

**CORRECTED NOTICE OF INTENT TO ADOPT PROPOSED
AMENDMENTS TO THE
GEORGIA STATE BOARD OF PHYSICAL THERAPY
BOARD RULE CHAPTER 490-4 RENEWAL: CONTINUING COMPETENCE
REQUIREMENTS-DISCIPLINARY SANCTIONS, BOARD RULE 490-4-.01
RENEWAL AND REINSTATEMENT OF LICENSE AND PENALTIES AND
BOARD RULE 490-4-.02 CONTINUING COMPETENCE REQUIREMENTS
AND NOTICE OF PUBLIC HEARING**

**RULE 490-4-.01 Renewal and Reinstatement of License and Penalties
RULE 490-4-.02 Continuing Competence Requirements**

TO ALL INTERESTED PARTIES:

Notice is hereby given that pursuant to the authority set forth below, the Georgia State Board of Physical Therapy (hereinafter “Board”) proposes amendments to Board Rule Chapter 490-4 Renewal: Continuing Competence Requirements-Disciplinary Sanctions, Board Rules 490-4-.01 Renewal and Reinstatement of License and Penalties and 490-4-.02 Continuing Competence Requirements (herein after “proposed rule(s)”).

This notice, an exact copy of the proposed rule(s), and a synopsis of the proposed rule(s) are being sent to all persons who have requested, in writing, to be included on a notification list. This notice, an exact copy of the proposed rule(s), and a synopsis of the proposed rule(s) may also be reviewed during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except official State holidays, at the Office of the Secretary of State, Professional Licensing Boards Division, 3920 Arkwright Rd., Suite 195, Macon, Georgia 31210. The documents will also be available for review on the Board’s website at <https://sos.ga.gov/page/georgia-state-board-physical-therapy-rules-and-laws>. Copies may also be requested by contacting the Board office at (404) 424-9966.

The public will have an opportunity to comment upon and provide input into the proposed rule(s) at a public hearing to be held at **9:30 a.m., September 29, 2026**, via WebEx. Please see Board’s website for information on how to join the hearing via WebEx.

Interested parties affected by the proposed rule(s) may submit written comments to the Board no later than close of business on **September 22, 2026**. Written comments must be legible, signed, contain contact information from the maker (address, telephone number, email address), and addressed to Todd Zandrowicz, Division Director, Secretary of State, Professional Licensing Boards Division, Georgia State Board of Physical Therapy, 3920 Arkwright Rd., Suite 195, Macon, Georgia 31210. Written comments may be sent via email to PLB-Healthcare2@sos.ga.gov.

During the public hearing, anyone may present data, make a statement, comment, or offer a viewpoint or argument, whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be

submitted for the official record. Oral statements will be limited to five (5) minutes per person.

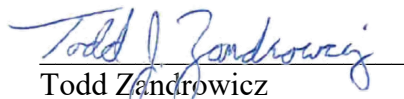
The Board voted to post this Notice of Intent at its meetings on July 22, 2025, and July 21, 2026. The Board also voted that the formulation and adoption of the proposed rule(s) does not impose an excessive regulatory cost on any licensee, and any cost to comply with the proposed rule(s) cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A. §§ 43-1-4, 43-1-7, 43-1-19, 43-1-24, 43-1-25, 43-1-31, 43-33-10, 43-33-14, 43-33-16, 43-33-17 and 43-33-18. Additionally, the Board voted that it was neither legal nor feasible in meeting the objectives of O.C.G.A. §§ 43-1-4, 43-1-7, 43-1-19, 43-1-24, 43-1-25, 43-1-31, 43-33-10, 43-33-14, 43-33-16, 43-33-17 and 43-33-18 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(a)(3)(A), (B), (C) and (D). The formulation and adoption of the proposed rule(s) will impact every licensee in the same manner and each licensee is independently licensed in the physical therapy profession.

According to the Department of Law of the State of Georgia, the Georgia State Board of Physical Therapy has the authority to adopt the proposed rule(s) pursuant to authority contained in O.C.G.A. §§ 43-1-4, 43-1-7, 43-1-19, 43-1-24, 43-1-25, 43-1-31, 43-33-10, 43-33-14, 43-33-16, 43-33-17 and 43-33-18.

For further information, contact the Board office at (404) 424-9966.

