

CONTINUING EDUCATION MADE EASY

Continuing education does not have to be confusing. Just follow these easy steps!

APPROVE – ATTEND – AUDIT – AFFIRM

STEP #1 (APPROVE) – Course Approval (Rule 193)

- a) ALL COURSES MUST BE PRE-APPROVED and WILL BE LISTED ON THE BOARD WEBSITE if approved for course sponsors.
 - APTA, LPTA, and CAPTE courses are automatically approved
 - Approval forms are available online at the following web address:
 - Course Sponsor Prior Approval: http://www.laptboard.org/_rs/pdf/PriorApproveApp.pdf
 - Attendee Course Approval: http://www.laptboard.org/_rs/pdf/AttendeeCoursePriorApprovalApplication.pdf
- b) Forgot to get your course approved?
 - You have 90 days after completion of the course to submit for approval
 - **Make sure we have time to review!** Submit the request before January 30 of the renewal year.

STEP #2 (ATTEND) – Course Requirements (Rule 194)

- a) You need 30 hours of continuing education to renew your 2 YEAR license!
 - Everyone is required to submit 2 hours of Jurisprudence + 2 hours of ethics + 18 hours clinical = 22 hours
 - Web Address for Online JP Exam: <https://www.laptboard.org/coned/jurisprudence/>. The Online JP Exam can be open-book from the PT Practice Act at this web address: <http://www.laptboard.org/rules/>
- b) Where do the rest of my hours come from?
 - Up to 8 hours administrative
 - Additional 8 hours clinical
 - Additional options per Rule 195 (write an article, supervise a student, or go back to school!!)
- c) **REMEMBER – No more than 15 hours can be home study and/or online.**
- d) **IMPORTANT DATES** – Renewal cycles are always April 1st through March 31st. Examples below:
 - Even number birth years – April 1, 2014 through March 31, 2016
 - Odd number birth years – April 1, 2013 through March 31, 2015

STEP #3 (Audit) – Course Audit (Rule 197)

- a) Keep all records for 4 years
- b) If contacted by the Board, supply dated copies of documentation showing continuing education completion

STEP #4 (Affirm) – Non-compliance (Rule 199)

- a) Non-compliance includes, but is not limited to, incomplete records, unsigned reports, unsigned verification course completion, failure to report sufficient hours, or use of CE for more than one renewal period
- b) The Board will provide written notice of non-compliance
- c) You must provide the following within 30 days
 - Written explanation of deficiency
 - Documentary proof of compliance with CEU requirements or setting forth reasons for failure to comply
- d) **CE exemptions are available for those who qualify (Rule 198)**

NEW GRADUATE? You get up to one year free! Rule 198 (A) states that PTs and PTAs are exempt from CE requirements in the calendar year that they graduate. They are required to submit 15 hours for the second year! Basically, you have until March 31 after graduation then it's back to class!