

## 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

<u>Activities Sponsored by Approved Providers</u> ( have undergone prior evaluation by OPR approved agencies/vendors)	<u>Activities Not Sponsored by Approved Providers</u> (Due to the varying nature of the activities, unable to undergo evaluation)
<ul style="list-style-type: none"> <li>• <b>Continuing Education: courses, seminars, conferences, workshops etc.</b></li> <li>• <b>Degree Coursework</b></li> <li>• <b>Advanced Training</b></li> <li>• <b>Exams &amp; Assessments</b></li> <li>• <b>Residencies/Fellowships</b></li> <li>• <b>APTA Clinical Instructor Credentialing/Trainer Programs</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Workplace Education</b></li> <li>• <b>Clinical Education Instructorship</b></li> <li>• <b>Presentations/Teaching</b></li> <li>• <b>Activities related to Professional Roles e.g. Board &amp; Committee Work</b></li> <li>• <b>Structured Interactive Activities – such as group study</b></li> <li>• <b>Mentorship</b></li> <li>• <b>Research/Scholarship/Publications peer reviewed or non peer-reviewed</b></li> <li>• <b>Self-study</b></li> </ul>

# CONTINUING COMPETENCE ACTIVITIES SPONSORED BY APPROVED PROVIDERS

## Education/Clinical Education

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

## Advanced Training (Certification and Recognition)

ACTIVITY	VALUE	DOCUMENTATION	LIMITATIONS/ CRITERIA FOR PTS PER REPORTING PERIOD	LIMITATIONS/ CRITERIA FOR PTAS PER REPORTING PERIOD
Enrollment in APTA Credentialed Residency or Fellowship (prior to completion)	Clinical Participation of 1 yr. = 12 CCUs	Notification Letter from Residency/ Fellowship Director documenting period of participation or completion of program	24 CCUs max/reporting period and for total Program	NA
ABPTS specialty certification or re-certification	Receipt of certification or re-certification = 24 CCUs	Notification letter from ABPTS granting certification	24 CCUs	NA
APTA Certification for Advanced Proficiency for the PTA	Receipt of designation	Notification letter from APTA granting recognition	NA	16 CCUs
FSBPT Practice Review Tools	4 CCUs for completing the tool; or 8 CCUs for meeting the standard of the tool	Evidence of completion Performance report of each exam if requesting full CCU value (8CCUs)	16 CCUs max CCUs awarded ;points awarded one time for any practice area	NA

## CONTINUING COMPETENCE ACTIVITIES NOT SPONSORED BY APPROVED PROVIDERS

### EDUCATION

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

### WORKPLACE EDUCATION/FACILITY BASED EDUCATION

ACTIVITY	VALUE	DOCUMENTATION	LIMITATIONS/ CRITERIA FOR PTS PER REPORTING PERIOD	LIMITATIONS/ CRITERIA FOR PTAS PER REPORTING PERIOD
In-service educational sessions (presentation or attendance) related to the practice of PT	1 hour=.5 CCU	Attendance certification	Up to 3 CCUs	Up to 3 CCUs
Safety training: eg. CPR/AED, risk management, OSHA/HIPAA, etc.	1 hour = .5 CCU	Attendance certification	Up to 1 CCU	Up to 1 CCU

### CLINICAL EDUCATION

ACTIVITY	VALUE	DOCUMENTATION	LIMITATIONS/ CRITERIA FOR PTS PER REPORTING PERIOD	LIMITATIONS/ CRITERIA FOR PTAS PER REPORTING PERIOD
Serve as Clinical Instructor for full-time entry level PT or PTA student, PT resident or PT fellow	1 CCU for every 40 hours (full-time) of supervising for a period of at least 2 weeks	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 ..	Up to 8 CCUs	Up to 8 CCUs

## PRESENTATIONS/TEACHING

ACTIVITY	VALUE	DOCUMENTATION	LIMITATIONS/ CRITERIA FOR PTS PER REPORTING PERIOD	LIMITATIONS/ CRITERIA FOR PTAS PER REPORTING PERIOD
Developing, presenting/teaching in accredited PT or PTA program as the primary or co-presenter for the <b>first time</b> (lecture time only -prep time not included); may include on-line teaching and educational webinars as well as more traditional formats	1 hour teaching = 2 CCUs	Date, lecture/course title, name of institution, syllabus including credits, goals, objectives and evaluation methods	Up to 8 CCUs	Up to 8CCUs
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	1 hour teaching= 1 CCUs	Date, lecture/course title, name of institution, goals and objectives; letter from core academic faculty member indicating time spent in classroom	Up to 6 CCUs/reporting period	Up to 6 CCUs/reporting period
Lecturer in accredited program for other health professionals (lecture time only -prep time not included)	1 hour teaching = 1 CCUs	Date, lecture/course title, name of institution, goals and objectives; letter from core academic faculty member indicating time spent in classroom	Up to 4 CCUs	Up to 4 CCUs
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 ( <b>See Research, Scholarship and Presentations section for research presentations</b> )	1 hour = 2 CCUs for presentation provided by licensee	Written materials advertising the presentation; subject/topic and objectives of the presentation; written materials prepared by the licensee	Up to 6 CCUs	Up to 6 CCUs

## 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.

ACTIVITY	VALUE	DOCUMENTATION	LIMITATIONS/ CRITERIA FOR PTS PER REPORTING PERIOD	LIMITATIONS/ CRITERIA FOR PTAS PER REPORTING PERIOD
National/international level office or chair of national committee or task force	5 CCUs /year for each year of service	Evidence of licensee participation, responsibilities and activities (can be organizational materials or letter from point person in organization); licensee activity summary	Up to 10 CCUs	Up to 10 CCUs
State level office or chair of state level committee or task force	4 CCUs /year for each year of service	Evidence of licensee participation, responsibilities and activities (can be organizational materials or letter from point person in organization); licensee activity summary	Up to 8 CCUs	Up to 8 CCUs
Local/regional/district level office/committee chair	2 CCUs /year for each year of service	Evidence of licensee participation, responsibilities and activities (can be organizational materials or letter from point person in organization); licensee activity summary	Up to 4 CCUs	Up to 4 CCUs
Committee member – as it relates to PT professional activities, or task force member	1 CCU for each year of service	Evidence of licensee participation, responsibilities and activities (can be organizational materials or letter from point person in organization); summary of committee work by licensee	Up to 2 CCUs	Up to 2 CCUs
Unpaid (volunteer) PT related community service	20 hours or more per year = 1 CCU	Minimum of 20 hours per year volunteering. Evidence from organization indicating service provided ; licensee activity summary	Up to 2 CCUs	Up to 2 CCUs

## RESEARCH, SCHOLARSHIP AND PUBLICATIONS

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

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