

NYSSMMT

For Continuing Education Instructors: How To Submit A Course Proposal

Course Proposal Guidelines

Please include the following information in your proposal:

1. Course title
2. Course description (50-100 words)
3. Objectives that the course will meet (what will participants take away from this course?)
4. Structure of course (how many hours, over how many days? How much time will be devoted to lecture, discussion, demonstration, practice, other teaching/learning methods?)
5. Target audience (massage students? LMTs only?)
6. Previous presentations (where have you offered this course and/or other courses; has this course been CE-approved in another state or through the NCBTMB?)
7. Attach your resume; include professional qualifications, publications, and your contact information (email, phone number, mailing address)

Submit proposal to:

The New York Society for Medical Massage Therapists

P.O. Box 442

Bellmore, NY 11710-0442

1-877-NYSSMMT (697-7668)

info@nysmassage.org