

**Guide to PT/PTA Continuing Competence Activities & Documentation Requirements**  
**(Please refer to the rule citations for complete information.)**

<b>Activity Type</b>	<b>Documentation</b>	<b>Rule Citation 490-4-.02</b>
Conferences and Continuing Education Coursework	Certificate of completion	(3)(m)
ABPTS Specialty Certification	ABPTS issued notification	(3)(m)
Residencies, Fellowships, & advanced proficiency pathways	Certificate conferred	(3)(r)
Degree Coursework (per semester credit hour)	Transcript with passing grade	(3)(r)
Clinical Education Instructorship	Verification of the clinical supervision agreement with the student's accredited educational program and a log reporting supervision hours	(3)(n) = 1 hour/8 contact hours; maximum of 10 hours
Mentorship/Traineeship Supervisor (Alternate Supervisor) - mentor or protégé	Copy of learning objectives, action plans, documentation of activities, and contact hours	(3)(o) = not to exceed 10 hours
Authorship/Publication	Presented or published scientific posters, platform, book chapter, article, or funded grant. Documentation of authorship or contribution to the publication.	(3)(i) = 10 hours per event; maximum 20 hours
Self-instruction	Self-guided professional development modules or reading materials (i.e. FSBPT Healthy Practice Resource Tool, academic journals)	(3)(l) = 3 hours maximum
Undergoing Peer Review of Practice	Results of the review & documented changes in practice;	(3)(f) = 15 hours
Conducting Peer Review	Documentation of completing a peer review which is not part of their usual occupation; Documentation of time required to complete the review	(3)(g) = 10 hours
Conducting a Conference / Presenting a conference for Continuing Education	Submission of brochure and attendance verification; Submission of bio, program brochure with hours	(3)(h) = not to exceed 10 hours per topic
Teaching	Teaching a PT or PTA credit course as an adjunct faculty member, not primary job. Must submit course material/outline, contact time, and certificate or verification from place where the course was taught.	(3)(j) = 1 hour/ 8 contact hours; maximum of 5 hours
Volunteer Hours	Submission of verification of volunteer hours that is directly related to PT practice	(3)(p) = 1 hour/8 contact hours; maximum of 5 hours.

**\*\*\*PLEASE NOTE, CONTINUING EDUCATION HOURS MAY NOT EXCEED 10 HOURS PER CALENDAR DAY\*\***