



State of Louisiana  
DEPARTMENT OF HEALTH AND HOSPITALS  
**Louisiana Physical Therapy Board**

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## 2018 LICENSE RENEWAL GUIDE

### IMPORTANT DATES

<b>February 1</b>	Renewal period begins for EVEN-YEAR birth year licensees. Login to your account and click “Renew”.
<b>March 31</b>	Last day of the renewal season for EVEN-YEAR birth year licensees.
<b>April 1</b>	Late renewal period begins. Licensees who renew in April will be charged a late fee of an additional \$120 and will be selected for the continuing education audit.
<b>April 30</b>	License expiration date for EVEN-YEAR birth year licensees. Renewal applications received after April 30th shall be deemed as applications for license reinstatement pursuant to Rule §187. Licensees who practice with an expired license are subject to disciplinary action.

### 2018 RENEWAL GUIDELINES

- Only renew if you have an **EVEN** birth year.
- Only use **COURSES TAKEN** between **April 1, 2016 — March 31, 2018**.

#### Two (2) Possible Exemptions under Rule §198

##### 1. New Graduates

###### **If graduated in 2017 → 0 hours of CEUs to report**

*You are still required to renew online.* Log into your Dashboard. Click on “Add a Course”. Select the sponsor, “Louisiana Physical Therapy Board”. Add the course titled, “New Graduate 2017”. Enter your graduation date in the “Award Month/Year” field. Click “Submit”.

###### **If graduated in 2016 → 15 hours of CEUs to report**

- **2 hours of Jurisprudence** (online exam or live seminar)
- **2 hours of Ethics/Professionalism**
- **11 hours of Clinical/ Preventative** (live and/or online)

Note: up to 4 hours of Administrative can be substituted for Clinical

*The system requires 30 hrs to renew. Follow these steps to meet the requirement and add 15 hrs to your course list.* Log into your Dashboard. Click on “Add a Course”. Select the sponsor, “Louisiana Physical Therapy Board”. Add the course titled, “New Graduate 2017”. Enter your graduation date in the “Award Month/Year” field. Click “Submit”.

##### 2. Reciprocity or Reinstatement

**\*\* Does NOT apply to New Graduates**

###### **If licensed through Reciprocity or Reinstatement in 2017 → 15 hours of CEUs to report**

- **2 hours of Jurisprudence** (online exam or live seminar)
- **2 hours of Ethics/Professionalism**
- **11 hours of Clinical/ Preventative** (live and/or online)

Note: up to 4 hours of Administrative can be substituted for Clinical

*The system requires 30 hrs to renew. Follow these steps to meet the requirement and add 15 hrs to your course list.* Log into your Dashboard. Click on “Add a Course”. Select the sponsor, “Louisiana Physical Therapy Board”. Add the course titled, “Licensed through Reciprocity in 2017 (Renewing 2018)” or “Licensed through Reinstatement in 2017 (Renewing 2018)” Enter the month and year that you were licensed in the “Award Month/Year” field. Click “Submit”.

# Louisiana Physical Therapy Board

## CONTINUING EDUCATION GUIDE

It doesn't have to be confusing. Just follow these easy steps!

**APPROVE → ATTEND → AUDIT → AFFIRM**

### 1. APPROVE (§193)

**All courses must be pre-approved by the Board!**

- > Only *CURRENT* courses are listed on the Board website ([www.laptboard.org/CourseSearch](http://www.laptboard.org/CourseSearch))
- > *PREVIOUS* courses available for renewals are only found through your online Dashboard.
- > Courses and activities sponsored by the APTA, LPTA, and CAPTE are automatically approved by the Board. Although the review charge is waived for these courses, you *MUST* submit an Attendee Course Prior Approval Application.
- > If your course is *NOT* Board-approved, submit an Attendee Course Prior Approval Application *no later* than March 1<sup>st</sup>.

### 2. ATTEND (§194)

You need **30 HOURS** of continuing education to renew your 2 YEAR license, *unless exempt under Rule §198*. Below is a breakdown of the course requirements.

Administrative - addresses billing or management issues; includes self-help courses such as dealing with stress, anger, etc.  
(NOT mandatory; **maximum of 8 hours**)

Clinical - teaches about a diagnosis, treatment techniques or evaluation methods  
(MANDATORY; **at least 18 hours**; *can be either live and/or online*)

Ethics - covers issues of ethics or professionalism  
(MANDATORY; **2 hours**)

Jurisprudence - attend a live seminar hosted by the Louisiana Physical Therapy Board or pass the online Jurisprudence Exam  
(MANDATORY; **2 hours**; *the online exam does NOT count as online hours*)

Course Type Restrictions (course type is *how* a course is offered)

*Traditional/Onsite* - a lecture and/or lab based course in which the instructor is physically present  
(MANDATORY; *minimum 15 hours*)

*Online/Home Study* - not instructed in live time; may be through a DVD, website or selected readings  
(NOT mandatory; *maximum 15 hours*; *in combination with webinar/live stream*)

*Webinar/Live Stream* - real time by an instructor not physically present; usually via website, closed circuit TV, or phone-in  
(NOT mandatory; *maximum 15 hours*; *in combination with online/home study*)

### Other Options to earn CEs (§195)

Write an article, go back to school, serve as the primary Clinical Instructor for PT/PTA students or provisional licensees, mentor PTs in residency and fellowship programs, serve in an elected position of a PT organization, or teach an approved clinical course.

### CE Exemptions are available for those who qualify (§198)

Military Service or Personal Hardship (*you MUST submit a request to the Board*)

New Graduates, Reciprocity, or Reinstatement (*you do NOT need to submit a request to the Board*)

### 3. AUDIT (§197)

**CE audits are conducted ANNUALLY after the close of Renewals.**

- > All licensees who renew in April *and* a random selection of those who renewed in February & March will be audited.
- > Keep all records for 4 years. Upload your certificates to your Dashboard for easy access.
- > If contacted by the Board, supply dated copies of documentation showing continuing education completion.

### 4. AFFIRM (§199)

**If you are chosen for the CE Audit, make sure you are in COMPLIANCE!**

Non-compliance includes, but is not limited to: Incomplete records, unsigned reports, unsigned verification course completion, failure to report sufficient hours, or use of CE for more than one renewal period

If you are found to be NON-COMPLIANT, you must provide the following within 30 DAYS!

- > Written explanation of deficiency
- > Documentary proof of compliance with CEU requirements or setting forth reasons for failure to comply