

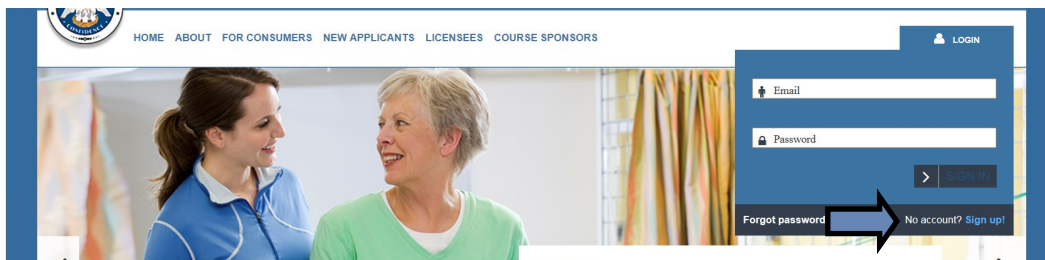


LICENSE RENEWALS GUIDE

Below we have provided a step-by-step guide to renewals, CE updates, information on issues to avoid during renewals, and a fee schedule.

STEP 1: Set Up an Account

Visit www.laptboard.org to set up an account. Click “Login” on the upper right-hand corner of the homepage and then follow the prompts to sign up. Louisiana licensees will create an account as a PT or PTA. Please be aware that the information you use to create your account must match exactly what we have in our database. If any of your information has changed or if you are unable to set up your account, please contact the board office for assistance.



STEP 2: Review Timeframes

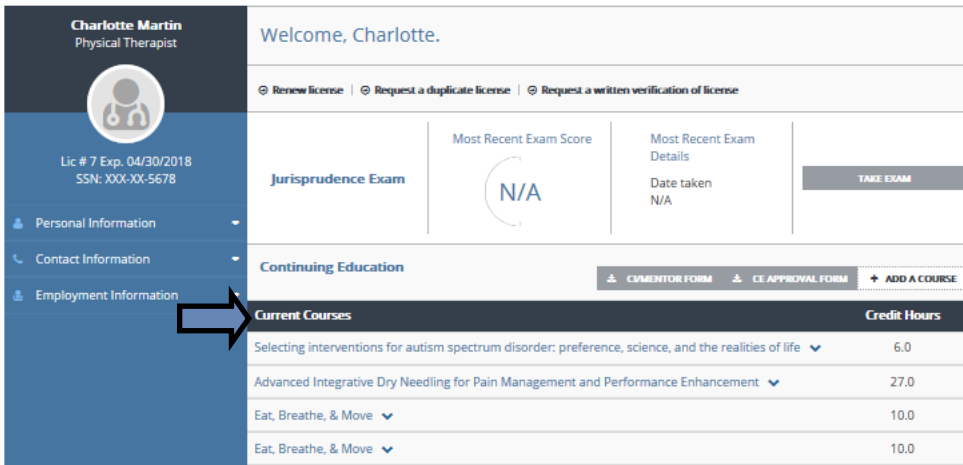
| Upcoming Renewal Year | Licensees Due to Renew | Course Dates Allowed for Renewal |
|-----------------------|------------------------|----------------------------------|
| 2017 (Feb 1—Mar 31) | Odd Year Birth Year | 04/01/2015 — 03/31/2017 |
| 2018 (Feb 1—Mar 31) | Even Year Birth Year | 04/01/2016 — 03/31/2018 |

STEP 3: Accurately Document Continuing Education

Document continuing education by clicking the “Add a Course” button in the Continuing Education section of your profile page after logging into your account (see Step 1 for information on how to access an account).

Course completion dates of courses listed in the “Current Courses” section of your profile must fall in the timeframe allowed for renewals (see the chart above). Licensees must manually archive courses to remove them from the current course section of your profile. Here is a selection of screenshots to assist you in this process.

Access your account to view “Current Courses”



Click on each course to review details of the course. Identify courses that do not fall within the timeframe allowed for renewal (see Step 2: Review Timeframes). Select “Archive Course” for the courses that do not fall within the timeframe allowed for renewal.

Charlotte Martin
Physical Therapist

Welcome, Charlotte.

Renew license |
 Request a duplicate license |
 Request a written verification of license

Jurisprudence Exam | Most Recent Exam Score: N/A | Most Recent Exam Details: Date taken N/A | TAKE EXAM

