



Upcoming License Renewals

HELPFUL INFORMATION FOR LICENSEES

As a reminder, licensees must renew their license no later than **December 31, 2018**. Electronic renewal notices for the upcoming biennium (January 1, 2019 – December 31, 2020) will be sent to licensees with directions for the online renewal process approximately *45 days prior* to the renewal date.

To ensure that you receive your renewal notice electronically, please [Update Your Information](#) on the DHP website as soon as possible and add the Board's email address (ptboard@dhp.virginia.gov) to your safe recipient list to ensure that you receive all email communications.

In the meantime, below is some helpful information as you prepare for renewal of your license.

Click [here](#) to access the Regulations Governing the Practice of Physical Therapy for all requirements for renewal.

Track CE Hours with aPTitude



aPTitude is a free continuing competence resource developed by FSBPT that can be used by PT and PTA licensees, providers of continuing competence and continuing education (CC/CE) activities, and state licensing boards.

- Licensees can use aPTitude to maintain a record of their continuing education (CE) activities in one place; track their CE requirements and deadlines and completion progress; and search for available CE programs and activities.
- CE Providers can use aPTitude to market and list their available CE offerings and receive feedback from PTs and PTAs who participate in their courses or activities.
- State licensing boards can use aPTitude to provide information to licensees about CE requirements.

For more information about aPTitude or to register for an account, visit the aPTitude website, or the aPTitude/Continuing Competence page on the FSBPT website.

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Contact the Board

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<http://www.dhp.virginia.gov/PhysicalTherapy/>



Continuing Education

A total of at least 30 hours of continuing education (CE) learning activities is required for renewal. For a PT, at least 20 hours must be Type 1 CE courses, and for a PTA, at least 15 hours must be Type 1 CE courses. No more than 10 of the contact hours required for PTs and 15 of the contact hours required for PTAs may be Type 2 activities or courses.

What are Type 1 CE courses?

The Board's regulations ([18VAC112-20-131\(B\)\(1\)](#)) specify the following:

A minimum of 20 of the contact hours required for physical therapists and 15 of the contact hours required for physical therapist assistants shall be in Type 1 courses. For the purpose of this section, "course" means an organized program of study, classroom experience or similar educational experience that is directly related to the clinical practice of physical therapy and approved or provided by one of the following organizations or any of its components:

- a. The Virginia Physical Therapy Association;*
- b. The American Physical Therapy Association;*
- c. Local, state or federal government agencies;*
- d. Regionally accredited colleges and universities;*
- e. Health care organizations accredited by a national accrediting organization granted authority by the Centers for Medicare and Medicaid Services to assure compliance with Medicare conditions of participation;*
- f. The American Medical Association - Category I Continuing Medical Education course;*
- g. The National Athletic Trainers' Association; or*
- h. The Federation of State Boards of Physical Therapy.*

Can I obtain Type 1 credits in other ways?

Type 1 continuing education credit may also be obtained by physical therapists who can document completion of the FSBPT Assessment Tool, currently known as oPTion:

A physical therapist who can document that he attained at least Level 2 on the FSBPT assessment tool may receive five hours of Type 1 credit for the biennium in which the assessment tool was taken. A physical therapist who can document that he attained at least Level 3 or 4 on the FSBPT assessment tool may receive 10 hours of Type 1 credit for the biennium in which the assessment tool was taken. Continuing competency credit shall only be granted for the FSBPT assessment tool once every four years. (18VAC112-20-131(B)(5)).

To access the oPTion assessment tool, visit the website of the Federation of State Boards of Physical Therapy at: <https://www.fsbpt.org/SecondaryPages/Licensees/ContinuingCompetence/oPTion.aspx>.

Are there other ways to earn CE credits?

Additional activities may also qualify for continuing education credit. To view a full listing of the activities that may satisfy continuing education requirements, please review [18VAC112-20-131](#). In addition, [Guidance Document 112-10, Board Guidance on Credit for Continuing Education](#) provides guidance regarding the calculation and classification of hours for certain activities.



What are Type 2 CE courses?

