PHYSICAL THERAPY CONTINUING COMPETENCE (CC) TABLE

- The Chart below was developed as a “guide” and to help clarify the Rules for licensees seeking information regarding the requirements for Continuing Competence; however, it is not a substitute for the Rules themselves. Please refer to Part 4 of the Rules.

- The chart contains a variety of activities for continuing competence. Historically, in Physical Therapy practice, continuing education has been the dominant model, however there is little evidence that continuing education alone ensures competence. Best practice for maintaining continuing competence suggests use of a multi-step approach involving ongoing professional assessment, development, implementation, documentation/review and re-assessment over the course of a licensee’s career, using a variety of methods. The chart contains multiple avenues for approaching continuing competence.

- Physical Therapists attain/document 24 Continuing Competence Units (CCUs) in each 2 year reporting period and Physical Therapist Assistants attain/document 16 CCUs in each 2 yr. reporting period

- Licensees document and maintain records showing each completed CC course/activity for each licensure period. The acceptability of approved activities will depend on complete documentation as described in the table below. It is the licensee’s responsibility to ensure this.

- Unless indicated otherwise in the table below, generally, 1 hour of continuing competence activity (described in table) = 1 CCU = 1 Clock Hour
  - In converting Continuing Education Units (CEUs): 1 Continuing Education Unit (CEU) = 10 contact hours, 10 classroom hours, or 10 course hours; (where applicable e.g. .1 CEU = 1 CCUs, .2 CEUs = 2 CCUs, 1 CEU = 10 CCUs etc.)

- A licensee shall not receive continuing competence credit for the following activities:
  1) regularly scheduled meetings within an institution, such as rounds, staff meetings or case conferences; or
  2) routine teaching of personnel, students (other than PT students), or staff as part of a job requirement.

Examples of Continuing Competence Activities

<table>
<thead>
<tr>
<th>Activities Sponsored by Approved Providers (have undergone prior evaluation by OPR approved agencies/vendors)</th>
<th>Activities Not Sponsored by Approved Providers (Due to the varying nature of the activities, unable to undergo evaluation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Continuing Education: courses, seminars, conferences, workshops etc.</td>
<td></td>
</tr>
<tr>
<td>• Degree Coursework</td>
<td></td>
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<tr>
<td>• Advanced Training</td>
<td></td>
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<tr>
<td>• Exams &amp; Assessments</td>
<td></td>
</tr>
<tr>
<td>• Residencies/Fellowships</td>
<td></td>
</tr>
<tr>
<td>• APTA Clinical Instructor Credentialing/Trainer Programs</td>
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<tr>
<td>• Workplace Education</td>
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<tr>
<td>• Clinical Education Instructorship</td>
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<tr>
<td>• Presentations/Teaching</td>
<td></td>
</tr>
<tr>
<td>• Activities related to Professional Roles e.g. Board &amp; Committee Work</td>
<td></td>
</tr>
<tr>
<td>• Structured Interactive Activities – such as group study</td>
<td></td>
</tr>
<tr>
<td>• Mentorship</td>
<td></td>
</tr>
<tr>
<td>• Research/Scholarship/Publications peer reviewed or non peer-reviewed</td>
<td></td>
</tr>
<tr>
<td>• Self-study</td>
<td></td>
</tr>
</tbody>
</table>
### Education/Clinical Education

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>VALUE</th>
<th>DOCUMENTATION</th>
<th>LIMITATIONS/ CRITERIA FOR PTS PER REPORTING PERIOD</th>
<th>LIMITATIONS/ CRITERIA FOR PTAS PER REPORTING PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in formal academic credit-bearing coursework related to physical therapy (post baccalaureate for PTs)</td>
<td>1 credit = 15 hours = 15 CCUs</td>
<td>Course Syllabus and photocopy of transcript of grade from accredited academic institution - of C or better (or P or S if Pass or Satisfactory)</td>
<td>Up to 24 CCUs</td>
<td>Up to 16 CCUs/reporting period</td>
</tr>
<tr>
<td>Participation in non-credited course, seminar, workshop, conference or other CC activity: through agencies approved by OPR</td>
<td>1 class hour of course = 1 CCU</td>
<td>Certificate/evidence of attendance including # of hours credited by the provider.</td>
<td>Up to 24 CCUs</td>
<td>Up to 16 CCUs</td>
</tr>
<tr>
<td>Become APTA Credentialed Clinical Instructor: Basic and/or Advanced courses</td>
<td>Course completion</td>
<td>APTA Basic or Advanced Credential Certificate</td>
<td>14 CCUs/course</td>
<td>Up to 14 CCUs</td>
</tr>
<tr>
<td>Become APTA Credentialed Clinical Instructor Trainer</td>
<td>Course Completion</td>
<td>APTA Trainer Certificate</td>
<td>24 CCUs</td>
<td>16 CCUs</td>
</tr>
</tbody>
</table>

