



FAQS ON INDIANA CONTINUED COMPETENCY REQUIREMENTS

1. What are the dates for any renewal period?

Contact hours must be started on or after July 1 of the renewal period (eg. July 1, 2022) and completed by June 30 of the renewal year (eg. June 30, 2024).

2. How many contact hours do I need for license renewal within each renewal period?

At a minimum, twenty-two (22) hours of continuing competency activities.

- At least ten (10) hours must be in Category I courses.
- At least two (2) hours must be in ethics and Indiana jurisprudence relevant to the practice of physical therapy.

3. If I am a recent graduate or have not been licensed for the full 24 months of the renewal period, how many contact hours do I need for license renewal?

If a license or certification is valid for less than twelve (12) months, no continuing competency activity is required for renewal. If the license or certification is valid for twelve (12) to twenty-three (23) months, twelve (12) hours of continuing competency activities are required for renewal, which shall include the two (2) hours of an ethics and Indiana jurisprudence course as it relates to the practice of physical therapy.

4. What counts as a Category I continuing competency activity?

Category I contact hours must:

- Be approved by one of the approved organizations listed below:
 - American Physical Therapy Association (APTA).
 - American Physical Therapy Association Indiana Chapter (APTA Indiana).
 - Federation of State Boards of Physical Therapy (FSBPT).
 - A national, state, district, or local organization that operates as an affiliated entity under the approval of any organization listed above.
 - Any other organization approved in [IC 25-1-4-0.2](#).
- Be from a course relevant to the practice of physical therapy.
- Result in a certificate for contact hours, often awarded at the end of the course.

Category I hours can also be earned by taking a physical therapy related college course from an approved organization (a school accredited by the United States Department of Education, the Council on Postsecondary Education or a regional accreditation association). The following conversion will be used for college courses:

- (1) One (1) semester hour equals fifteen (15) contact hours.
- (2) One (1) quarter hour equals ten (10) contact hours.
- (3) One (1) trimester hour equals twelve and one-half (12.5) hours.

For a complete list of the eligible approving organizations, go to the Indiana Physical Therapy Board website, <https://www.in.gov/pla/professions/physical-therapy-home/>.

5. What counts as a Category II continuing competency activity?

Category II continuing competency credit can be earned for multiple types of activities that promote current physical therapy practice. The number of hours that can be claimed varies by activity and often has a maximum number of hours that can be claimed in a renewal period. The number of hours the licensee engages in these activities is often more than the number of contact hours awarded. Specifics on maximums

and awarded hours can be found on the Indiana Physical Therapy Board website, <https://www.in.gov/pla/professions/physical-therapy-home/>.

Activities that may count for category II credit include:

- Professional Research/Writing
- Poster/Platform Presentations
- Teaching as Adjunct Faculty at an Accredited PT/PTA Program
- Presenting an Approved Workshop/Course/Seminar/Symposium
- Serving as a Clinical Instructor
- Attending or Presenting In-house In-services
- Serving in Physical Therapy Professional Organizations
- Earning Clinical Specialization by ABPTS or PTA Advanced Proficiency by APTA
- Attending APTA Indiana Chapter or District Meetings
- Other Scholarly Pursuits Approved by the Indiana Physical Therapy Board

Specifics on these activities can be found on the Indiana Physical Therapy Board website, <https://www.in.gov/pla/professions/physical-therapy-home/>.

6. Can all twenty-two (22) hours of continuing competency activities (to include the ethics and Indiana jurisprudence requirement) be in Category I?

Yes. At least ten (10) hours must be in Category I, but you may complete all required hours in this Category, if you choose.

7. Does another state's ethics course count towards Category I continuing competency hours in Indiana?

Yes. An ethics course can be from any approved organization. However, a jurisprudence course teaching about another state's laws would not meet the Indiana jurisprudence requirement, even if that course is from an approved organization.

8. What if you are completing a continuing competency activity that will span two renewal periods?

This will depend on the activity, see examples below:

- Adjunct Faculty – If a course is taught at an accredited PT or PTA program from May 15, 2022 to August 15, 2022, Category II continuing competency hours are officially earned on August 15, 2022, which is the completion date of the assignment. Therefore, the hours would be applied toward the July 1, 2022 – June 30, 2024 renewal period. Two (2) contact hours are earned for each academic credit hour awarded by the accredited PT or PTA program for the first time the course is taught, up to a maximum of ten (10) hours per biennium.
- Clinical Instructors (CI) – One (1) contact hour is earned for every forty (40) hours of supervision, with a maximum of ten (10) contact hours per biennium for supervision of PT or PTA students from accredited programs in full-time clinical internships or residency programs. Therefore, contact hours would count toward the renewal period that the 40th hour occurs in.

