education, work experience, research, publication, etc. is relevant to the content area being presented.</p> <p>Documentation is required for each instructor that is noted. Vendors are encouraged to submit the names and information for anyone that may be a possible instructor in the next year. Anyone who may be presenting the course must be identified during certification; if there is a new presenter, a new certification is required. Include any potential speakers in the initial certification application.</p>

7. BIBLIOGRAPHY	
GUIDANCE	Must be current, with at least 50% of references listed being published within the last 5 years
8. ASSESSMENT OF COMPETENCY	
REQUIRED DOCUMENTATION	Provide your Pre-Test and Post Test
GUIDANCE	<p>There are two required elements for this criterion:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The assessment has pre-defined levels of proficiency determined by the vendor/activity developer. AND <input type="checkbox"/> The determination of whether credit, or a credential, is awarded based on the proficiency standard is made by the vendor/activity developer NOT another organization (such as a State Board). <p>This criterion is not related to whether or not the State Board is accepting a given activity towards continuing competence renewal requirements. In order to meet this standard, there must be an actual consequence to not meeting the proficiency standard such as not be awarding the contact hours, CCUs, CEUs, certification, or credential. The standard set must also be reasonable to determine proficiency (5 correct answers out of 100 questions is NOT reasonable).</p> <p>Traditional on-site continuing education may meet this standard; remote education is more likely to meet it. At this time even if a participant does not meet a proficiency standard, he/she is still awarded the contact hours for the course. This criterion would ONLY be met IF the credit was not awarded at all.</p>
COURSE REVIEW AND EVALUATION	
Mechanisms exist for review and evaluation of the quality and the effectiveness of the continuing competence activity. Subsequent offerings incorporate modifications based on information gained from the review and evaluation.	
REQUIRED DOCUMENTATION	Course evaluation form
GUIDANCE	The traditional post-activity evaluation that is filled out by the participant either anonymously or with name. Course and professor evaluations in degree programs. Many exams/assessment tools have a post comment form for the candidate to provide feedback.
EXAMPLES	<p>Participant evaluations completed at the conclusion of the activity.</p> <p>Participants are individually contacted by phone or e-mail post activity and asked for feedback.</p>