This notice is given in compliance with O.C.G.A. § 50-13-4.

This the 31st day of August, 2026.



Todd Zandrowicz
Division Director
Professional Licensing Boards Division

Posted: 08.31.2026

**SYNOPSIS OF PROPOSED CHANGES OF TO THE
GEORGIA STATE BOARD OF PHYSICAL THERAPY
BOARD RULE CHAPTER 490-4 RENEWAL: CONTINUING COMPETENCE
REQUIREMENTS-DISCIPLINARY SANCTIONS,
BOARD RULE 490-4-.01 RENEWAL AND REINSTATEMENT OF LICENSE AND
PENALTIES**

Purpose: The purpose of the proposed amendment is to align with the change in the Joint Secretary Rules as required. There is no noted economic impact of this change.

Rule 490-4-.01. Renewal and Reinstatement of License and Penalties

- (1) Every licensed physical therapist and physical therapist assistant shall biennially apply to the Board for renewal of his/her license. The biennium begins January 1st of even numbered years and ends December 31st for odd years. Licensees must submit proof of continuing competency requirements and pay a renewal fee by December 31st of odd years. Refer to fee schedule and Rule [490-4-.02](#).
- (2) A license that is not renewed on or before December 31st shall be assessed a late fee. Refer to fee schedule for penalty fee.
- (3) A license that is not renewed on or before February 1st 14th of the year following the renewal year shall lapse and be of no force and effect and shall by operation of the law be revoked.
- (4) A physical therapist or physical therapist assistant that has been previously licensed in this State who has allowed his/her license to become revoked due to failure to renew, shall be required to submit an application for reinstatement, pay appropriate fee (refer to fee schedule), and shall also be required to meet requirements as provided below:
 - (a) An applicant who is able to document that he/she has practiced as a physical therapist or physical therapist assistant within 2 years shall be required to submit proof of continuing competence requirements as established by the Board;
 - (b) An applicant who is unable to document that he/she has practiced as a physical therapist or physical therapist assistant within 2 years but is able to document such practice within 5 years shall be required to submit proof of continuing competence (Refer to [490-4-.02](#)), and shall be required to work under the supervision of a physical therapist licensed in this state for 480 hours of continuous supervised practice to be completed within 3 months with specific stipulations as deemed

necessary by the Board, and shall be required to take and pass the examination on the laws governing the practice of physical therapy in Georgia and the rules of the Georgia State Board of Physical Therapy; or

- (c) An applicant who is unable to document that he/she has practiced as a physical therapist or physical therapist assistant within 5 years shall be required to work under the supervision of a physical therapist licensed in this state for 1,000 hours of continuous supervised practice to be completed in no less than 6 months or no more than 1 year if approved by the Board with specific stipulations as deemed necessary by the Board and shall be required to take and pass the following examinations: the licensing examination, and the examination on the laws governing the practice of physical therapy in Georgia and the rules of the Georgia State Board of Physical Therapy.

- (5) Applicants subject to Rule [490-4-.01\(4\)\(a\)](#) may at the discretion of the Board be exempted from continuing competence requirements if such person holds a current license in good standing in another state or if such person is currently employed as a physical therapist or physical therapist assistant by the United States Government if such person provides physical therapy services under the direction or control of the employing organization.

Authority: O.C.G.A. §§ 43-1-4, 43-1-7, 43-1-19, 43-1-24, 43-1-25, 43-1-31, 43-33-10, 43-33-14, 43-33-16, 43-33-17 and 43-33-18.

**SYNOPSIS OF PROPOSED CHANGES OF TO THE
GEORGIA STATE BOARD OF PHYSICAL THERAPY
BOARD RULE CHAPTER 490-4 RENEWAL: CONTINUING COMPETENCE
REQUIREMENTS-DISCIPLINARY SANCTIONS,
BOARD RULE 490-4-.02 CONTINUING COMPETENCE REQUIREMENTS**

Purpose: The purpose of the proposed amendments to Rule 490-4-.02 is to align continuing education (CE) hours with post graduate competencies. The proposed changes are designed to reduce the burden of continuing education requirements for those who have completed post graduate proficiency in a professional development program by providing CE credit for their education. The amendments further update references to organizations to reflect their current name and clarifies that self-guided professional development modules related to the practice of physical therapy may be awarded CE credit.

