

Guide to PT/PTA Continuing Competence Activities & Documentation Requirements

Activity Type	Documentation	Rule Citation 490-4-.02
Conferences	Certificate of completion	(1)(m)
Continuing Education Coursework	Certificate of completion	(1)(m)
ABPTS Specialty Certification or Residencies/fellowships	ABPTS issued notification Certificate conferred on licensee	(1)(k) = 30 hours (1)(k) = 1 cr/hr = 10 hours not exceed 20 hours
Degree Coursework (per semester credit hour)	Transcript with grade or completion status posted	(1)(r) = 1 cr/hr = 10 hours not to exceed 20 hours
APTA- recognition of advanced proficiency	APTA certificate	(1)(a) = 10 hours
Practice Review Tool (PRT) – meeting the Clinical Education Instructorship	Certificate of completion Verification of the clinical supervision agreement with the student’s accredited educational program and a log reporting supervision hours	(1)(c) = 10 hours (1)(n) = 1 hour/8 contact hours; maximum of 10
Board & Committee Work:	Organizational materials listing participation, responsibilities and activities; written verification of time spent in activity - must be directly related to PT and not work-related – must build a case for audit as to how it relates to your practice	(1)(a)(b)(c)(d)(e) = not to exceed 10 hours
Mentorship/Traineeship Supervisor (Alternate Supervisor) - mentor or protégé	Copy of learning objectives, action plans, documentation of activities, and contact hours	(1)(o) = not to exceed 10 hours
Publication / Research Publication (Peer Reviewed & Non-Peer Reviewed)	Copy of published book chapter or article and resources; Title, abstract, funding agency, grant period documented	(1)(i) = 10 hours per event; maximum 20 hours
Self-Study & Preparation for Teaching Self	Presentation advertising materials; topic and objectives; oPTion	(1)(l) = 3 hours maximum
Undergoing Peer Review of Practice / Peer reviewer	Results of the review & document changes in practice; person who does the review which is not part of their usual occupation; document time for the review	(1)(f) = 15 hours Or (1)(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	(1)(h) = not to exceed 10 hours per topic
Teaching	Guest teaching as long as this is not part of your job; submission of course material/outline, time and certificate or verification from place the course was taught.	(1)(j) = not to exceed 20 hours
Volunteer Hours	Submission of verification of volunteer hours that is directly related to PT practice	(1)(p) = 1 hour/ 8 contact hours; maximum of 3 hours
Clinical Instructor / Advanced Clinical	Verification from school of Clinical instructor hours	(1)(o) = not to exceed 10 hours

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