

# CONTINUING EDUCATION FACT SHEET

## LICENSED PHYSICAL THERAPIST

- **DO NOT SUBMIT PROOF OF C.E. UNLESS SPECIFICALLY REQUESTED BY THE DEPARTMENT.**
- **YOU NEED NOT COMPLY WITH C.E. FOR THE FIRST RENEWAL OF LICENSE.**
- **YOU MAY ACCESS A COMPLETE COPY OF THE PHYSICAL THERAPY ADMINISTRATIVE RULES (INCLUDING CONTINUING EDUCATION REQUIREMENTS) ON OUR WEB SITE AT [www.idfpr.com](http://www.idfpr.com).**

### Continuing Education (C.E.) Hour Requirements

**In order to renew a license, a licensee shall be required to complete 40 hours of continuing education per prerenewal period.** A prerenewal period is 24 months preceding September 30 in the year of the renewal.

- At least 3 of the 40 hours must include content related to the ethical practice of physical therapy.
- At least 1 of the 40 hours must include content related to the sexual harassment prevention training CE.
- One C.E. hour shall equal 50 minutes.
- Courses that are part of the curriculum of a university, college, or other educational institution shall be allotted C.E. credit at the rate of 15 C.E. hours for each semester hour, or 10 C.E. hours for each quarter hour of academic credit awarded.
- A renewal applicant shall not be required to comply with C.E. requirements for the first renewal of an Illinois license.
- Physical therapists licensed in Illinois but residing in other states shall comply with the C.E. requirements set forth in this Section.

### Approved Continuing Education Programs

C.E. credit may be earned by verified attendance at or participation in a program that is offered by an approved continuing education sponsor. Credit shall not be given for courses taken in Illinois from unapproved sponsors. Approved sponsor shall mean:

- A. American Physical Therapy Association (APTA) and its components, including programs, courses and activities approved by the IPTA;
- B. Federation of State Boards of Physical Therapy (FSBPT), including programs, courses and activities approved through its ProCert program;
- C. Colleges, universities, or community colleges with accredited physical therapy or physical therapy assistants education programs for post-professional academic coursework, all accredited colleges and universities would be approved sponsors; and
- D. Any other person, firm, association, corporation, or group that has been approved and authorized by the Department upon the recommendation of the Board to coordinate and present continuing education courses or programs.

### C.E. may also be earned from the following activities:

- A. Teaching a course for an approved C.E. sponsor. An applicant will receive 2 hours of credit for each C.E. hour awarded to course attendees the first time the course is taught and 1 hour of credit for each C.E. hour the second time the same course is taught; no credit will be given for teaching the same course 3 or more times. A maximum of 50% of the total C.E. requirements may be earned through C.E. instruction. The applicant must be able to provide verification of unique content for each C.E. course taught via course goals, objectives, and outline;

- B. American Board of Physical Therapy Specialties (ABPTS) Clinical Specialist Certification. An applicant will receive 20 hours of C.E. credit for the prerenewal period in which the initial certification is awarded.
- C. APTA-approved post-professional clinical residency or fellowship. An applicant will receive 1 hour of C.E. credit for every 2 hours spent in clinical residency, up to a maximum of 20 hours. Clinical residency hours may not be used for C.E. credit if the applicant is also seeking credit for hours earned for post-professional academic coursework in the same prerenewal period.
- D. Professional research/writing. An applicant may receive C.E. credit for publication of scientific papers, abstracts, or review articles in peer-reviewed and other professional journals; publication of textbook chapters; and poster presentations at conferences sponsored by any entity that has pre-approved status, up to a maximum of 50% of the total C.E. requirements;
  - i) 15 hours for each refereed article.
  - ii) 3 hours for each non-refereed article, abstract of published literature or book review.
  - iii) 5 hours for each textbook chapter.
  - iv) 5 hours for each poster, platform presentation or review article.
- E. Self-study. A maximum of 50% of the total C.E. requirements may be earned through the following self-study activities.
  - i) An applicant may obtain up to 20 hours of C.E. credit by taking correspondence or web-based courses from an approved C.E. sponsor. These courses shall include a test that must be passed in order to obtain credit.
  - ii) An applicant can receive C.E. credit for utilizing moderated teleconferences or audiocassettes/videos of professional presentations offered by approved sponsors. The applicant will be responsible for verifying purchase/registration for teleconferences or audio presentations.
  - iii) An applicant can receive C.E. credit for completion of published tests/quizzes based on APTA publications. The applicant will be responsible for verifying successful completion. (These publications-based tests/quizzes, typically offered for less than 1 hour of C.E. credit, are the only exception to the requirement that all approved C.E. activities must be at least 1 hour.)
- F. Journal clubs. Up to 5 hours of C.E. credit may be obtained for participation in a journal club. Credit will be earned based on actual hours of participation and must be verified with an attendance list and list of articles from peer-reviewed journals discussed at each meeting.
- G. Education programs at Illinois Physical Therapy Association (IPTA) district meetings. Up to 5 hours of C.E. credit may be obtained for attendance at these programs. Credit will be earned based on actual hours of participation and must be verified with an attendance list and referenced presentation materials.

