

**SPORTS MEDICINE, INC.**

**Procedure: Continuing Education**

Videos and/or DVDs on courses are property of OPT and utilized by our physical therapists.

Course requests, with syllabus, expected expenses and justification must be submitted in writing for consideration.


Upon completion of a course (either DVD/streaming/ or off site)

1. Therapists will provide an in-service during staff meeting scheduled time for the other employees.
2. Submit proof of completion of the course (certificate)

**Written:**  
Approved:

**Reviewed/Revised:**  
Signature:  
Date Signed

**Reviewed/Revised:** 3/12/2019

Signature:   
Date Signed: 5/28/19

**Reviewed/Revised:**  
Signature:  
Date Signed