

Documenting Evidence of Compliance of Continuing Competence Activities
Compliant records to keep demonstrating proof of activity completion if randomly audited.
(updated 5/18/21)

Continuing Education	What Documentation or Records to Keep
Registered attendance at courses or conferences offered live, in real time by approved providers (onsite or via electronic media)	-Retain the Certificate of Attendance by the approved provider
Registered Participation in academic course related to PT in a post-baccalaureate program unless course is required for licensure	-Retain transcript published by the approved provider or furnished by the academic institution -Grade of "C" or better or "P" if Pass/Fail
Attendance or participation in a activity related to PT for which no assessment is received	-Retain certificate of course completion or summary of the objectives of the activity and time spent in the activity
Registered participation in a non-interactive course by an approved provider by videotape, satellite, webcast, DVD or other electronic media, assessment is given	-Retain a certificate of completion by the approved provider
Participation in a study group (at least 3 licensees) conducted live or in real time through electronic media, whose purpose is to advance the knowledge and skills of the participants related to the practice of PT	-Retain: -biography of each participant, -statement of goals of the group, -attendance records for each participant, -assignments – for each participant, -analysis by each participant specifying knowledge and skills enhanced by participation in the study group
Participation in a self-designed home study program for the purpose of advancing the knowledge and skills of the participant related to the practice of PT	-Retain description of plans and objectives of home study, analysis of the manner in which the plans and objectives were met, and time spent in the activity
Participation in continuing education required by credentialed residencies and fellowships	-Retain a certificate of attendance issued by the APTA credentialed residency or fellowship
Completion of Home Study program for PT by an approved provider	-Retain a certificate of completion issued by the approved provider
Advanced Training (Certification and Recognition)	
APTA Credentialed fellowships in a specialty area of PT per year (points awarded at the end of the fellowship only)	-Retain certificate of completion or evidence that all requirements of the fellowship program have been met
APTA Credentialed residency in PT participation	-Retain certificate of completion or evidence that all requirements of the residency program have been met
Specialty Certification or recertification by the ABPTS	-Retain evidence ABPTS certification/re-cert granted
PTA Advanced Proficiency designation by APTA	-Retain evidence APTA designation awarded
Clinical Education	
Licensee completes course offered by an approved provider to become an APTA Credentialed Clinical Instructor	-Retain certificate of credential issued by the approved provider
Enrollment in APTA Credentialed Clinical Instructor Trainer course	-Retain Trainer certificate issued by APTA
Serving as Clinical Instructor for PT or PTA student, resident or fellow under licensee direct on-site supervision	-Retain verification of clinical affiliation agreement with accredited institution for the student supervised <u>and</u> log of number of hours spent supervising the student
Presenting/Teaching	
Presenting or Teaching at an accredited PT educational program, accredited program for health care practitioners licensed under provisions of Chapter 90 of the NC General Statutes or a state, national, or international workshop, seminar or professional health care conference (credit will be given only one time during any reporting period)	-Retain written materials advertising the presentation or teaching or other evidence of the date, subject and goals and objectives of the presentation and any written materials prepared by the licensee.
Clinical Practice	
Clinical Practice, 1750 hours or more per year for each year during the reporting period	-Certification from employer or documentation of practice hours worked as practice owner. Documentation should include total clinical practice hours worked separated by year (see website forms- Do not retain any financial information for CC purposes. Time sheets and W-2's are not accepted