### Advanced Training (Certification and Recognition)

<table>
<thead>
<tr>
<th>ACTIVITY</th>
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<th>DOCUMENTATION</th>
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<th>LIMITATIONS/ CRITERIA FOR PTAS PER REPORTING PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment in APTA Credentialed Residency or Fellowship (prior to completion)</td>
<td>Clinical Participation of 1 yr. = 40 12 CCUs</td>
<td>Notification Letter from Residency/ Fellowship Director documenting period of participation or completion of program</td>
<td>24 CCUs max/reporting period and for total Program</td>
<td>NA</td>
</tr>
<tr>
<td>ABPTS specialty certification or re-certification</td>
<td>Receipt of certification or re-certification = 24 CCUs</td>
<td>Notification letter from ABPTS granting certification</td>
<td>24 CCUs</td>
<td>NA</td>
</tr>
<tr>
<td>APTA Certification for Advanced Proficiency for the PTA</td>
<td>Receipt of designation</td>
<td>Notification letter from APTA granting recognition</td>
<td>NA</td>
<td>16 CCUs</td>
</tr>
<tr>
<td>FSBPT Practice Review Tools</td>
<td>4 CCUs for completing the tool; or 8 CCUs for meeting the standard of the tool</td>
<td>Evidence of completion Performance report of each exam if requesting full CCU value (8CCUs)</td>
<td>16 CCUs max CCUs awarded; points awarded one time for any practice area</td>
<td>NA</td>
</tr>
</tbody>
</table>
## Continuing Competence Activities Not Sponsored by Approved Providers

### Education

<table>
<thead>
<tr>
<th>Activity</th>
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<th>Limitations/ Criteria for PTAS per Reporting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation in non-credited course, seminar, workshop or conference that is not formally approved or certified by a specific organization</td>
<td>2 class hours = 1 CCU</td>
<td>Conference/course title, agenda/syllabus, and location; dates of course; certificate of attendance and # of hours credited by the provider.</td>
<td>Up to 12 CCUs</td>
<td>Up to 8 CCUs</td>
</tr>
<tr>
<td><strong>Group Study:</strong> Participation in professional study group/journal club to advance knowledge and clinical skills (3 or more licensees must fully participate).</td>
<td>3 study hours = 1 CCU</td>
<td>Bio-sketch of participants and group attendance records verifying time spent, study group goals, analysis of goal attainment and learning outcomes.</td>
<td>Up to 4 CCUs</td>
<td>Up to 4 CCUs</td>
</tr>
<tr>
<td><strong>Individual Study:</strong> Independent learning/study, such as CE articles, professional articles, videos, audio media</td>
<td>3 study hours = 1 CCU</td>
<td>Contact hours; identification of topic studied; annotated bibliography and analysis of how study impacted improving competence.</td>
<td>Up to 4 CCUs</td>
<td>Up to 4 CCUs</td>
</tr>
<tr>
<td>Formal Mentored Independent Study</td>
<td>3 study hours = 1 CCU</td>
<td>Name of mentor, goals/objectives to be met by mentored licensee; analysis of how study impacted improving competence.</td>
<td>Up to 4 CCUs</td>
<td>Up to 4 CCUs</td>
</tr>
</tbody>
</table>

