



# Navigating the Physical Therapy Licensure Renewal Process

Tuesday, August 8, 2023

## **PANELISTS**

Anne Thompson, PT, EdD, Chair  
Georgia State Board of Physical Therapy

Ashley Camoosa, PTA, Board Member  
Georgia State Board of Physical Therapy

Marcia Mann, Client Success Manager  
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American Physical Therapy Association of Georgia (APTA-GA)

Adrienne D. Price, RN, MSN, BA, Executive Director  
Georgia State Board of Physical Therapy

# Please Note!

- The purpose of this presentation is to provide information about the application process for renewal of your physical therapy licensure (PT and PTA).



## Please Note!

- The information provided here is current as of **TODAY** and is subject to change.
- **Always consult the Georgia State Board of Physical Therapy website for the most current information.**
- <https://sos.ga.gov/page/georgia-state-board-physical-therapy-rules-and-laws>



Georgia  
Secretary of State  
Brad Raffensperger

### Georgia State Board of Physical Therapy

For Georgia Physical Therapists, Physical Therapists Assistants and prospective applicants.



## And This is Important!

- None of the information in this presentation is intended to provide specific legal advice for any particular individual or to provide specific advice relative to individual questions about the laws, rules, policies, and application procedures.
- Individual questions may need to be referred to the Board by email to [PLB-Healthcare2@sos.ga.gov](mailto:PLB-Healthcare2@sos.ga.gov) or to legal counsel of your choosing.

# Who Needs to Submit A Renewal Application & What Should They Know?

**EACH LICENSED PHYSICAL THERAPIST AND PHYSICAL THERAPIST ASSISTANT WHOSE LICENSE EXPIRES DECEMBER 31<sup>ST</sup> OF THAT ODD NUMBERED YEAR.**

**KNOW THE EXPIRATION DATE ON YOUR LICENSE. PRINT AND MAINTAIN A COPY OF YOUR LICENSE.**

**THE LICENSE MAY NOT BE RENEWED IF A LICENSEE DOES NOT SUBMIT A TIMELY APPLICATION FOR RENEWAL AND MEET THE CONTINUING COMPETENCE REQUIREMENT.**

**ALL CONTINUING COMPETENCE ACTIVITIES MUST BE COMPLETE DURING THE BIENNIUM (BETWEEN JANUARY 1<sup>ST</sup> OF THE PREVIOUS EVEN-NUMBERED YEAR THROUGH DECEMBER 31<sup>ST</sup> OF THE ODD-NUMBERED YEAR THAT IMMEDIATELY FOLLOWS).**

## 490-4-.01 Renewal of License and Penalties

**A complete application for license renewal, to include all supporting documents, must be submitted by December 31st in odd-numbered years.**

**If you supplied all of the required information to complete the renewal application & your application requires review by the Board, the license will remain in “Active-Renewal Pending” status, with the same expiration date, until the Board has rendered a decision on the application.**



## What does “active-renewal pending,” “probation-renewal pending,” or “suspended-renewal pending” mean? It means:

- Your license is not considered to be lapsed, inactive or invalid [O.C.G.A. §50-13-18(b)].
- You will have to wait until the Board can review your application at their next regularly scheduled meeting.
- You can expect to receive notice from the Board office by email informing you of any deficient items or outlying questions concerning your renewal application. You will also be informed when the Board will be scheduled to review your application.
- **You may legally continue to practice; however, your ability to practice is within the discretion of your employer.**

## Late-Lapsed Renewal Period



**BEGINNING JANUARY 1<sup>ST</sup> OF EVEN-NUMBERED YEARS, LICENSEES WHO HAVE NOT YET SUBMITTED A COMPLETE APPLICATION FOR LICENSE RENEWAL MAY STILL DO SO AT AN INCREASED FEE.**



**THE LATE RENEWAL PERIOD IS NOT TO BE USED AS ADDITIONAL TIME TO COMPLETE ANY CONTINUING EDUCATION REQUIREMENTS. ALL CONTINUING EDUCATION MUST BE COMPLETE BEFORE YOU SUBMIT YOUR RENEWAL APPLICATION**



**IF NO APPLICATION FOR RENEWAL HAS BEEN RECEIVED BEFORE FEBRUARY 1<sup>ST</sup>, THE LICENSE ENTERS "LAPSED-LATE RENEWAL" STATUS**



**\*\*THE COMPLETE APPLICATION MUST BE RECEIVED PRIOR TO FEBRUARY 28<sup>TH</sup> OR THE LICENSE IS REVOKED/EXPIRED AND WILL ENTER A "LAPSED STATUS."**



