

CONTINUING EDUCATION FREQUENTLY ASKED QUESTIONS

To review the full text of the Continuing Education Rule 24.177.2105, go to: www.pt.mt.gov, click on “regulations” tab, click on “Administrative Rules”, click on “Chapter 177”, and arrow down to “ARM 24.177.2105 Continuing Education”.

1. How many CE hours/credits do I need and by when?

PTs and PTAs all need to have 30 hour/credits of qualified CE in each 24 month period prior to the renewal date on odd years. The next reporting period to obtain 30 hours/credits of qualified CE will be **April 1, 2021 through March 31, 2023**.

2. I just received my license. Do I have to complete CE this year?

No, you are exempt for the first reporting period.

Renewal Chart				
Renewal Status	Renewal Payment Due	Required CE Hours /credits as of April 1, 2021	Required CE Hours /credits as of April 1, 2022	Required CE Hours/credits as of April 1, 2023
First time license renewal odd/even license number	Prior to license expiration (April 1) of each renewal period	None required	None required	None required
Renewals for PT/PTA with odd license number	Prior to license expiration (April 1) of each renewal period	None required	None required (but you may want to start working on the required 30 CE)	30 qualified CE credits/hours Minimum 15 CE credits/hours from Category A
Renewals for PT/PTA with even license number	Prior to license expiration (April 1) of each renewal period	None required	None required (but you may want to start working on the required 30 CE)	30 qualified CE credits/hours Minimum 15 CE credits/hours from Category A
Expired licensees	Pay a renewal fee and a late fee	30 qualified CE credits/hours for reporting period 4/1/19 to 3/31/21	None required (but you may want to start working on the required 30 CE)	30 qualified CE credits/hours Minimum 15 CE credits/hours from Category A
Terminated licensees	You must reapply for licensure	None required	None required	None required

3. What is continuing competence?

The CE rule is written to ensure “continuing competence” which is defined by the Federation of State Boards of Physical Therapy (FSBPT) as: The lifelong process of maintaining and documenting competence through ongoing self-assessment, development and implementation of a personal learning plan, and subsequent reassessment. The Board recognizes that PTs and PTAs should have a wide variety of activities available to demonstrate their competence; and that demonstration of competence is not limited to traditional classroom-based education. The continuing competence model allows for a number of activities including residencies, fellowships, assessment tools, specialty exams, and research, as well as traditional CE opportunities.

4. Can I get all of my CE hours/credits on-line?

Yes, there is no limit to the number of online CE hours/credits that a licensee may report during a 2 year reporting cycle as long as 15 hours/credits of the online courses meet the requirements of category A.

5. What’s the difference between Category A and Category B qualifying continuing education hours/credits?

Category A activities are considered to be certified. Certified activities go through a process to determine if the activity meets a minimal threshold of required criteria and how well the activity meets additional “desirable” criteria. A licensee must obtain **a minimum of 15** of the required 30 CE hours/credits per two-year cycle through Category A activities but may obtain all 30 hours/credits from Category A.

Category A Activities: 15 hour <u>minimum</u> CE requirement in each 2 year cycle beginning 4/1/2021 through March 31, 2023				
Activities approved or offered continuing education credits/hours by a national/state medical, PT or healthcare board or association i.e. APTA, FSBPT, MAPTA , an accredited medical, PT or healthcare education program, or a national, medical, PT or healthcare specialty society.***	Classroom Based	Online	Home study	Other
CE courses	Yes	Yes	Yes	
PT clinical specialty certification coursework	Yes	Yes	Yes	
PT clinical residency	Yes	Yes	Yes	Residency requirements

Post graduate PT coursework	Yes	Yes	Yes	Grade of "C" or higher or "pass" if "pass/fail" coursework
-----------------------------	-----	-----	-----	--

***Links:

<http://www.fsbpt.org/>

<http://mapta.com/>

<http://www.apta.org/>

<http://pt.mt.gov> then click on "Services/Links tab then click on "Related Internet Links" OR <http://pt.mt.gov> then click on the "CE" tab.

Category B activities: Beginning April 1, 2021, **a maximum of 15** of the required 30 CE hours/credits may be obtained each 2 year reporting cycle from Category B. These activities are designed to allow continued competence through participation in "other meaningful activities" beyond traditional classroom instruction. Category B activities are not certified.