Rule 490-4-.02. Continuing Competence Requirements

- (1) The Georgia State Board of Physical Therapy requires each licensed physical therapist and physical therapist assistant to participate in thirty (30) clock hours of experience per licensure period which is not to exceed ten (10) credit hours per calendar day. The purpose of this requirement is to assist in assuring safe and effective practices in the provision of physical therapy services to the citizens of Georgia.
 - (a) The Board recommends the requirements for competence as planned learning experiences which have content beyond the licensee's present level of knowledge and competence which may be subject to audit by the board.
 - (b) Content of the experience must relate to patient care in physical therapy whether the subject is research, treatment, documentation, education, management, or some other content area.
 - (c) In the event that a licensee does not meet the continuing competence requirement, the license will not be renewed.
- (2) Effective July 1, 2018, (30) hours of continuing competence per biennium shall include a minimum of four (4) contact hours specifically in Georgia Ethics and Jurisprudence as defined in the Georgia Physical Therapy Act or by passage of the Georgia Ethics and Jurisprudence Examination.
 - (a) A Georgia 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 ~~Physical Therapy Association of Georgia (PTAG)~~American Physical Therapy Association (APTA-GA) Approval Certificate for the course.

- (b) Passage of the Georgia Ethics and Jurisprudence Examination is equivalent to the four (4) hour continuing competence requirement for Georgia Ethics and Jurisprudence 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.
- (3) The following programs and activities may be considered for approval, but are not limited to:
 - (a) Programs approved by the American Physical Therapy Association and its affiliate components; or
 - (b) Programs approved by the ~~Physical Therapy Association of Georgia~~American Physical Therapy Association Georgia Chapter or any other state chapters; or
 - (c) Programs approved by the Federation of State Boards of Physical Therapy (~~Procert~~); or
 - (d) Programs provided at CAPTE-Accredited colleges and universities with programs in physical therapy when the continuing competency course is held under the auspices of the school of physical therapy; or
 - (e) Programs offered by similar professional organizations offering experiences that meet the guidelines set forth in paragraph one.
 - (f) Fifteen (15) hours for undergoing a peer review; or
 - (g) Ten (10) hours for conducting a peer review when that activity is an adjunct responsibility and not the primary employment; or
 - (h) Participation as a presenter for continuing education courses, workshops, seminars or symposia which have been approved by the approved list above; Continuing competence credit is based on contact hours and may not exceed 10 hours per topic;
 - (i) Authorship of a presented scientific poster, scientific platform presentation or published article; Continuing competence credit is 10 hours per even and may not exceed 20 hours;
 - (j) Teaching a physical therapist or physical therapist assistant credit course when that teaching is an adjunct responsibility and not the primary employment; Continuing competence credit is based on contact hours not to exceed 20 hours;

- (k) Certification of clinical specialization by the American Board of Physical Therapy Specialties. Continuing competence credit is 30 hours and is recognized only in the biennium in which certification or recertification is awarded.
 - (l) Self - instruction or self-guided professional development modules~~from reading professional literature~~; Continuing competence credit is limited to a maximum of three (3) hours; or
 - (m) Attendance at a scientific poster session, lecture, panel, symposium or university course Continuing competence credit is one hour per contact hour of activity; or
 - (n) Acting as a clinical education instructor for an accredited physical therapist or physical therapist assistant educational program; Continuing competence credit is one (1) hour per eight (8) contact hours with a maximum credit of 10 hours; or
 - (o) Acting as a clinical instructor or an intern for a formal, nonacademic, advanced clinical internship or as a mentor or a learner for a formal, nonacademic mentorship with a maximum credit of 10 hours.
 - (p) Donating time in the role of a Physical Therapist or Physical Therapist Assistant, within the scope of practice, to a charity event; Continuing competence credit is one (1) hour per eight (8) contact hours, limited to a maximum of five (5) hours;
 - (q) Reference Policy 13
 - (r) Post professional physical therapy~~ist~~ or physical therapist assistant educational programs ~~that award academic credit are counted as one (1) university credit hour equaling ten (10) continuing competence hours~~such as residencies, fellowships, and advanced proficiency pathways; continuing competence credit is limited to twenty-six (26) hours to be claimed within the biennium the program is completed. For example, a two (2) credit hour course in which a passing grade is achieved would equal twenty (20) continuing competence hours.
- (4) Unacceptable activities for continuing competence include, but are not limited to:
- (a) Orientation and in-service programs;
 - (b) Meetings for purposes of policy decisions;
 - (c) Non-educational meeting at annual association, chapter or organization meetings;
 - (d) Entertainment or recreational meeting or activities;
 - (e) Committee meetings, holdings of offices, serving as an organization delegate;