- Should the license enter a “Lapsed” status, you must apply for reinstatement, pay a fee, and must have:
  - (a) documented licensed practice within last 2 years: submit proof of completing all continuing competence requirements; or,
  - (b) documented practice 2-5 years prior to renewal: continuing competence and work under supervision of a Georgia-licensed PT for 480 hours of continuous supervised practice to be completed within 3 months, with Board-specified stipulations as deemed necessary

## **490-4-.01 Renewal of License and Reinstatement Penalties**

➤ **490-4-.01(4) requirements:**


- **(4)(c) If unable to document practice within last 5 years, must meet requirements of 4(b), including 1000 hours traineeship, retake the licensing exam, unless exempt under 490-4-.01(6). Or may meet other qualifications such as**
  - **Licensed in another state**
  - **U.S. Government employee (i.e., military)**
  - **Proof of continuing competence**

## **490-4-.01 Renewal of License and Penalties**

➤ **490-4-.01 requirements:**

- **490-4-.01(5) allows Board discretion in evaluating continuing competence requirements for applicants from other states or US Government Agencies.**
- **490-4-.01(6) allows Board discretion in evaluating applicants for the supervision/examination requirements**

**490-4-.01  
Renewal of  
License and  
Penalties**



## **Continuing Competence and License Renewal**

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(30) hours of continuing competence per biennium, to include 4 hours in Georgia Ethics and Jurisprudence, is required with few exceptions.

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None of the continuing education submitted for license renewal may have been previously submitted as part of an application for initial licensure or to satisfy the requirements of an order of the Board or previous renewal cycle, nor may any excess hours taken during a previous cycle be applied to the next cycle.

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## Continuing Competence [BR 490-4-.02(1)]



**30 clock hours is required;**



**Planned learning experience which “the licensee can show is intended to increase their present skill level and the content is beyond the licensee’s present level of knowledge and competence, which may be subject to audit by the board.”**



## **Georgia Ethics and Jurisprudence Requirement [BR 490-4-.02]**

- (a) An ethics and jurisprudence course must be obtained from a Georgia college or university with an accredited physical therapy education program or a provider which holds a current APTA Georgia (APTA GA) Approval Certificate.
- (b) Passage of the Georgia jurisprudence examination is equivalent to the four (4) hour continuing competence requirement provided that the same test result has not been previously submitted to the Board as part of an application for licensure or to satisfy the requirements of an order of the Board.

### 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	ABPTS issued notification	(1)(k) = 30 hours
Residencies/fellowships	Certificate conferred on licensee	(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	Certificate of completion	(1)(c) = 10 hours
Clinical Education Instructorship	Verification of the clinical supervision agreement with the student's accredited educational program and a log reporting supervision 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 - <b>must be directly related to PT and not work-related – must build a case for audit as to how it relates to your practice</b>	(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

Adopted 11/15/2017

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

Revised 06/24/2020

<https://sos.ga.gov/sites/default/files/forms/15%20Reference%20-%20Guide%20for%20Continuing%20Competence%20Activities%20%26%20Documentation%20Requirements.pdf>

# CE Broker [BR 49-4-.02(6)(a-c)]

SE1

## Register

ALL licensed PT/PTA in Georgia are to register for an account with CE Broker  
<https://cebroker.com/ga/account/basic>

SE0

## Maintain

Maintain contact information and record of CC/CE within CE Broker.


## Store

Securely store proof of completion of CC/CE to include the correct name of the activity and a copy of the completion certificate(s) or documents in compliance with Board Rule [490-4-.02(9)(a-c)]




## New Licensees and New Grads

- ▶ A biennium is a two-year period from January 1st of the even numbered year to December 31st of the odd numbered year [i.e., January 1, 2022 – December 31, 2023].
- ▶ Continuing competence must be shown during the first biennium that a PT/PTA is licensed in Georgia unless the licensee is exempt.
- ▶ Licensees who graduate, pass the NPTE and are issued a license during the current biennium are exempt from continuing competence requirements during the biennium in which they receive their license – the clock starts in the next biennium.