Clinical Practice, for at least 1000 hours but less than 1750 hours per year for each year during the reporting period	-Certification from employer or documentation of practice hours worked as practice owner (see website forms- Documentation should include total clinical practice hours worked separated by year) Time sheets and W-2's are not accepted
Clinical Practice, for at least 200 hours but less than 1000 hours per year for each year during the reporting period	-Certification from employer or documentation of practice hours worked as practice owner (see website forms- Documentation should include total clinical practice hours worked separated by year) Time sheets and W-2's are not accepted
Professional Membership and Service (PT or interdisciplinary group)	
National PT or interdisciplinary organization as officer or committee chair, task force member or delegate to a national assembly at least one year	-Organizational materials listing licensee participation -statement of position responsibilities -licensee activity summary
State PT or interdisciplinary organization as officer, committee chair for at least one year	-Organizational materials listing licensee participation -statement of position responsibilities -licensee activity summary
Local or regional PT or interdisciplinary organization as officer, committee chair for at least one year	-Organizational materials listing licensee participation -statement of position responsibilities -licensee activity summary
Member of PT professional organization committee involved with PT services for at least one year	-Organizational materials listing licensee participation -statement of position responsibilities -Summary of the work of the committee
Unpaid volunteer service to the general public and healthcare professionals related to PT for at least 20 hours during a one year period	-Licensee submits published materials describing this service activity
Membership in APTA for one year	-Proof of membership in APTA (each year during the reporting period)
Membership in APTA Section (one section only) one year	-Proof of membership in APTA Section (each year during the reporting period)
Item Writer for FSBPT NPTE exam or ABPTS specialty exam	-Documentation of Participation provided by the FSBPT or ABPTS
Participation in clinical research, clinical trials or research projects related to the practice of physical therapy	- Retain a log of hours of participation including date, activity performed, location of the research and primary investigator
Jurisprudence Exercise	
NCBPTE Jurisprudence Exercise	-Certificate of Completion by NCBPTE
Workplace Education/Facility-based Education	
Presentation or attendance at in-service related to PT (credit given one time for same presentation per period)	-Retain roster or certificate of attendance that includes title, time, date signed by a representative of the employer
Presentation or attendance at an in-service related to general patient safety, emergency procedures or governmental regulatory requirements (credit given one time for presentation per period)	-Licensee retains roster or certificate of attendance that includes title, time, date signed by a representative of the employer
Professional Self-Assessment/Reflective Practice	
Completion of Approved Reflective Practice Exercise (one time per reporting period)	-Retain evidence of completion of all elements of the Self-Assessment/Reflective Practice Exercise
Research and Publishing	
Submission of a request to a funding agency for a research grant as Principal or Co-principal investigator (one time per reporting period)	-Retain copy of research grant which includes title, abstract, funding agency and grant period
Obtaining funding of a research grant as Principal or Co-Principal investigator (one time per reporting period)	-Retain copy of research grant which includes title, abstract, funding agency, grant period, documentation of funding and period of funding

Service as a Grants Reviewer (one time per reporting period)	-Retain description of all grants reviewed, reports generated of reviews including dates of service, the agency for which review performed and hours spent
Author or Editor of a book published by a third party dealing with a subject related to the practice of PT	-Retain a copy of the published book and a list of consulted resources
Author or editor of a chapter in a book published by a third party dealing with a subject related to the practice of PT	-Retain a copy of the published book and a list of consulted resources
Author of a published peer-reviewed article relating to the practice of physical therapy	-Retain a copy of the article, names and employers of the reviewers, and a list of consulted resources
Author of a published non peer-reviewed article, book-review or abstract relating to the practice of physical therapy	- Retain the article, book review or abstract and a list of consulted resources
Author of a published peer-reviewed abstract, book review or peer-reviewed abstract for a poster or presentation related to the practice of physical therapy to a professional health care group	-Retain a copy of the poster or presentation and a list of consulted resources
Participation in clinical research, clinical trials, or a research project related to the practice of physical therapy	- a log of hours of participation including date, activity performed, location of the research and primary investigator

Requirements:

Physical Therapists: Document 30 points in each 25 month reporting period.

Physical Therapist Assistants: Document 20 points in each 25 month reporting period.

All PT and PTA licensees must complete a jurisprudence exercise each 25 months that is equal to 1 point and will be counted toward the total.

Definitions:

One (1.0) CEU = 10 contact hours

10 contact hours, 10 classroom hours or 10 Course hours= 10 points;

1 contact hour equals 60 minutes of activity

.5 contact hour equals 30 minutes of activity