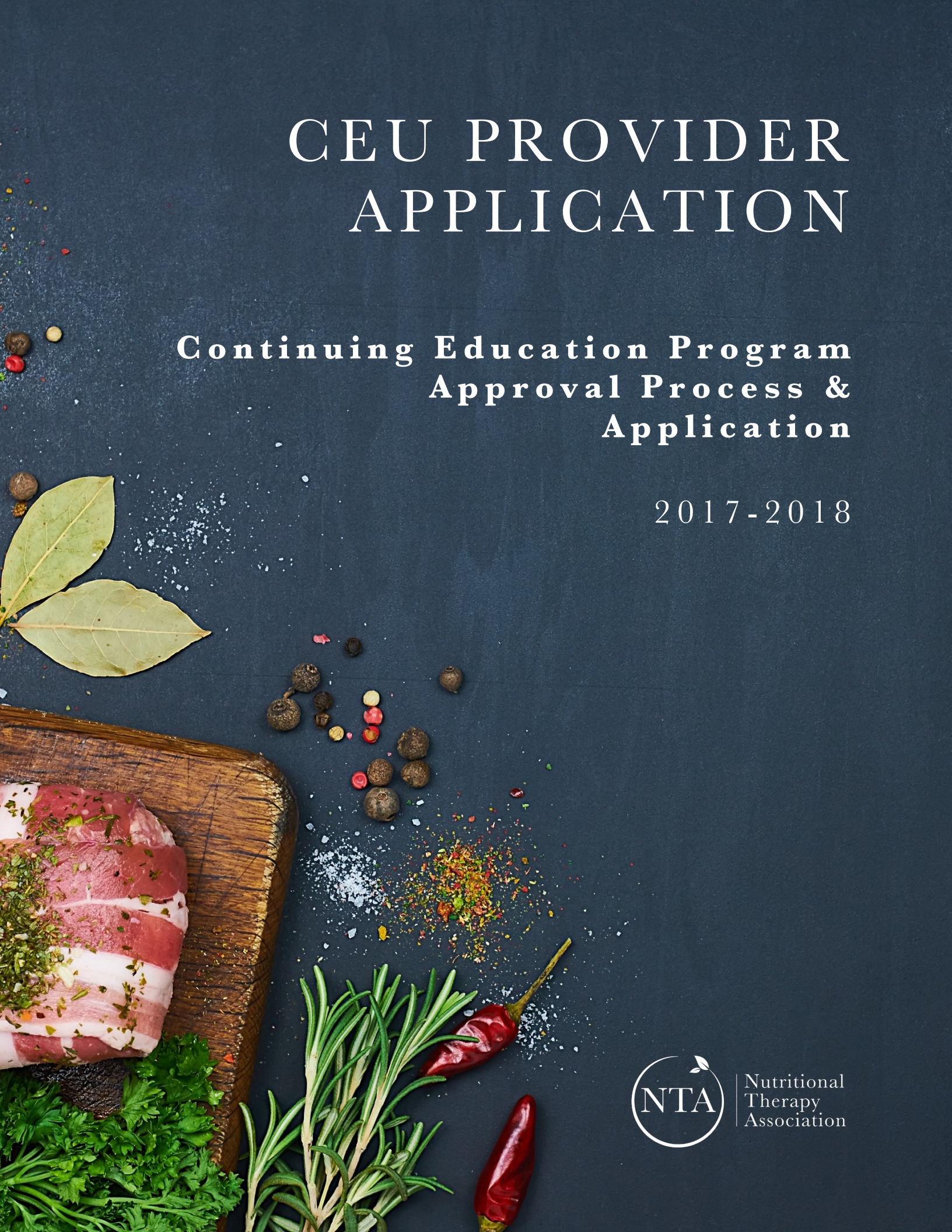


CEU PROVIDER APPLICATION

Continuing Education Program
Approval Process &
Application

2017-2018



Nutritional
Therapy
Association

PROVIDER APPLICATION

Certificate Renewal Basics

CERTIFICATE AND MEMBERSHIP RENEWAL

In order for our graduates to maintain their Nutritional Therapy Practitioner (NTP) or Nutritional Therapy Consultant (NTC) certification, they must keep their Graduate Membership current as well as submit 24 Continuing Education Units (CEUs) every two years.

CEU Basics

WHAT IS A CEU?

CEU stands for “Continuing Education Unit”, a standard measurement many schools and certification programs use to encourage and track ongoing learning after graduation. In general, the NTA awards **1 CEU for every 1 hour of education** attended. Continuing education is a critical part of maintaining the NTP or NTC credential, ensuring that our students continue to expand their knowledge, refine their skillsets, and grow their businesses. They reflect the integrity of the student, the NTA, and the credential.

HOW MANY CEUS DO STUDENTS NEED?

To maintain an active Graduate NTA Membership (and the ability to use the NTP or NTC credential), NTA graduates are required to obtain **24 CEUs every 2 years** starting from the date of graduation.

WHAT IS THE BENEFIT TO BEING AN APPROVED PROVIDER?