### Workplace Education/Facility Based Education

<table>
<thead>
<tr>
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<th>Limitations/ Criteria for PTAS per Reporting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-service educational sessions (presentation or attendance) related to the practice of PT</td>
<td>1 hour = .5 CCU</td>
<td>Attendance certification</td>
<td>Up to 3 CCUs</td>
<td>Up to 3 CCUs</td>
</tr>
<tr>
<td>Safety training: eg. CPR/AED, risk management, OSHA/HIPAA, etc.</td>
<td>1 hour = .5 CCU</td>
<td>Attendance certification</td>
<td>Up to 1 CCU</td>
<td>Up to 1 CCU</td>
</tr>
</tbody>
</table>

### Clinical Education

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Serve as Clinical Instructor for full-time entry level PT or PTA student, PT resident or PT fellow</td>
<td>1 CCU for every 40 hours (full-time) of supervising for a period of at least 2 weeks</td>
<td>Verification from the clinical site Center Coordinator of Clinical Education (CCCE) or the educational program for the student supervised indicating the number of hours spent supervising the student.</td>
<td>Up to 8 CCUs</td>
<td>Up to 8 CCUs</td>
</tr>
</tbody>
</table>
# Presentations/Teaching

<table>
<thead>
<tr>
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</thead>
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<tr>
<td>Developing, presenting/teaching in accredited PT or PTA program as the primary or co-presenter for the <em>first time</em> (lecture time only- prep time not included); may include on-line teaching and educational webinars as well as more traditional formats</td>
<td>1 hour teaching = 2 CCUs</td>
<td>Date, lecture/course title, name of institution, syllabus including credits, goals, objectives and evaluation methods</td>
<td>Up to 8 CCUs</td>
<td>Up to 8 CCUs</td>
</tr>
<tr>
<td>Presenting/teaching (primary or co-presenter) in an accredited PT or PTA program as adjunct instructor (lecture time only - prep time not included); may include on-line teaching and educational webinars as well as more traditional formats</td>
<td>1 hour teaching= 1 CCUs</td>
<td>Date, lecture/course title, name of institution, goals, objectives; letter from core academic faculty member indicating time spent in classroom</td>
<td>Up to 6 CCUs/reporting period</td>
<td>Up to 6 CCUs/reporting period</td>
</tr>
<tr>
<td>Lecturer in accredited program for other health professionals (lecture time only - prep time not included)</td>
<td>1 hour teaching = 1 CCUs</td>
<td>Date, lecture/course title, name of institution, goals, objectives; letter from core academic faculty member indicating time spent in classroom</td>
<td>Up to 4 CCUs</td>
<td>Up to 4 CCUs</td>
</tr>
<tr>
<td>Primary or co-presenter in local, state, regional, national or international workshop, seminar or professional conference (one time presentation per topic; prep time not included); may include on-line teaching and educational webinars as well as more traditional formats (See Research, Scholarship and Presentations section for research presentations)</td>
<td>1 hour = 2 CCUs for presentation provided by licensee</td>
<td>Written materials advertising the presentation; subject/topic and objectives of the presentation; written materials prepared by the licensee</td>
<td>Up to 6 CCUs</td>
<td>Up to 6 CCUs</td>
</tr>
</tbody>
</table>

### Activities Related to Professional Roles

**Professional Membership and Service (PT or Interdisciplinary group)**

*Note: Only service in organizations, eg. APTA (national, section, or chapter level), FSBPT, Vt. Chapter APTA, advisory appointment, or other regional, national or international organizations that require PT or PTA expertise is appropriate for this category. Must hold office or appointment for at least 1 year in renewal period to qualify.*