- H. Departmental inservices. Up to 5 hours of C.E. credit may be obtained for attendance at inservices at healthcare facilities or organizations. Credit will be earned based on actual hours of participation and must be verified with an attendance list and referenced presentation materials.
- I. Up to 5 hours may be earned for completion of skills certification courses. A maximum of 2 hours in cardiopulmonary resuscitation certified by the American Red Cross, American Heart Association or other qualified organization may be accepted, while a maximum of 3 hours may be accepted for certification or recertification in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), or Pediatric Advanced Life Support (PALS) or their equivalent.
- J. Clinical Instructor. Up to 5 hours of CE credit may be obtained by being a clinical instructor for PTA students and up to 10 hours of CE credit may be obtained by being a clinical instructor for PT students. Credit will be earned based on hours of cumulative student clinical instruction, with 1 hour of CE credit per 120 student hours. CE credit hours for clinical instruction will be awarded by the student's academic institution.
- K. Virtual attendance at live professional presentations, provided the participant is able to communicate in real time with the speaker and other participants. This shall not be considered self-study.

C.E. will not be awarded for the following types of activities:

- A. Entry-level physical therapy or physical therapist assistant academic coursework.
- B. Employee orientation programs or training completed as a condition of employment.
- C. Professional meetings or conventions, other than educational programming by approved sponsors.
- D. Committee meetings.
- E. Work experience.
- F. Individual scholarship, mass media programs or self-study activities not identified in subsection (E).

### Continuing Education Earned in Other Jurisdictions

If a licensee has earned C.E. hours in another state not given by an Illinois approved sponsor for which the licensee will be claiming credit toward full compliance in Illinois, the applicant shall submit an individual program approval request form, along with a \$20 processing fee, within 90 days prior to expiration of the license. The Board shall review and recommend approval or disapproval of the program. Applicants may seek individual program approval prior to the participation in the program.

If a licensee fails to submit an out of state C.E. approval form within the required time frame, late approval may be obtained by submitting the approval request form with the \$20 processing fee plus a \$10 per hour late fee not to exceed \$150. The Board shall review and recommend approval or disapproval of the program.

### Certification of Compliance with Continuing Education Requirements

- 1) Each renewal applicant shall certify, on the renewal application, to full compliance with the C.E. requirements.
- 2) The Department may require additional evidence demonstrating

compliance with the C.E. requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of such compliance for a minimum of 5 years.

### Procedures for Requesting a Waiver of the Continuing Education Requirement

A request for a waiver of the Continuing Education requirement must be based upon extreme hardship as described below:

- A) Full-time service in the armed forces of the U.S. during a substantial part of the prerenewal period;
- B) An incapacitating illness documented by a statement from a currently licensed physician;
- C) A physical inability to travel to the sites of approved programs documented by a currently licensed physician;  
*or*
- D) Any other similar extenuating circumstances.

Requests for a waiver of the Continuing Education requirement must be submitted **prior** to the expiration date of your current license. To request a C.E. waiver, you must submit the following to the Department:

- Completed renewal application along with the \$60 renewal fee (**fees are non-refundable**); *and*
- A statement setting forth the facts upon which the request for a waiver is based; *or*
- A copy of military papers showing active duty, if the request is based upon full-time service in the armed forces of the U.S.; *or*
- A signed statement from your attending physician verifying the illness, length of treatment and diagnosis, if the request is based upon an incapacitating illness or a physical inability to travel to the sites of approved programs.

### How the Department Processes Your Continuing Education Waiver Request if You Have Not Completed Your Continuing Education Requirements

The Department of Financial and Professional Regulation makes every effort to process your renewal in a timely fashion. The renewal process is delayed when all of the questions on the application are not answered, when supporting documentation is missing, the fee is incorrect or missing, or your check is not signed.

If the Department determines your application, waiver request, and other documentation are in proper order, a new license will be mailed to you.

**THE ISSUANCE OF YOUR LICENSE AT THIS TIME SHOULD NOT BE CONSIDERED AS AN INDICATION THAT YOUR WAIVER REQUEST HAS BEEN APPROVED.**

The Board will review your waiver request and then make a recommendation to the Director.

If your request for waiver is approved, you will be notified in writing.

If your request for waiver is denied, you will receive written notification of the denial and your license will be placed into a nondisciplinary non-renewed status.

A waiver request will not be granted if you are no longer practicing your profession.

**NOTE: If you are requesting a waiver of the Continuing Education requirement, you are not eligible to renew on the Internet.**