



Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board

77 South High Street, 16th Floor
Columbus, Ohio 43215-6108

Governor
Mike DeWine
Executive Director
Missy Anthony

Continuing Education Audit Reference Guide

Rule 4755-23-08 of the Ohio Administrative Code requires the Physical Therapy Section to conduct an audit of continuing education records each renewal cycle. This audit ensures compliance with state laws requiring the completion of continuing education for licensure.

Audit notice letters are sent out to a random selection of the active renewing licensee population after the end of the renewal period. Licensees selected for the audit are required to respond to the audit notice within the specified time frame outlined in the audit notice. Should a licensee fail to respond to the audit notice or fail to obtain the required amount of continuing education needed for licensure renewal, that licensee may face disciplinary action. Please be advised that disciplinary actions are public record and all actions are permanent.

In order to ensure that you receive proper notice of audit and also notice of license renewals, please be sure your email address is up-to-date in the eLicense system. To do so, please log in to <http://elicense.ohio.gov> and click on “manage profile” under your name in the upper right hand corner. You may edit your contact information from there. If you have any questions, please visit the Board website at <http://otptat.ohio.gov> or feel free to contact the board at Board@otptat.ohio.gov.

Frequently Asked Questions

How do I know if I’m being audited?

Licensees selected for the audit will receive an audit notice letter via email from the Board. To ensure that you receive proper notification of the audit, make sure your email address is correct in your eLicense registration. Visit <http://elicense.ohio.gov> to verify your email is correct.

What qualifies as continuing education?

Pursuant to 4755-23-08, types of activities that **may** fulfill your continuing education requirements are the “completion of academic coursework, clinical instruction, mentoring, residencies, fellowships, and tools for continuing education credit.” Review 4755-23-08 in its entirety for specific requirements.

How do I know if a course has been approved by the OPTA?

Certificates of Completion should include the following information:

- Attendee’s name
- OPTA approval number
- Sponsor’s name
- Date of completion and/or attendance
- Number of contact hours

If the certificate does not include the OPTA approval number, you can try looking up your course at: <http://www.ohiopt.org/page/AppCECoursesOH> or contacting the course sponsor to obtain the number. It is

sufficient to write the number of the certificate. A certificate that does not have an Ohio approval number that was valid at the time of course completion will not be accepted.

My certificate does not have an Ohio approval number. How do I obtain an Ohio approval number?

You may contact the Ohio Physical Therapy Association (OPTA) to apply for approval of the courses that do not currently have approval numbers at: <https://ohiopt.site-ym.com/?page=ContinuingEducation> or (614) 855-4109. You must forward the OPTA application confirmation email to the Board staff member conducting your audit. The Board will then place your audit on hold for 60 days to allow the OPTA sufficient time to process your application. You must forward the approval or denial email along with all certificates of completion to the staff member that is conducting your audit.

I serve as a clinical instructor. Can I get continuing education credit?

Yes. Pursuant to rule 4755-23-08 (G)(5) of the Administrative Code, licensees can earn one contact hour of continuing education for each eighty hours of clinical supervision.

It is the expectation of the Physical Therapy Section that each physical therapist or physical therapist assistant will keep track of the total number of hours that the individual serves as the responsible clinical instructor. The clinical instructor should submit the total number of hours served to the accredited school, which should then provide the clinical instructor with a certificate or letter on school letterhead confirming the number of hours and dates of service. If a licensee is selected for the continuing education audit, the document from the school serves as proof of the number of hours of clinical instruction.

The Physical Therapy Section does not expect the academic program to track individual clinical instructor hours, but only to verify that the student received supervision for at least as many hours as submitted by the clinical instructor(s).

One contact hour will be awarded for a full eighty hours of clinical instruction. For each additional twenty hours of clinical instruction, a licensee can earn 0.25 contact hours. For example, if a licensee provided 90 hours of clinical instruction, the individual would earn one contact hour of CE. If the licensee provides 105 hours of clinical instruction, the individual would earn 1.25 contact hours of continuing education.

To be eligible for continuing education credit for clinical instruction, the licensee must be an APTA certified level I or level II clinical instructor (for physical therapists) or an APTA certified level I clinical instructor (for physical therapist assistants). The maximum number of contact hours earned per renewal cycle for clinical instruction is twelve (12) for a physical therapist and six (6) for a physical therapist assistant. If a licensee is selected for the continuing education audit, **the licensee must submit proof of the APTA clinical instructor certification.**

How do I calculate continuing education credit for my tDPT coursework?

Paragraph (G)(4) of rule 4755-23-08 states that coursework completed at a CAPTE accredited entry-level physical therapist education program or a post-professional transition clinical doctorate program (tDPT) is eligible for continuing education credit without requiring an Ohio Approval Number from the Ohio Physical Therapy Association.

Continuing education will be granted in the reporting period in which the academic coursework is completed. **Proof of completion is an official transcript.**

The following formula is how the Physical Therapy Section converts academic credit hours to continuing education contact hours:

Each hour of credit earned in a semester-based course shall constitute no more than 15 contact hours of continuing education.