The Board's regulation ([18VAC112-20-131\(B\)\(2\)](#)) provides the following:

No more than 10 of the contact hours required for physical therapists and 15 of the contact hours required for physical therapist assistants may be Type 2 activities or courses, which may or may not be offered by an approved organization but which shall be related to the clinical practice of physical therapy. Type 2 activities may include consultation with colleagues, independent study, and research or writing on subjects related to practice.

Up to two of the Type 2 continuing education hours may be satisfied through delivery of physical therapy services, without compensation, to low-income individuals receiving services through a local health department or a free clinic organized in whole or primarily for the delivery of health services. The form to document CE for volunteer service may be found by clicking [here](#).

Active Practice

Renewal applicants are required to have completed a minimum of 160 hours of active practice in the preceding two years.

“Active practice” is defined by the Board's regulations (18VAC112-20-10) as: “a minimum of 160 hours of professional practice as a physical therapist or physical therapist assistant within the 24-month period immediately preceding renewal. Active practice may include supervisory, administrative, educational or consultative activities or responsibilities for the delivery of such services.”

Obtaining an Inactive License

This year, you will be able to change your licensure status from Current Active to Inactive through the online renewal process. You will be required to submit payment of the inactive renewal fee of \$70 for a PT and \$35 for a PTA.

An inactive licensee shall not be entitled to perform any act requiring a license to practice physical therapy in Virginia.

New Licensees (Initial License)

If you were **initially licensed by examination** in Virginia in 2017 or 2018, and this is your first renewal, you are exempt from the requirement that you complete at least 30 hours of continuing education (CE) for the two year period immediately preceding renewal (18VAC112-20-131(C)).

Change of Name/Address

Please ensure that your information is updated with the Board prior to renewal notices being issued in order to receive important communications from the Board. You can change your address online by clicking [here](#).

Name changes cannot be completed online. Please use the “Name/Address Change Form” available by clicking [here](#) and provide the required documentation to the Board office.



CE Extensions/Exemptions

The Board may grant an extension of the deadline for continuing competency requirements for up to one year for *good cause* shown upon a written request from the licensee prior to the renewal date.

The Board may grant an exemption for all or part of the requirements for circumstances beyond the control of the licensee, such as *temporary disability, mandatory military service, or officially declared disasters*.

Active Duty Military Service Extensions

Licensees serving on active duty as a member of the military or in the foreign service outside the United States or their spouses are accorded the benefit of an extension of time for any deadline or requirement pertaining to renewal of a license. For more information on the policy related to Active Duty Military Service Extensions, click [here](#).

Maintaining Documentation

All licensees should document the required continuing education hours by using the [Continued Competency Active and Assessment Form](#). All licensees must retain CE documentation for four (4) years following active renewal.

FSBPT's oPTion Assessment Tool

Effective February 7, 2018, updates to the Board's regulations became effective to recognize the oPTion online assessment tool offered by the Federation of State Boards of Physical Therapy (FSBPT) as a means for physical therapists to self-assess their competency level and to review PT concepts. The updates replace reference to the Practice Review Tool (PRT), which was discontinued by FSBPT in November 2016.

As FSBPT describes the tool, "oPTion is a self-assessment tool ... to allow physical therapists to compare their knowledge, skills, and abilities to current entry-level general physical therapy practice. It is also an opportunity to review PT fundamentals."

Licensees may earn continuing education credit for completion of the oPTion assessment tool (18VAC112-20-131(B)(5)):

5. *A physical therapist who can document that he attained at least Level 2 on the FSBPT assessment tool may receive five hours of Type 1 credit for the biennium in which the assessment tool was taken. A physical therapist who can document that he attained at least Level 3 or 4 on the FSBPT assessment tool may receive 10 hours of Type 1 credit for the biennium in which the assessment tool was taken. Continuing competency credit shall only be granted for the FSBPT assessment tool once every four years.*

In addition, licensees seeking reinstatement of their lapsed or inactive licenses have the choice of using the FSBPT assessment tool to meet certain requirements for reinstatement or reactivation, as applicable. For more information, please refer to 18VAC112-20-135 (Inactive License) and 18VAC112-20-136 (Reinstatement Requirements), or contact the Board with questions.

For more information or to access oPTion, please visit [FSBPT's oPTion webpage](#).

oPTion