<table>
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<tr>
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<tbody>
<tr>
<td>National/international level office or chair of national committee or task force</td>
<td>5 CCUs /year for each year of service</td>
<td>Evidence of licensee participation, responsibilities and activities (can be organizational materials or letter from point person in organization); licensee activity summary</td>
<td>Up to 10 CCUs</td>
<td>Up to 10 CCUs</td>
</tr>
<tr>
<td>State level office or chair of state level committee or task force</td>
<td>4 CCUs /year for each year of service</td>
<td>Evidence of licensee participation, responsibilities and activities (can be organizational materials or letter from point person in organization); licensee activity summary</td>
<td>Up to 8 CCUs</td>
<td>Up to 8 CCUs</td>
</tr>
<tr>
<td>Local/regional/district level officer/committee chair</td>
<td>2 CCUs /year for each year of service</td>
<td>Evidence of licensee participation, responsibilities and activities (can be organizational materials or letter from point person in organization); licensee activity summary</td>
<td>Up to 4 CCUs</td>
<td>Up to 4 CCUs</td>
</tr>
<tr>
<td>Committee member – as it relates to PT professional activities, or task force member</td>
<td>1 C C U for each year of service</td>
<td>Evidence of licensee participation, responsibilities and activities (can be organizational materials or letter from point person in organization); summary of committee work by licensee</td>
<td>Up to 2 CCUs</td>
<td>Up to 2 CCUs</td>
</tr>
<tr>
<td>Unpaid (volunteer) PT related community service</td>
<td>20 hours or more per year = 1 CCU</td>
<td>Minimum of 20 hours per year volunteering. Evidence from organization indicating service provided ; licensee activity summary</td>
<td>Up to 2 CCUs</td>
<td>Up to 2 CCUs</td>
</tr>
</tbody>
</table>
## RESEARCH, SCHOLARSHIP AND PUBLICATIONS

Note: 12 CCUs maximum may be earned for continuing competence requirements from this category.

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</tr>
</thead>
<tbody>
<tr>
<td>Research grant submitted (as principal investigator, co-PI)</td>
<td>8 CCUs/grant</td>
<td>Title, abstract, funding agency, grant period documented; evidence of submission</td>
<td>Up to 8 CCUs</td>
<td>Up to 8 CCUs</td>
</tr>
<tr>
<td>Research Grant funded (as principal investigator, co-PI)</td>
<td>8 CCUs/grant</td>
<td>Title, abstract, funding agency, documentation of funding amount and time period</td>
<td>Up to 8 CCUs</td>
<td>Up to 8 CCUs</td>
</tr>
<tr>
<td>Active participation in collaborative research grant/study as “key personnel”</td>
<td>6 CCUs/grant</td>
<td>Title, abstract, funding agency, documentation of funding amount and time period; verification from PI re: licensee’s role/participation</td>
<td>Up to 6 CCUs</td>
<td>Up to 6 CCUs</td>
</tr>
<tr>
<td>Service as grants reviewer</td>
<td>1 CCU=2 hours/ grant review</td>
<td>Dates of service, agency, hours of involvement</td>
<td>Up to 6 CCUs</td>
<td>Up to 6 CCUs</td>
</tr>
<tr>
<td>Service as professional journal manuscript reviewer</td>
<td>1 CCU= 2 hours/ manuscript review</td>
<td>Dates of service, journal name, # of manuscripts reviewed, hours of involvement</td>
<td>Up to 6 CCUs</td>
<td>Up to 6 CCUs</td>
</tr>
<tr>
<td>Author/editor of a published book related to the practice of PT</td>
<td>8 CCUs</td>
<td>Citation of book and any pertinent resources</td>
<td>Up to 8 CCUs</td>
<td>Up to 8 CCUs</td>
</tr>
<tr>
<td>Author/editor of a published chapter related to the profession/practice of PT</td>
<td>4 CCUs</td>
<td>Citation of chapter and any pertinent resources</td>
<td>Up to 6 CCUs</td>
<td>Up to 6 CCUs</td>
</tr>
<tr>
<td>Published peer-reviewed article related to the profession/practice of PT</td>
<td>6 CCUs/article</td>
<td>Copy of article</td>
<td>Up to 12 CCUs</td>
<td>Up to 12 CCUs</td>
</tr>
<tr>
<td>Published non-peer reviewed article related to the profession/practice of PT</td>
<td>3 CCUs</td>
<td>Copy of article</td>
<td>Up to 6 CCUs</td>
<td>Up to 6 CCUs</td>
</tr>
<tr>
<td>Published peer reviewed abstract related to the profession/practice of PT</td>
<td>2 CCUs</td>
<td>Copy of published abstract with pertinent citation</td>
<td>Up to 8 CCUs</td>
<td>Up to 8 CCUs</td>
</tr>
<tr>
<td>Peer Reviewed Poster or Platform Presentation related to the profession/practice of PT</td>
<td>4 CCUs/poster or presentation</td>
<td>Copy of evidence of acceptance for presentation</td>
<td>Up to 12 CCUs</td>
<td>Up to 12 CCUs</td>
</tr>
</tbody>
</table>