Each hour of credit earned in a quarter-based course shall constitute no more than 10 contact hours of continuing education.

For example, a 3 semester-credit course would be worth 45 contact hours of continuing education and a 3 quarter-credit course would be worth 30 contact hours of continuing education.

Any academic coursework, other than that completed in the CAPTE accredited entry-level physical therapist or tDPT program must go through the Ohio Approval Number review process at OPTA (<http://www.ohiopt.org>).

I serve as a mentor in a clinical residency. Can I get continuing education credit? What about serving as a mentor in a fellowship program?

Yes. Pursuant to rule 4755-23-08 (G)(6) of the Administrative Code, physical therapists can earn one contact hour of continuing education for each three hours of mentorship in an APTA accredited clinical residency or fellowship.

It is the expectation of the Physical Therapy Section that each physical therapist will keep track of the total number of hours that the individual serves as a mentor. The mentor should submit the total number of hours served to the director of the clinical residency or fellowship, which should then send the mentor a certificate or letter on letterhead confirming the number of hours and dates of service. **If a licensee is selected for the continuing education audit, the document from the clinical residency/fellowship director serves as proof of the number of hours of mentorship.**

One contact hour will be awarded for each three full hours of mentoring. For example, 5 hours of mentoring will earn 1 contact hour of continuing education and 6 hours of mentoring will earn 2 contact hours of continuing education.

To be eligible for continuing education credit for mentoring, the physical therapist must be either an APTA certified level I or level II clinical instructor or hold a current specialty certification issued by the ABPTS or the HTCC. The maximum number of contact hours earned per renewal cycle for mentoring is twelve. If a licensee is selected for the continuing education audit, the individual must submit proof of meeting one of the requirements referenced in this paragraph.

If a licensee served as a mentor prior to May 1, 2011, the licensee could obtain continuing education credit for serving as a mentor provided both of the following are true: (1) the mentoring occurred during the CE reporting period (e.g.: between 2/1/10 and 1/31/12 for a PT); and (2) the licensee held the appropriate APTA certification when the mentoring occurred.

I lost my proof of completion. Can you accept alternative forms of proof like receipts?

No. You may be able to obtain duplicate certificates of completion from the course sponsor. Please contact the course sponsor directly to inquire as to availability. Be advised that some course sponsors charge for duplicate certificates.

Where do I send my proof of completion to?

Proof of completion can be submitted via email to CEAudit@otptat.ohio.gov. Another option available is to fax it to Attn: Enforcement Division, 614-995-0816.

For ease of processing, please send proof of completion in .pdf, .jpeg, or .tiff format by attaching it to ONE email and include your name and license number in the subject line or body of the email. Sending multiple emails will increase your processing time. Sending proof of completion that does not include all of the pertinent information necessary for processing will increase your processing time.

Will I receive a confirmation email when I submit my proof via email?

No, you will receive an automatic reply email. Audit status updates will not be provided. A staff member will contact you via email if there are any issues with the proof of completion you submitted.

What is the typical review turnaround time?

Turnaround times vary depending on the volume of responses. Submissions are processed in the order in which they were received. You should anticipate a minimum of two (2) weeks after the audit deadline.

How will I know when my audit is complete?

You will receive a notification email from license-noreply@das.ohio.gov. Be sure to check your junk or spam folder.

How far back can I be audited?

The practice act does not specify when an audit has to occur. It is recommended that you use standard record retention guidelines (i.e. five to seven years for tax records etc.).

aPTitude (<https://pt.fsbpt.net/aPTitude>) is a free service that allows licensees to record the courses and activities they completed.

This isn't the first time I've been audited, what is the selection process?

Post renewal, a percentage of the active renewing licensee population is selected for the audit. The list of individuals selected for the audit is randomly generated by the Ohio eLicense system. Other than licensees automatically selected for the audit as a result of disciplinary action, the individuals selected for the audit are not known until eLicense generates the email notice.

When is the last day I can request a CE waiver from the Physical Therapy Section?

All completed waiver forms must be received by the Section for consideration no later than the first day of October of the year preceding the renewal date. For more information regarding the waiver process, please review rule 4755-23-09 of the Ohio Administrative Code.

Can I reuse my certificates that I used to reinstate my license to count towards the CE audit?

No. Pursuant to paragraph (D) of rule 4755-23-10 of the Ohio Administrative Code, contact hours used to meet the requirements of reinstatement shall not be used to renew the reinstated license. If this is your first renewal since you reinstated an expired license, you will need to obtain additional continuing education to renew your license.

If I no longer reside/work in Ohio, do I still need to respond to the audit? What if I have retired from the profession?

Yes, a response is still required in both situations. At the time when the audit was run, your license was active, which is what made you eligible for audit.

Regardless of whether or not you are working in your profession and regardless of whether or not you currently reside in the state of Ohio, if you renew your license, you are eligible to be audited. If you are selected for the audit and have retired from your job, but still maintain your licensure, you are still required to meet the continuing education requirements for your license.

END