- (f) Visiting exhibits;
 - (g) CPR.
- (5) Continuing competence requirements shall apply within the first biennium that a physical therapist/physical therapist assistant is required to renew the license licensed in Georgia. ~~However, licensees who have graduated during the current renewal biennium and who have passed the National Physical Therapy Examination are exempt from the continuing competence requirement during the biennium in which they have graduated and successfully passed the exam.~~
- (6) Beginning the January 1, 2014, through December 31, 2016, biennium and thereafter, persons licensed to practice as a physical therapist or a physical therapy assistant or who shall file an application to practice as such in this state are to maintain a record of completed continuing education courses and experiences by registering with an online recording and reporting system approved by the Board.
- (a) For the purposes of this requirement, the Georgia State Board of Physical Therapy adopts the utilization of CE Broker.
 - (b) Licensees and applicants shall incur no additional costs from CE Broker for this service.
 - (c) Every licensee or applicant subject to the rules of the Georgia State Board of Physical Therapy shall be deemed to have given such person's consent to the Board and it's representatives to access their continuing competence record retained within the online database for the purposes of auditing and verifying completion of the Board's continuing competency requirements. Such person waives all objections to the admissibility of the record in any proceedings or hearings before the board.
- ~~(7) Individuals licensed during the last six (6) months of a biennium renewal period will not be required to meet continuing competence requirements for that biennium.~~
- ~~(8) Individuals who have been reinstated within the last six (6) months of a biennium renewal period may use the continuing competence coursework used for reinstatement, thereby making them exempt from the requirement for that biennium renewal period.~~
- (97) Those licensees selected for audit shall submit documentation of compliance upon receipt of notice. Acceptable documentation shall include:

- (a) An official program or outline of the course attended or taught or a copy of the publication which clearly shows that the objectives and content were related to patient care in physical therapy and shows the number of contact hours, as appropriate. The information also should clearly identify the licensee's responsibility in teaching or authorship; and
 - (b) A certificate or verification of completion of home study which identifies the sponsoring entity or maintain a copy of the final grade report in the case of a University credit course(s), or specialization certificate, or proof of attendance with a copy of the program for the other acceptable activities, or documentation of self-instruction or reading professional literature; or
 - (c) Verification of a peer review of practice with verification of acceptable practice by a recognized entity. An example of a recognized entity is the American Physical Therapy Association Board Policy (See APTA Policy G03-05-15-40).
- (108) Responsibilities of the Licensee:
- (a) To maintain the original continuing competence documents no less than five (5) years from the date the Continuing Education credit was obtained. These records should be maintained in the licensee's personal files for no less than five (5) years.
 - (b) To complete all steps necessary to meet the re-licensure requirements on or before December 31st of the odd numbered years.
 - (c) To provide the Board with information requested during an audit.
 - (d) To keep a current mailing address and email address on file with the Licensing Board Office at all times.

Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-33-10 and 43-33-16.

**RULES
OF
GEORGIA STATE BOARD OF PHYSICAL THERAPY**

CHAPTER 490-4

**RENEWAL: CONTINUING COMPETENCE REQUIREMENTS-DISCIPLINARY
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Rule 490-4-.01 Renewal and Reinstatement of License and Penalties

- (1) Every licensed physical therapist and physical therapist assistant shall biennially apply to the Board for renewal of his/her license. The biennium begins January 1st of even numbered years and ends December 31st for odd years. Licensees must submit proof of continuing competency requirements and pay a renewal fee by December 31st of odd years. Refer to fee schedule and Rule [490-4-.02](#).
- (2) A license that is not renewed on or before December 31st shall be assessed a late fee. Refer to fee schedule for penalty fee.
- (3) A license that is not renewed on or before February 14th of the year following the renewal year shall lapse and be of no force and effect and shall by operation of the law be revoked.
- (4) A physical therapist or physical therapist assistant that has been previously licensed in this State who has allowed his/her license to become revoked due to failure to renew, shall be required to submit an application for reinstatement, pay appropriate fee (refer to fee schedule), and shall also be required to meet requirements as provided below:
 - (a) An applicant who is able to document that he/she has practiced as a physical therapist or physical therapist assistant within 2 years shall be required to submit proof of continuing competence requirements as established by the Board;