# Examples of Licensees Who May or May Not Be Exempt From CCH/CEH.

- (1) Graduated in May 2023, took and passed the NPTE in July 2023, obtained a license in August 2023.
  - **Licensee is NOT required to obtain CCH/CEH to renew. However, the licensee must apply to renew the license if the license expires December 31, 2023.**
- (2) Applied for reinstatement of the license to include taking the GA JAM and completing CCH/CEH as required by Board Rule.
  - **Licensee is NOT required to obtain CCH/CEH to renew. However, the licensee must apply to renew the license if the license expires December 31, 2023.**
- (3) Graduated in May 2023. Took the NPTE January 2024, obtained a license in February 2024.
  - **Must obtain CCH/CEH (30 credits) in order to renew by December 31, 2025.**



## Other Exemptions to Continuing Competence

- ▶ Individuals initially licensed or reinstated within the last six (6) months of a biennium renewal period will not have to meet continuing competence requirements for that current biennium only.

## How do CE Broker and GA licensure work together?

- CE Broker manages the system that records and stores continuing competence





## How Can I Locate Board Approved Continuing Competence Activities?

- Go to:  
<https://aptageorgia.org/page/approvedethicsandjurisprudencecourses>
- “Approval of a program for CCH by APTA Georgia does not guarantee that the program will be accepted by the Georgia Board of Physical Therapy ("licensure board"). While our review process is designed to evaluate courses according to the licensure board's requirements, it is ultimately the responsibility of each individual licensee to ensure that continuing competency and licensure renewal requirements are satisfied.”



## **IMPORTANT!!!**

- ➔ **Do not start your renewal process until your continuing competence and Georgia Ethics and Jurisprudence requirements are complete and visible in CE Broker.**

## Georgia Board of Physical Therapy Website

- Please get to know all of the information on the entire Georgia State Board of Physical Therapy website - particularly the laws, policies and rules:
  - [Georgia State Board of Physical Therapy | Georgia Secretary of State \(ga.gov\)](#)
  - Reading the FAQs on the application, examination, and licensing procedures will also prove helpful
  - Also refer to Board Rules 490-4 for information on continuing competence

# The Renewal Portal

The screenshot shows the official website of the Georgia State Board of Physical Therapy. At the top, there is a header with the Georgia Secretary of State's Office logo and name, Brad Raffensperger. To the right of the header is a navigation bar with icons and labels for various services: SOS Office, Business, Charities, Elections, Securities, Licensing, and a Search function. Below the header is a large teal banner with the text "Georgia State Board of Physical Therapy" and a subtitle: "For Georgia Physical Therapists, Physical Therapists Assistants and prospective applicants." Underneath the banner is a horizontal menu with links to Board Information, Forms, Licensing Services, Rules & Regulations, and FAQs. A breadcrumb trail indicates the current location: Home > The Licensing Division of the Georgia Secretary of State's Office > Georgia State Board of Physical Therapy. The main content area is titled "Featured Services" and contains six service tiles: Licensure, Renewal, Forms, File A Complaint, About The Board, and Physical Therapy FAQ. The "Renewal" tile, which features a clock icon, is highlighted with a red rectangular border. At the bottom right of the featured services section is a "Show All" link with a dropdown arrow.

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SOS Office Business Charities Elections Securities Licensing Search

## Georgia State Board of Physical Therapy

For Georgia Physical Therapists, Physical Therapists Assistants and prospective applicants.

Board Information Forms Licensing Services Rules & Regulations FAQs

[Home](#) > [The Licensing Division of the Georgia Secretary of State's Office](#) > Georgia State Board of Physical Therapy

### Featured Services

- Licensure
- Renewal**
- Forms
- File A Complaint
- About The Board
- Physical Therapy FAQ

[Show All](#)



# Renewing Your Georgia PT/PTA Licensure

Conduct a search for an individual licensee or a facility license

MyVerification

Licensing Home Page

Logout

## Steps

The version of Internet Explorer (IE) that you are using may be incompatible with the version used by our system. To solve the problem, click on "Tools" in the IE toolbar, choose "Compatibility View Settings" from the menu, then add this website to the compatibility view list. As an alternative, you can try using another web browser (Google Chrome, Firefox, etc.). If this does not solve the problem, please contact our office.

### START HERE IF YOU ARE A CURRENT LICENSE HOLDER AND WISH:

- TO RENEW A LICENSE
- TO UPDATE YOUR ADDRESS WITH THE BOARD
- If you wish to register for a "person" license account (e.g. Registered Nurse, Accountant), [click here](#) to continue the registration process.
- If you wish to register for a business or facility license account (e.g. Barber Shop, Pharmacy), [click here](#) to continue the registration process.