For a NTA member to receive CEU credits, a program does not need to be approved by the NTA if the member produces a Certificate of Completion and validation of the course hours.

However, NTA-approved programs are the programs that the NTA will endorse and share with members. These programs have been vetted by the NTA staff and instructors to show that they meet the quality standard held by NTA programs.

Approved provider benefits are:

- Listing on the NTA website as an approved CEU provider
- Opportunity to participate in graduate virtual CEU provider fairs
- Preference for booth space at the NTA Annual Conference
- Mentions on social media and digital marketing channels at the NTA’s discretion

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- Opportunities for NTA affiliate marketing

HOW MANY CEUS MUST BE RELATED TO HEALTH AND BUSINESS?

14+ Health-Related CEUs

For our graduates, of the 24 required CEUs, **at least 14** must come from health-related courses, webinars, books, etc. Some examples include:

- Nutritional therapy, functional nutrition, etc.
- Cooking, food preparation, sourcing, etc.
- Supplementation, herbs, detoxification, etc.
- Anatomy and physiology
- Applied kinesiology
- CEUs required to maintain licensure for other modalities (e.g. LMT, LAc, RN, DC, etc.)

≤10 Business-Related CEUs

Business-related CEUs can make up **10 or fewer** of the 24 total CEUs. These CEUs are especially important for NTPs and NTCs who maintain a private practice or run their own business. If they do not maintain a practice or run their own business, they can instead get all 24 CEUs from health-related education.

Business-related CEUs can come from a variety of sources, including:

- In-person classes (e.g. courses from community colleges, SBA, library, etc.)
- Online business courses
- Webinars and online summits
- Business book reviews

Suggested topics include:

- Business software, website design, etc.
- Counseling, psychology, motivational interviewing, habit-formation, etc.
- Marketing (e.g. social media, email marketing, content marketing, etc.)
- Productivity, project management, time management, etc.
- Small business administration (e.g. accounting, insurance, taxes, website design, etc.)
- Other wellness or lifestyle certifications (e.g. yoga, personal training, iridology)

WHAT DOCUMENTATION IS REQUIRED?

To count as valid CEUs, a graduate must submit one of the following for each course, webinar, etc.:

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- **Option 1:** A “Certificate of Completion”, including the total awarded CEUs/credits (or the hours attended; 1 hour = 1 CEU), the presenter name, date, time, location, and topic.
- **Option 2:** If an official certificate is not provided, they must submit an “NTA CEU Report” (more details on this below).

Please note that the NTA does **not** accept any of the following as proof of CEUs:

- Photos of *Certificates of Completion* or *NTA CEU Reports*. They must scan and email the document, fax it, or send a photocopy in the mail.
- Links to *Certificates of Completion* or *NTA CEU Reports* stored online in Google Drive, Dropbox, etc.

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Program Approval

APPROVAL PROCESS OVERVIEW

The NTA maintains a simple approval process for CEU providers that allows the NTA to ensure quality standards are met by the programs that the NTA promotes. Detailed feedback will be provided by the NTA on the program whether that program is approved or rejected. Programs will need to submit this application for approval every (3) years.

The flow of the approval process is as follows:

- **Step 1:** The program provider completes this application.
- **Step 2:** The NTA will assign an instructor or academic staff member to audit the program.
- **Step 3:** The course auditor will provide feedback on the course as well as either an Approved or Disapproved status within three weeks of application submission.
- **Step 4:** The NTA Alumni & Affiliate Community Manager will schedule a call with the provider to discuss affiliate marketing opportunities.
- **Step 5:** The approved program will be listed on the NTA website and in member communications where appropriate.

APPROVAL CRITERIA

To become an approved program with the NTA, a CEU provider must meet the following criteria:

- Support the Foundations of Nutrition in the NTA paradigm
- Build upon what an NTP/C student would learn in the NTA curriculum (see the [Course Catalog](#) for a curriculum overview)
- Provide clearly define learning objectives with curricular content mapped to each objective.
- Provide a written and practical assessment of student understanding of the learning objectives.
- Offer original content for NTP/C graduates.
- Enhance the NTP/C graduate's practice (business or personal health)
- Document the hours of content provided in the program
- Offer a competitive affiliate rate to the NTA for referrals

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Application Checklist

In order for your CEU program to be approved, please submit all of the following (incomplete applications will not be accepted):

- A one-page course overview
- A copy of a *Certificate of Completion* granted
- A copy of course reference materials (in-person)
- A list of learning objectives
- Log-in information for the course auditor if needed (online or blended courses)
- Accounting of course hours completed

Please return the above documents to the NTA via email, fax, or post:

Email:
nta@nutritionalthrapy.com

Fax:
(360) 528-2564

Post:
PO Box 354, Olympia, WA 98507

PROVIDER APPLICATION

Program Application

CONTACT INFORMATION

First / Given Name

Last / Family Name

Address

City

State

Zip / Postal Code

Country

Email

Cell Phone

Home Phone

New Application

Renewal

PROGRAM INFORMATION

Title of Program

Web Address

Content Hours Provided

Type of Certification Granted

Delivery Method (online, in person, blended)

Affiliate Rate

Applicant Signature

Date