For further clarification on these areas, it would be best to contact the Indiana Physical Therapy Board.

9. What is the difference between a contact hour and a CEU?

A contact hour is a unit of measure for a continuing competency activity. In Indiana, one contact hour equals at least fifty (50) minutes of a learning activity.

A contact hour is not the same as the number of hours spent in attendance at a course. A course that runs from 7:30 AM to 5:00 PM (a total of 9.5 hours) may have a 30-minute registration, a 30-minute lunch and two 15-minute breaks (a total of 1.5 hours). When the time spent in attendance that was non-educational is removed, there is a total of 8 contact hours.

A continuing education unit (CEU) refers to the number of units awarded for participation in an educational course. CEUs are defined by the organization that approved the course.

American Physical Therapy Association (APTA) - 10 contact hours = 1 CEU

APTA Indiana and Other State Chapters - 1 contact hour = 1 CEU

This difference is important to consider when determining if you have met your continuing competency requirements for category I hours.

One final note: The number of contact hours may not always equal the number of CEUs. If you attend a course that is 8 contact hours, such as the one mentioned in the second paragraph above, it is possible, for example, that 2 hours of the course may not be relevant to the practice of physical therapy. This is especially true if you attend an interdisciplinary course or a course that is primarily targeting other health professions. The PT or PTA may receive 6 contact hours or 0.6 CEUs. In this case, only 6 of the 8 contact hours count toward your continuing competency requirement for Category I hours.

10. How many of the required continuing competency hours can be completed virtually, with computer-based courses?

This is not specified in the rule. Therefore, all can be completed virtually, with computer-based courses.

11. Who decides if I have met the continuing competence requirements?

This law is regulated by the Indiana Physical Therapy Board. Every two years when you sign your license, you will be certifying the completion of continuing competency activities required by the state.

If audited by the Indiana Physical Therapy Board, you will submit proof of completion for every contact hour claimed. For Category I hours, this could include proof such as certificates noting contact hours or college transcripts. For Category II hours, this could include proof such as a copy of attendance sheets, author page of published work, or thank-you letter from a college for supervising a student PT or PTA.

12. Some states offer an approved provider program where vendors apply, and if accepted, all of their courses are automatically approved. Will Indiana automatically count those courses as approved since the course was not approved, but the company was?

The Indiana Physical Therapy Board does not approve companies or courses. Approved organizations are listed in the continuing competency rule and may have their own criteria for approving courses. APTA Indiana does not approve companies, just courses.

13. If I attend a course approved by a component of APTA (Chapter or Section), will that count towards Category I continuing competency hours in Indiana?

Yes, as long as it meets our state's standards:

- Contributes directly to professional competency;
- Relates directly to the practice, management, or education of physical therapy practitioners; and
- Is conducted by individuals who have demonstrated expertise in the subject matter of the program.

For example, a course approved by the Ohio Chapter, APTA, will meet the requirements, as long as it meets the above standards. However, a jurisprudence course teaching about California law would not meet the Indiana jurisprudence requirement, even if the California Chapter, APTA, has approved it.

14. If I attended a course that did not seek approval from an authorized organization or a component of APTA, what do I need to do to obtain continuing competency credit?

- Visit the APTA Indiana website, www.aptaindiana.org, to access the Application for Licensees.
- Review of the course/activity does not constitute approval, if approval criteria is not met.
- If the application is incomplete or approval criteria is not met, the licensee is given 10 business days to provide requested materials to complete the review process. If the application is still incomplete or approval criteria is not met, the course will not be approved.

15. Do in-services (at lunch or other times) count towards required continuing competency hours?

Yes, for each hour of an in-house or in-service seminar related to the practice of physical therapy, you will receive one (1) Category II contact hour (maximum of four (4) hours per biennium).

Documentation shall consist of a description of the topic, date, duration, and the name of the presenter.