*Once you have registered above and created a unique User Id and Password, enter them below and click Login to access the system:*

User Id


Password

Login

If you cannot remember either your User Id or Password, please select one of the options below to reset them:

- [Click here](#) to reset for a "person" license type.
- [Click here](#) to reset for a "business" or "facility" license type.

# Renewing Your Georgia PT/PTA Licensure



## PROFESSIONAL LICENSING

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### Georgia Online Licensing

#### Georgia Online Renewal - Renewal Checklist

RENEWAL DEADLINE: By December 31st NON-REFUNDABLE RENEWAL FEE: \$65.00  
LATE RENEWAL PERIOD: January 1st through January 31st NON-REFUNDABLE LATE RENEWAL FEE: \$90.00

Licenses that are not renewed prior to December 31st must be renewed at the late renewal fee of \$90.00. Any licensees who have not renewed by December 31st will not be able to practice until completing the renewal process. All licenses not renewed by January 31st will lapse and can only be made active by completing the reinstatement process. Please note that reinstatement is at the discretion of the Board.

Board Rule 490-4.02 requires that ALL licensees enter their Continuing Education documents into CE BROKER

**Other Documentation** The license renewal process requires that all licensees provide the Board with information relevant to any arrests, convictions, pleas, substance abuse treatment or board actions taken in another jurisdiction which have occurred since initial licensure or the last renewal period. To satisfy this requirement, please submit a detailed letter of explanation, a certified copy of the final disposition of the case and/or a certified copy of the other board's action. If there is not yet a final disposition in the case, submit a letter of explanation and a certified copy of the arrest citation. Information may be submitted by uploading online during renewal, by email to ExamBoards-Healthcare2@sos.state.ga.us; faxed to 866-888-1308 or mailed to 237 Coliseum Drive, Macon, Georgia, 31217. Please be sure to include your license number with all submissions and allow up to ten business days for the information to be processed. The Board considers the renewal process as incomplete if the licensee fails to submit the required letter of explanation and certified copy of the arrest citation or final disposition by December 31st. The license **WILL NOT BE RENEWED**. The license will be **LAPSED** after January 31st and the licensee will not be able to practice. See O.C.G.A. § 43-33-16.

If the phrase **You have been selected for CE audit** displayed on your license, you must submit your CE documents in order for the license to be renewed.

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# Renewing Your Georgia PT/PTA Licensure



## PROFESSIONAL LICENSING

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### Georgia Online Licensing

#### Physical Address

If necessary, update your physical address below, and click the **Continue** button. **A P.O. Box is not allowed for this address.**

**Attention:** Due to changes in U.S. Postal Service regulations, city names must be spelled fully (e.g., St. Mary's - Saint Mary's, Lafayette - La Fayette, Ft. Valley - Fort Valley, etc). You can use the **Get City From Zip** button to select the correct city name for the given five-digit zip code.

Street Address:

Country:

Phone:

Fax:

Email:

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### Georgia Online Licensing

#### Mailing Address

If necessary, update your mailing address below, and click the **Continue** button.  
**A P.O. Box is allowed for this address.**

This address will display on your license and on the Verification website. **Georgia law O.C.G.A. 43-1-2(k) requires this licensee information be made public.**

Your phone number will **NOT** appear online.

**Attention:** Due to changes in U.S. Postal Service regulations, city names must be spelled fully (e.g., St. Mary's - Saint Mary's, Lafayette - La Fayette, Ft. Valley - Fort Valley, etc). You can use the **Get City From Zip** button to select the correct city name for the given five-digit zip code.

Street Address:

City:

State:

Zipcode:

Country:

Work Phone:

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### Georgia Online Licensing

#### Questions

Question	Answer
Are you a U.S. citizen?	<div>Please Choose</div>
<b>If you are NOT a U.S. citizen, please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number. Georgia law requires that the Board verify lawful presence in the U.S. of any natural person 18 years or older who has applied for a state benefit, such as a license, certificate, or registration. See O.C.G.A. §50-36-1.</b>	
Since the date of your last renewal or initial licensure (if first time renewing), have you been arrested?	<div>Please Choose</div>
Since the date of your last renewal or initial licensure (if first time renewing), has any disciplinary action been taken against you by any other state board, or any other regulatory board?	<div>Please Choose</div>
<b>(If "Yes," submit a certified copy of such action and a letter of explanation.)</b>	
Have you met the continuing education requirements as provided for in the Board rules for renewal of your license and can you produce sufficient documentation to support this statement and submit said documentation to the Board office upon request?	<div>Please Choose</div>
Since the date of last renewal or initial licensure, have you undergone treatment for drug or alcohol abuse, dependency, or addiction?	<div>Please Choose</div>
<b>(If "Yes," submit a certified copy of treatment records and a letter of explanation.)</b>	
Do you perform dry needling in the state of Georgia?	<div>Please Choose</div>
Since the date of your last renewal or initial licensure (if first time renewing) have you undergone treatment for a physical or mental condition which may render you unable to practice physical therapy with reasonable skill and safety to patients?	<div>Please Choose</div>
<b>(If "Yes," submit a certified copy of treatment records and a letter of explanation.)</b>	
Have you entered proof of education and training to perform dry needling into CE Broker as required in Board Rule 490-4-.05?	<div>Please Choose</div>
<b>(If you do not perform dry needling in the state of Georgia, enter a "No" response to this question)</b>	
Are you exempt from meeting the continuing competence requirements for this renewal cycle in accordance with Board Rules?	<div>Please Choose</div>