Category B Activities: 15 hour <u>maximum</u> CE requirement in each 2 year cycle Beginning April 1, 2021 through March 31, 2023		
Courses or activities	Conversion	Cap per 2 year cycle
<p>*** not approved or offered*** by a National/State Medical, Physical Therapy or Healthcare Board or Association i.e. APTA, FSBPT, MAPTA , an accredited medical, PT or healthcare education program, or a national, medical, Physical Therapy or healthcare specialty board.</p>		
CE courses	Classroom Based, Online, Home Study	15 hours per 2 year cycle
Teaching/lecturing principally for healthcare professionals, so long as teaching is not your primary profession	1 hour credit for 1 hour of lecture/teaching	5 hour max
Current (active) member APTA		1 hour
Performing as an APTA-certified clinical instructor in each 2 year cycle		5 hour max

Performing as clinical mentor in credentialed clinical residency or fellowship program		5 hour max
Serving as a Montana PT Board Member or on a recognized MT PT Board committee, MAPTA Board Member, or national APTA Board Member, or FSBPT Board Member		5 hour max
Publishing in an area that pertains to PT, if publishing is not a requirement for your primary occupation		5 hour max
Taking and passing the MT jurisprudence exam in each 2 year cycle		1 hour

6. My employer is putting on a mandatory training for all employees. Will this training count toward my CE requirement?

Yes, if the training deals primarily with substantive physical therapy issues and complies with the CE rules. If it does not you or your employer may seek course approval through the FSBPT or MAPTA to qualify.

7. If I complete more than 30 qualified hours/credits in the 2 year reporting cycle will the extra credits “roll over” to the next reporting cycle?

No. The CE hours/credits must be completed during the 2 year renewal cycle and cannot be carried over or go back in time.

8. How do I indicate that I have met the continuing education requirements?

You will check a box on your renewal form indicating you have met the continuing education requirements. The Montana PT Board of Examiners will conduct random audits and may request copies of your CE activity/records as part of that process to verify completion of the CE requirements.

***** Please do not send copies of your records unless they have been requested in writing by the PT Board as part of a random audit. *****

9. How long should I retain my detailed CE documents and what should they include?

According to the CE rule **ARM 24.177.2105 (6)** “Licensees must establish and maintain detailed records of completed CE in the form of programs and certificates of attendance and make the records available upon board request.” The Board request would be the CE audit. Your “detailed records” should include:

Continuing Education Document Checklist

Required Course Program Information	Requirements for Certificate of Completion
Full name and qualifications of course presenter	Name of the licensee
Title of the presentation	The course name
Number of hours, date, and location of the presentation	The number of hours of continuing education obtained
The name of the sponsor	Date and location of the presentation
Description of the presentation format	Official signature of the sponsor

- Pursuant to ARM 24.177.2105 7a, each 60 minutes of instruction equals one continuing education hour/credit.

10. Is there an easy way I can find Continuing Competence and Education Activities?

Yes. The following links will be helpful.

Links: <https://www.fsbpt.org>
<http://mapta.com/>
<http://www.apta.org/>
<http://pt.mt.gov> then click on “Services/Links tab then click on “Related Internet Links” OR <http://pt.mt.gov> then click on the “CE” tab

11. The Montana Board of PT does not pre-approve any activities or sponsors for CE hours/credits. Why not?

The Board recognizes that the licensees are professionals. There are many offerings that meet the CE requirements. This leaves a lot of choices for licensees to select what is most relevant to their continued competency development and career. The Board does not want to be in the approval business. The process of approving continuing education courses would be too costly and burdensome for a board of this size.

12. What activities are excluded and do not meet specific CE requirements?

Examples of activities that are excluded from CE hours/credits include: staff meetings, teaching physical therapy-related courses when teaching is the licensee's primary occupation, regularly scheduled institutional activities such as rounds or case conferences, first aid courses, CPR courses, programs that promote a company or product, repeating or retaking an activity and/or coursework.

13. Can I request an exemption from completion of all or a portion of my CE hours/credits during my renewal cycle because of extenuating circumstances i.e. a medically documented illness or military service assignment?

No. However, written requests for a modest extension of time to complete the required CE, an explanation as to why you have not completed the required CE and a “plan of action” as to how you will complete the required CE, MAY be considered by the Board on an individual basis when provided with appropriate supportive documentation.

***** Remember: Failure to comply with the continuing education requirement may be grounds for disciplinary action. *****

14. I am still confused, who can I talk to if I have questions?

You may call the Audit Unit at **406-444-5696** or email your question to audit@mt.gov.