- (b) An applicant who is unable to document that he/she has practiced as a physical therapist or physical therapist assistant within 2 years but is able to document such practice within 5 years shall be required to submit proof of continuing competence (Refer to [490-4-.02](#)), and shall be required to work under the supervision of a physical therapist licensed in this state for 480 hours of continuous supervised practice to be completed within 3 months with specific stipulations as deemed necessary by the Board, and shall be required to take and pass the examination on the laws governing the practice of physical therapy in Georgia and the rules of the Georgia State Board of Physical Therapy; or
 - (c) An applicant who is unable to document that he/she has practiced as a physical therapist or physical therapist assistant within 5 years shall be required to work under the supervision of a physical therapist licensed in this state for 1,000 hours of continuous supervised practice to be completed in no less than 6 months or no more than 1 year if approved by the Board with specific stipulations as deemed necessary by the Board and shall be required to take and pass the following examinations: the licensing examination, and the examination on the laws governing the practice of physical therapy in Georgia and the rules of the Georgia State Board of Physical Therapy.
- (5) Applicants subject to Rule [490-4-.01\(4\)\(a\)](#) may at the discretion of the Board be exempted from continuing competence requirements if such person holds a current license in good standing in another state or if such person is currently employed as a physical therapist or physical therapist assistant by the United States Government if such person provides physical therapy services under the direction or control of the employing organization.

Authority: O.C.G.A. §§ 43-1-4, 43-1-7, 43-1-19, 43-1-24, 43-1-25, 43-1-31, 43-33-10, 43-33-14, 43-33-16, 43-33-17 and 43-33-18.

Rule 490-4-.02 Continuing Competence Requirements

- (1) The Georgia State Board of Physical Therapy requires each licensed physical therapist and physical therapist assistant to participate in thirty (30) clock hours of experience per licensure period which is not to exceed ten (10) credit hours per calendar day. The purpose of this requirement is to assist in assuring safe and effective practices in the provision of physical therapy services to the citizens of Georgia.
 - (a) The Board recommends the requirements for competence as planned learning experiences which have content beyond the licensee's present level of knowledge and competence which may be subject to audit by the board.
 - (b) Content of the experience must relate to patient care in physical therapy whether the subject is research, treatment, documentation, education, management, or some other content area.
 - (c) In the event that a licensee does not meet the continuing competence requirement, the license will not be renewed.
- (2) Effective July 1, 2018, (30) hours of continuing competence per biennium shall include a minimum of four (4) contact hours specifically in Georgia Ethics and Jurisprudence as defined in the Georgia Physical Therapy Act or by passage of the Georgia Ethics and Jurisprudence Examination.
 - (a) A Georgia 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 American Physical Therapy Association (APTA-GA) Approval Certificate for the course.
 - (b) Passage of the Georgia Ethics and Jurisprudence Examination is equivalent to the four (4) hour continuing competence requirement for Georgia Ethics and Jurisprudence 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.
- (3) The following programs and activities may be considered for approval, but are not limited to:
 - (a) Programs approved by the American Physical Therapy Association and its affiliate components; or