#### Attestation


By submitting this online renewal application, it is my intent to conduct this transaction with the Georgia State Board of Physical Therapy using electronic means and that the submission of the application means that I affirm that the answers to the above questions and statements made on this application are true and correct to the best of my knowledge and belief. I affirm this with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny, suspend or revoke a license issued by the Georgia State Board of Physical Therapy.

I further state that I have read the current state laws and board rules and regulations of the Georgia State Board of Physical Therapy governing the practice of Physical Therapy and related fields in the State of Georgia. I swear or affirm that I understand these laws and rules. I agree to abide by these laws and rules. I also agree to abide by future laws and rules that may be established by the Georgia State Board of Physical Therapy. I understand that violation of the laws and rules governing the practice of Physical Therapy and related fields may result in disciplinary action being taken against me which may include denial, suspension or revocation of my license to practice as a Physical Therapy.

By submitting this application, it is my intent to electronically sign this application.

Continue

# Renewing Your Georgia PT/PTA Licensure



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### Document Upload

Use the "Browse" button below to locate and select documents to upload.

Uploaded documents will appear in the Attachments list.

No file chosen

Attachments list


Document Name	Download	View	Delete	Select From The List Below
No Documents				

Be sure to select the document "Type" from the dropdown menu in the "Attachments List" after uploading each document.

**\*\*The document filename is limited to 25 characters\*\***

**\*\*\*NOTE:** The following file types are accepted for upload: .jpeg, .pdf, .png, .gif, .tif, and .docx. The system will reject any file types other than the ones listed.

# Renewing Your Georgia PT/PTA Licensure



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### Georgia Online Licensing

#### Address Summary

**Georgia Mailing/Personal Address:**

Street: 1234 Main St  
City: Atlanta  
State: GA  
Zip: 30301  
Phone: 404-123-4567  
Fax: 404-123-4568

**License Mailing/Georgia Physical Address:**

Street: 1234 Main St  
City: Atlanta  
State: GA  
Zip: 30301  
Phone: 404-123-4567  
Fax: 404-123-4568

#### License Being Renewed

Professional	License Number	Expiration Date	License Status
Physical Therapy	123456789	12/31/2021	Active

#### Question Response Summary

Question	Answer
Are you a U.S. citizen?	Yes
If you are NOT a U.S. citizen, please submit a copy of your current immigration document(s) which include your Alien number or your I-94 number AND, if needed, a letter from the U.S. Department of Homeland Security stating that you are in compliance with the U.S. Department of Homeland Security's requirements for admission to the U.S. as a lawful permanent resident.	Yes
Since the date of your last renewal or initial licensure (if first time renewing), have you been arrested?	No
If "Yes," a certified copy of the court records and disposition and a letter of explanation must be submitted.	No
Since the date of your last renewal or initial licensure (if first time renewing), have any disciplinary actions been taken against you for any other state board or any other regulatory board?	No
If "Yes," submit a certified copy of such action and a letter of explanation.	No
Have you met the continuing education requirements as provided for in the Board rules for renewal of your license and can you produce sufficient documentation to support this statement and submit said documentation to the Board office upon request?	Yes
Since the date of last renewal or initial licensure, have you undergone treatment for drug or alcohol abuse, dependency, or addiction (if "Yes," submit a certified copy of treatment records and a letter of explanation.)	No
Do you perform dry needling in the state of Georgia?	No
Since the date of your last renewal or initial licensure (if first time renewing), have you undergone treatment for a physical or mental condition which may render you unable to practice physical therapy with reasonable skill and safety to the public?	No
If "Yes," submit a certified copy of treatment records and a letter of explanation.	No
Have you entered proof of education and training to perform dry needling into CE Tracker as required in Board Rule 1100-1-02?	No
If you do not perform dry needling in the state of Georgia, answer a "No" response to this question.	No
Are you exempt from meeting the continuing competence requirements for this renewal cycle in accordance with Board Rules?	No

**Board Rule 1100-1-02 requires that ALL licensees enter their Continuing Education documents into CE Tracker.**

The following items must be submitted in order for your application to be considered:

- If you were selected for CE audit or answered "No" to the question about continuing education, you must submit your CE documents.

