

Dear Pelvic Physical Therapy course participant,

The Pelvic Physical Therapy Courses Levels 1, 2, and 3 have been created by the Section on Women's Health (SOWH) and are designed for efficiency to provide a very large amount of information in a very short time. Our goal is that you are able to apply skills and knowledge obtained from the courses to patient treatment immediately upon your return to the clinic. We also hope that you will decide to apply for the Certificate of Achievement in Pelvic Physical Therapy (CAPP-pelvic) and participate in the testing process while you attend each course.

******PLEASE READ THIS INFORMATION THOROUGHLY******

1. Pre reading is essential in making the participant as prepared as possible. Please read the required articles prior to arriving at the course. Pre reading links are available on the web site on the CAPP – Pelvic site. Many students report that they feel overwhelmed during the course; especially during the Level 1 course. Those who complete the pre-reading are better prepared and less overwhelmed by the amount of information. Previous students have recommended that an anatomy book be brought to the class by every participant.
2. You are responsible for downloading and printing the COMMON FORMS for the Pelvic PT Courses. You must print them and bring them to class.
3. The SOWH makes every effort to arrange for transportation to and from your hotel to the course and testing. Sometimes, transportation is not available, and sometimes the timing is not convenient. You will be responsible for your own transportation during the course if you are not willing or able to wait for the transportation provided, or if there is no transportation provided at a course. We suggest that you consider sharing taxi expenses with other participants or perhaps connecting with those who are attending the course that have a vehicle
4. The labs of the courses are critical components to the acquisition of skill and knowledge. You are required to participate in the labs. All participants should come prepared to be both “patient” and therapist during internal vaginal and/or rectal labs. (Note: rectal labs occur in Level 2 and 3) Please see Pelvic PT lab information on the web site.
5. In order to qualify for the CAPP Certificate of Completion, you must attend all scheduled hours of the course. Please plan travel accordingly. For those not in the CAPP process, the Certificate of Attendance will be modified if more than one hour of the course is missed, and your Certificate will be mailed to you at a later date.
6. In order to apply for the CAPP, you must write a Letter of Intention to the SOWH. A Letter of Intention serves to explain your reasons for seeking the CAPP and to describe your current and past women's health practice experience. You

may participate in the CAPP testing process during the courses without writing a Letter of Intention, however the Letter of Intention will be required in order for the SOWH to initiate an application for the CAPP.

7. Testing for the CAPP will cost each participant a total of \$50 per course. To test for all three courses will cost a total of \$150. This fee includes the skills tests performed during the course, and the written test which is taken after the completion of the course. CAPP skills testing is done either in the evening after the course on Friday and Saturday or in the morning before the course on Saturday and Sunday (depending on your assigned time and the number of participants wishing to test). Participants who plan to test should be available from 7:00 AM to 8:00 PM. Test assignment times will be given before lunch on the first day. This makes for a very long day. We will do our best to give frequent breaks. Please plan to arrive rested and take advantage of breaks.
8. The skills testing process is designed to promote success of those being tested. You will work in groups of three. You will be allowed to refer to your course manual during the skills testing. Most participants find the skill checks helpful in pulling together the day's information. The skills tests are not intended to create anxiety or to increase stress. The instructor's goal is to help you learn, and they will cue you if needed
 - **Skill check:** A single skill performed once for a tester and judged to be satisfactorily or unsatisfactorily completed
 - **Satisfactory completion:** Performed safely and professionally and in a way that will be useful in clinical practice
 - **Unsatisfactory completion:** Performed in a way that is either unsafe or unprofessional. Participant requires multiple corrects or verbal input to complete the task or is unable to complete the task
9. The written test will be given out at the time of the course. It is an open book test and must be completed within 4 weeks of the end of the course. The due date will be announced during the course. If you do not return the test by the due date, you may be required to re-apply for the CAPP testing process in order to take the test again. The test will be graded as "Pass" if you score 70% or above, or "Fail" if you score less than 70%. Payment for the CAPP testing must be received by the SOWH in order for you to be notified of your result.

Thank you for your interest in attending the SOWH Pelvic Physical Therapy Courses, and for your interest in the CAPP courses. We hope that you will find these courses interesting and this work rewarding. Please do not hesitate to contact the Section on Women's Health at 800/999-2782 x3229 if you have any questions.

Sincerely,

The SOWH CAPP-pelvic Committee