- (b) Programs approved by the American Physical Therapy Association Georgia Chapter or any other state chapters; or
- (c) Programs approved by the Federation of State Boards of Physical Therapy; or
- (d) Programs provided at CAPTE-Accredited colleges and universities with programs in physical therapy when the continuing competency course is held under the auspices of the school of physical therapy; or
- (e) Programs offered by similar professional organizations offering experiences that meet the guidelines set forth in paragraph one.
- (f) Fifteen (15) hours for undergoing a peer review; or
- (g) Ten (10) hours for conducting a peer review when that activity is an adjunct responsibility and not the primary employment; or
- (h) Participation as a presenter for continuing education courses, workshops, seminars or symposia which have been approved by the approved list above; Continuing competence credit is based on contact hours and may not exceed 10 hours per topic;
- (i) Authorship of a presented scientific poster, scientific platform presentation or published article; Continuing competence credit is 10 hours per even and may not exceed 20 hours;
- (j) Teaching a physical therapist or physical therapist assistant credit course when that teaching is an adjunct responsibility and not the primary employment; Continuing competence credit is based on contact hours not to exceed 20 hours;
- (k) Certification of clinical specialization by the American Board of Physical Therapy Specialties. Continuing competence credit is 30 hours and is recognized only in the biennium in which certification or recertification is awarded.
- (l) Self - instruction or self-guided professional development modules; Continuing competence credit is limited to a maximum of three (3) hours; or
- (m) Attendance at a scientific poster session, lecture, panel, symposium or university course Continuing competence credit is one hour per contact hour of activity; or
- (n) Acting as a clinical education instructor for an accredited physical therapist or physical therapist assistant educational program; Continuing competence credit is one (1) hour per eight (8) contact hours with a maximum credit of 10 hours; or

- (o) Acting as a clinical instructor or an intern for a formal, nonacademic, advanced clinical internship or as a mentor or a learner for a formal, nonacademic mentorship with a maximum credit of 10 hours.
 - (p) Donating time in the role of a Physical Therapist or Physical Therapist Assistant, within the scope of practice, to a charity event; Continuing competence credit is one (1) hour per eight (8) contact hours, limited to a maximum of five (5) hours;
 - (q) Reference Policy 13
 - (r) Post professional physical therapy or physical therapist assistant educational programs such as residencies, fellowships, and advanced proficiency pathways; continuing competence credit is limited to twenty-six (26) hours to be claimed within the biennium the program is completed.
- (4) Unacceptable activities for continuing competence include, but are not limited to:
- (a) Orientation and in-service programs;
 - (b) Meetings for purposes of policy decisions;
 - (c) Non-educational meeting at annual association, chapter or organization meetings;
 - (d) Entertainment or recreational meeting or activities;
 - (e) Committee meetings, holdings of offices, serving as an organization delegate;
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- (5) Continuing competence requirements shall apply within the first biennium that a physical therapist/physical therapist assistant is required to renew the license in Georgia.
- (6) Beginning the January 1, 2014, through December 31, 2016, biennium and thereafter, persons licensed to practice as a physical therapist or a physical therapy assistant or who shall file an application to practice as such in this state are to maintain a record of completed continuing education courses and experiences by registering with an online recording and reporting system approved by the Board.
- (a) For the purposes of this requirement, the Georgia State Board of Physical Therapy adopts the utilization of CE Broker.
 - (b) Licensees and applicants shall incur no additional costs from CE Broker for this service.

- (c) Every licensee or applicant subject to the rules of the Georgia State Board of Physical Therapy shall be deemed to have given such person's consent to the Board and its representatives to access their continuing competence record retained within the online database for the purposes of auditing and verifying completion of the Board's continuing competency requirements. Such person waives all objections to the admissibility of the record in any proceedings or hearings before the board.
- (7) Those licensees selected for audit shall submit documentation of compliance upon receipt of notice. Acceptable documentation shall include:
- (a) An official program or outline of the course attended or taught or a copy of the publication which clearly shows that the objectives and content were related to patient care in physical therapy and shows the number of contact hours, as appropriate. The information also should clearly identify the licensee's responsibility in teaching or authorship; and
 - (b) A certificate or verification of completion of home study which identifies the sponsoring entity or maintain a copy of the final grade report in the case of a University credit course(s), or specialization certificate, or proof of attendance with a copy of the program for the other acceptable activities, or documentation of self-instruction or reading professional literature; or
 - (c) Verification of a peer review of practice with verification of acceptable practice by a recognized entity. An example of a recognized entity is the American Physical Therapy Association Board Policy (See APTA Policy G03-05-15-40).
- (8) Responsibilities of the Licensee:
- (a) To maintain the original continuing competence documents no less than five (5) years from the date the Continuing Education credit was obtained. These records should be maintained in the licensee's personal files for no less than five (5) years.
 - (b) To complete all steps necessary to meet the re-licensure requirements on or before December 31st of the odd numbered years.
 - (c) To provide the Board with information requested during an audit.
 - (d) To keep a current mailing address and email address on file with the Licensing Board Office at all times.

Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-33-10 and 43-33-16.