

# LPTB Policy and Procedure

**TITLE:** Continuing Education Policy

**Policy #:** 12.1

**Original Date:** 5/31/2011

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**Purpose:**

Provide board members, potential course sponsors and general consumers guidelines in the Louisiana Physical Therapy Board's approval process. Continuing Education is education beyond the basic preparation required for entry into the profession and directly related to the performance and practice of physical therapy. Courses and activities shall meet the content criteria set forth in §195. Contact Hour is defined as 60 minutes of continuing education instruction.

**Policy:**

The Board has developed a policy with regards to review of continuing education courses for course sponsor review as well as the public.

**Administrative Criteria:**

Staff will:

1. Receive and review applications at the board office via mail and email.
2. Determine if proper form, documentation, and fee have been provided by the applicant.
3. Notify applicant if additional information is needed. Requests for additional information will be made within 24 hours.
4. Provide information to CEU committee for review within 7 days of receipt of application.
5. Post approved coursework to the LPTB website, including the amount of credit hours which may be earned.
6. Send approval or denial notice to applicant via email.

CEU Committee will:

1. Review speaker/instructor qualifications.
2. Review content criteria of course submitted in application.
3. Obtain additional information from the applicant directly, as necessary.
4. Assign the amount of credit hours and return to staff in a timely manner, not to exceed 45 days.

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## **Program Criteria**

### **I. Speaker Minimum Qualifications:**

- A. Curriculum vitae shall be submitted with the application packet for course review and shall include:
  - 1. Place and dates of education and degrees earned.
  - 2. List of education/expertise in the area of course presentation.
  - 3. Speaker shall have Master's level of education; or
  - 4. Bachelor's level of education with at least five years of practice experience; or
  - 5. Associate's level of education with an advanced degree in a related field. Physical Therapist Assistants who have advanced competencies and/or specialties will be accepted to provide education to licensed PTA's.
- B. Must hold a license to practice within their profession.
- C. Must demonstrate advanced proficiency/clinical education in area of expertise/area of course presentation.
- D. Change in course speaker or content must be submitted in writing to the board office for prior approval.

### **II. Course Goals (PT Rule §195A.):**

- A. Update knowledge and skills required for competent performance beyond entry-level of the PT or PTA at the time the licensee entered the profession.
- B. Allow the licensee to enhance his knowledge and skills.
- C. Provide opportunities for interdisciplinary learning.
- D. Extend the limits of professional capabilities and opportunities.
- E. Facilitate personal contribution to the advancement of the profession.

### **III. Length of Course:**

- A. All Courses must be two hours in length.
- B. Courses less than two hours will be automatically denied.
- C. Course approval time will be rounded down to the nearest half hour.
- D. Exceptions

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IV. Criteria for Course Review, listed by course delivery method:

A. Text-based courses

1. Beginner-level text-based courses will be approved at 20 pages/credit hour;
2. Intermediate-level text-based courses will be approved at 15 pages/credit hour;
3. Advanced-level text-based courses will be approved at 10 pages/credit hour;
4. One textbook page will be treated as the equivalent of one standard page.

B. Computer- or Video-based courses

1. Computer- or video-based courses will be approved based on presentation time, excluding the introduction;
2. Computer- or video-based courses will have an interactive feature to allow dialogue, coursework assignments, and post-tests.

C. Symposium-, Conference-, and Traditional lecture-type courses

1. Symposium and conference-type courses will be approved on course time only.
  - a. Introduction and registration times will be excluded.
  - b. Breaks will be excluded.
  - c. If the course or activity is over 4 hours long a fifteen minute break will automatically be deducted from time.
2. Traditional lecture courses that are recorded will qualify for Continuing Education credit, excluding lab/practice time.

V. Individual Course Approval Submitted by Licensees (PT Rule 193.G.):

- A. Submit for course approval on official board form;
- B. Submit for prior course approval or after the course, but within 90 days of course completion.
- C. In no case will consideration be given for course approval during the last 90 days of the requestor's license term (prior to renewal).

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VI. Types of approved courses or activities:

- A. Jurisprudence;
- B. Ethics, Ethics/Clinical, Ethics/Administrative, or professionalism;
- C. Clinical/preventive or a board-approved self-assessment tool; and
- D. Administrative.

VII. Verification/Certificate of Attendance:

- A. Attendance certificate must include actual hours attended by participant.
- B. Attendance certificate must include actual hours approved in Louisiana.
- C. Attendance certificate must include participant's name and license number.

VIII. Fees (PT Rule §193):

- A. APTA, LPTA and Louisiana CAPTE accredited program sponsors = free
- B. Other course sponsors: Activity less than 8 hours = \$50.00
- C. Other course sponsors: Activity 8 hours or more = \$75.00
- D. Licensee fee for course approval = \$20.00

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