**Additional Documentation to submit directly to the Board:**

- [Board and Verbal Consent](#) (click to view approved document list) **only if you answered "No" to**
- Certified copies of court records, court dispositions, or board disciplinary actions and a letter of explanation to the Board. (Only if you answered "Yes" to a question concerning a conviction or a board sanction)**
- Certified copies of treatment records and a letter of explanation. (Only if you answered "Yes" to a question concerning treatment)**


Send required forms and documents to:  
Georgia Professional Licensing Board  
227 Columbus Drive  
Atlanta, GA 30301

**If the supporting documents are not submitted, the application is considered incomplete and your license will expire on the expiration date by operation of law.**

[Print Renewal Page](#)

If all the above information is correct, please click "Continue".  
Otherwise, please go back and make any necessary corrections.  
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### Steps

- ☒ Demographics
- ☒ License Address
- ☒ **QUESTIONS PAGE\***
- ☒ Attach Documents
- ☐ Finish

### Georgia Online Licensing

#### Fee Summary

License Number	Description	Fee Amount
	Renewal Fee	\$85.00
	Late Renewal Fee	\$25.00
	Online Processing Fee	\$5.00
	Check Processing Fee	\$0.00

**Fee Amount:** \$95.00

- If your payment is accepted, you will receive a receipt page to confirm the transaction was successful. If you do not receive a receipt page, the transaction may not have gone through, your card may have been declined by your financial institution and you may need to use a different debit or credit card to complete your payment.
- Check the [MyVerification](#) site to ensure that your license has been renewed.
- Allow staff 10 business days to process your renewal application. If your license status has not changed after 10 days, contact the office at 404-424-9988.

To pay fees and submit, select [Continue](#)

[Continue](#)



# Renewing Your Georgia PT/PTA Licensure



## Georgia Express Professional Licensing Boards (eGov) Credit Card Payment

### Review Your Order

Total Amount: USD 65.00

[Return to Georgia Express Professional Licensing Boards \(eGov\) Credit Card Payment](#)

### Pay With Your Credit Card

Cardholder Name

Address

City

State/Province

ZIP/Postal Code

Country

Credit Card Number

Expiry Date (MMYY)



CVV

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



Email

A confirmation email will be sent to this address.

Verification

☐

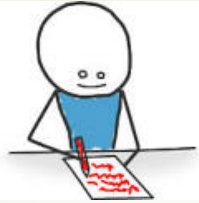
I'm not a robot



reCAPTCHA

[Privacy](#) - [Terms](#)

# Renewing Your Georgia PT/PTA Licensure



- Be sure to fill out the entire application.
- Be truthful about your **ENTIRE** arrest and conviction history as well as any history of treatment for substance abuse or mental disorders that occurred during the biennium.
- Double check your answers before you submit and pay.
- At the time of renewal, be sure to submit any supplemental documents, i.e. signed letter of explanation, certified court documents, certified treatment records, secure & verifiable documents, affidavits, continuing education to CE Broker, etc.

# Renewing Your Georgia PT/PTA Licensure

## What do I do after my application and fees have been submitted?

- ▶ You are encouraged to:
  - ▶ Use the **Licensure Search** feature on the Board website to ensure that your license has been renewed and the expiration date has been updated.
  - ▶ Monitor your email inbox and junk mail for correspondence from the Board about the renewal application.
  - ▶ Once the license expiration date has been updated, log into your account to print a copy of your renewed and active license for your records.



Thank you for your time and attention!

**CONTACT INFORMATION**

**Georgia State Board of Physical Therapy**

**237 Coliseum Dr.**

**Macon, GA 31217**

**Phone: (404) 424-9966**

**Fax: (866) 888-1308**

**Email: [PLB-Healthcare2@sos.ga.gov](mailto:PLB-Healthcare2@sos.ga.gov)**

**<https://sos.ga.gov/georgia-state-board-physical-therapy>**

Questions?