Please see below for additional questions regarding in-services:

- A. Would the Indiana Physical Therapy Board consider a vendor presentation about new equipment a countable in-service?
 - The in-service has to last at least 60 minutes and a sign in/out sheet must be provided. The facility or individual would have to keep a copy of the sign in/out sheet for verification.
- B. Do annual in-services such as infection control, HIPAA and CPR count toward the required continuing competency hours?
 - No. You are only able to earn continuing competency credit on new information.
- C. As a presenter of an in-service, can I earn continuing competency credit, similar to presenting a course or other lecture?
 - If you are presenting an in-service for the first time, you earn the same credit as an attendee.
- D. If I attend a week-long, in-house course offered to clinical staff that lasts 30-40 hours, how many hours of credit will be given? Does a week-long course with 30-40 hours of class time meet the requirement for the biennial renewal period?
 - A maximum of four (4) hours of Category II continuing competency credit can be used towards the required continuing competency hours, unless the course is approved by an approved organization. If approved, the 30-40 hours would apply toward Category I continuing competency credit.
- E. What is the difference between the approval of a course and an in-service?
 - Courses, offering Category I continuing competency credit, receive a rigorous review of material presented and participants receive a certificate upon completion.
 - In-service presentations, offering Category II continuing competency credit, do not receive approval and the participant is responsible for obtaining a copy of the sign-in sheet, verifying attendance.

16. Will a poster or platform presentation count toward the required continuing competency hours for any organization?

Poster and platform presentations only count if they are at a conference sponsored by an approved entity.

17. If I watch a recorded or live streaming of a district meeting is this the same as attending a district meeting?

In order to receive Category II continuing competency hours, you must attend the meeting virtually (via livestreaming) or in person. Watching a recording does not count towards Category II continuing competency hours.

18. Will all courses required by First Steps automatically count towards the required continuing competency hours since they are approved by a government agency?

Any course offered by an approved agency or organization as listed in [IC 25-1-4-0.2](#) is accepted by the Indiana Physical Therapy Board as long as it is related to the practice of physical therapy.

19. If a PT is teaching the same, or very similar, workshop/course for several years, can this count towards the required continuing competency hours as a new course in each renewal period?

No. Participation as a presenter in an approved workshop, continuing education course, seminar or symposium authorizes two (2) contact hours for each one (1) hour of presentation for the first event only, with a maximum of ten (10) hours per biennium.

20. If enrolled in a Masters of Health Administration (MHA) or Masters of Business Administration (MBA) program, will those courses count toward the required continuing competency hours although they are not directly related to physical therapy (e.g. management, economics, business courses)?

University courses must be related to PT practice for Category I. They may be applicable to Category II. However, the student would have to present this to the Indiana Physical Therapy Board on a case-by-case basis.

21. The rule specifically mentions credit for teaching as an adjunct in an accredited PT or PTA program. What about full-time faculty in accredited PT or PTA programs?

Credit is not given to full-time faculty in accredited PT or PTA programs as this is their regular position. An adjunct usually teaches a course for a specific period of time and may be temporary.

22. Can guest lecturers to a PT or PTA program get credit if it is on a one-time basis?

Yes, but you would need to have documentation to demonstrate that the lecture lasted at least 50 minutes. If the lecture is given multiple times, the first time counts for continuing competency credit, but subsequent times do not. If significant changes are made to the content of the lecture, it may again count for continuing competency credit the first time it is given.

23. Is writing a funded grant considered equivalent to writing an article for a refereed journal?

If the grant is related to physical therapy, it would be considered a scholarly activity and could qualify for Category II continuing competency hours. The grant writer should seek clarification from the Indiana Physical Therapy Board.

24. What documentation should be provided to CIs in order to obtain continuing competency credit for their supervision of students?

The individual should speak with the PT or PTA school that provided the students to them to receive documentation.

25. What documentation is needed to show service to APTA Indiana or another professional organization?

For APTA Indiana, upon request, the Executive Director can provide documentation showing the individual's name, time of service, and activities performed.

26. Watching a webinar as a department is an authorized Category II continuing competency activity. What steps need to be taken for this activity to be considered for Category I continuing competency credit?

The webinar would have to go through the approval process by an approved organization.

27. Who can answer questions about the Continuing Competency rule?

If you have a particular question, you may contact the Indiana Physical Therapy Board <https://www.in.gov/pla/professions/physical-therapy-home/>.

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