



Template: Course Justification Letter for Employer

[Supervisor Name]
[Employer Street Address]
[Employer City, State]

[Today's Date]

Dear [Supervisor's name],

I would like to attend the following course sponsored by the APTA Academy of Pediatric Physical Therapy: [Course title with date and location]. This continuing education course will enable me to network with peers from universities, hospitals, outpatient clinics and private practices throughout the country while demonstrating the latest evidence-based techniques. Presentations are tailored to provide insight into the latest physical therapy techniques, research, and trends that impact our patients.

During the course, I will develop skills through lecture presentations, and gain knowledge and practical skills that I can immediately implement into practice when I return to work from the course. This course offers me the opportunity to hear from dynamic experts in the pediatric community while earning continuing education credit.

APTA Pediatrics is a leader in physical therapy education and sets the standard for quality education and training in pediatric physical therapy. The APTA Pediatrics learning experience is continually refined to ensure that content is of the highest quality and includes current practical resource materials.

I am seeking financial support for [insert request of what you'd like to have covered by your employer (ie, registration fee, hotel cost, travel expense, time off, etc)] to help me participate in this course to enhance my clinical skills. After reviewing the APTA Pediatrics course catalog, I have identified the following as the option(s) that will best allow me to gain knowledge and improve our patient care: [list several courses or a single course].

The full price course fee is [\$xxx] but can be reduced [\$XX] by registering before the early-bird rate expires on [date]. Choose one:

- As a current member of APTA Pediatrics, this reflects the member-discount rate.
- I am currently an APTA member but not an APTA Pediatrics member; I can add APTA Pediatrics membership for only [\$XX], which will reduce the course cost by [\$XX amount of savings].

- I am not currently an APTA member, but I would appreciate your sponsorship to join APTA and APTA Pediatrics to give me discounted continuing education, as well as many other member benefits to help me grow in the profession. [you can find specific [APTA Pediatrics benefits here](#) and specific [APTA benefits here](#).]

The opportunity for me to develop valuable contacts and gain knowledge in this specific area makes my attendance at **[Course title]** a wise investment that will yield rich dividends for our practice.

Sincerely,

[Name, credentials, title]