Continuing Education

|
 |

| Current Courses | Credit Hours |
|---|--------------|
| Selecting interventions for autism spectrum disorder: preference, science, and the realities of life | 6.0 |
| COURSE SPONSOR: American Association on Intellectual and Developmental Disabilities-Louisiana Chapter CATEGORY: Clinical APPROVAL YEAR: 2016 APPROVAL MONTH: February LOCATION: Traditional/Onsite <input type="button" value="ADD A CERTIFICATE"/> <input type="button" value="DELETE COURSE"/> <input type="button" value="ARCHIVE COURSE"/> | |
| Advanced Integrative Dry Needling for Pain Management and Performance Enhancement | 27.0 |
| COURSE SPONSOR: Integrative Dry Needling Institute, LLC/ Dr. Ma's Dry Needling Institute CATEGORY: Clinical APPROVAL YEAR: 2016 APPROVAL MONTH: January LOCATION: Traditional/Onsite <input type="button" value="ADD A CERTIFICATE"/> <input type="button" value="DELETE COURSE"/> <input type="button" value="ARCHIVE COURSE"/> | |
| Eat, Breathe, & Move | 10.0 |
| COURSE SPONSOR: Freedom Designs, Inc. CATEGORY: Clinical APPROVAL YEAR: 2014 APPROVAL MONTH: February LOCATION: Traditional/Onsite <input type="button" value="ADD A CERTIFICATE"/> <input type="button" value="DELETE COURSE"/> <input type="button" value="ARCHIVE COURSE"/> | |
| Eat, Breathe, & Move | 10.0 |
| COURSE SPONSOR: Freedom Designs, Inc. CATEGORY: Clinical APPROVAL YEAR: 2014 APPROVAL MONTH: February LOCATION: Traditional/Onsite <input type="button" value="ADD A CERTIFICATE"/> <input type="button" value="DELETE COURSE"/> <input type="button" value="ARCHIVE COURSE"/> | |
| Total Current Hours | |
| 53 | |

Confirm that the current courses list only the courses applicable for the current renewal period and the archived courses list all other courses. If necessary, archive additional or delete additional courses. Only courses that are applicable to the renewal period should be listed in “Current Courses”.

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Jurisprudence Exam | Most Recent Exam Score: N/A | Most Recent Exam Details: Date taken N/A | TAKE EXAM

Continuing Education

|
 |

| Current Courses | Credit Hours |
|--|--------------|
| Selecting interventions for autism spectrum disorder: preference, science, and the realities of life | 6.0 |
| Advanced Integrative Dry Needling for Pain Management and Performance Enhancement | 27.0 |
| Total Current Hours | |
| 33 | |
| NEW ARCHIVED CE COURSES | |
| Archive Courses | Credit Hours |
| Eat, Breathe, & Move | 10.0 |
| Eat, Breathe, & Move | 10.0 |

CONTINUING EDUCATION REQUIREMENTS

| Category | Total Hours | Home Study, Internet or Online Allowed | Jurisprudence | Clinical | Administrative | Ethics or Professionalism | Rule Citation |
|---------------------------------------|-------------|--|----------------------|------------------------|-----------------------------|---------------------------|---------------|
| Licensees (except those listed below) | 30 Hours | 15 Hours (excluding Jurisprudence) | 2 Hours (Minimum) | 18 Hours* (Minimum) | No Minimum 8 Hours (Max) | 2 Hour (Minimum) | §194 |
| New Graduate 4/1/2015—3/31/2016 | 15 Hours | 15 Hours | 2 Hours | 11 Hours | None | 2 Hour | §198 |
| New Graduate 4/1/2016—3/31/2017 | None | None | None | None | None | None | §198 |
| Reciprocity 4/1/2015—3/31/2016 | 30 Hours | 15 Hours (excluding Jurisprudence) | 2 Hours (Minimum) | 18 Hours* (Minimum) | No Minimum 8 Hours (Max) | 2 Hour (Minimum) | §194 |
| Reciprocity 4/1/2016—3/31/2017 | 15 Hours | 15 Hours | 2 Hours | 11 Hours | None | 2 Hour | §198 |

*Six hours may be earned by completion of a board-approved self assessment tool

CONTINUING EDUCATION EXEMPTIONS

Exemptions from CE Requirements (Rule §198)

Attention Licensees: Active Military Service, Illness, Natural Disaster, other Personal Hardship.

DEADLINE: February 14, 2017

PTs and PTAs licensed in Louisiana may submit a written request to the board for an exemption at least 45 days prior to the end of the renewal period for which the exemption is sought, or immediately after the licensee becomes aware of the facts or circumstances upon which the exemption is sought, whichever is later.

Each request is reviewed by the board members at the regularly scheduled board meeting. It is recommended that licensees submit exemption requests as early as possible, as additional information may be requested. Exemptions are granted or denied by a majority vote of the board.

Visit <https://www.laptboard.org/CE-Exemptions> for more information.

CE UPDATES: NEW ADMINISTRATIVE HOUR OPTIONS

Residency and Fellowship Mentors

Licensees may now earn credit for mentoring physical therapists in residency and fellowship programs, similar to the option for earning credit as a clinical instructor of physical therapy students. Mentors and Clinical Instructors may earn a maximum of five administrative hours during the renewal period.

Elected Positions of Physical Therapy Organizations

Licensees may now earn a maximum of five administrative credit hours for serving in an elected position of either a national or a state physical therapy organization for participating at in-person meetings related to the position held during the renewal period.

Visit <https://www.laptboard.org/page/AdminCes> for more information.

ISSUES TO AVOID AND WORST CASE SCENARIOS

What if the course sponsor or course that I have taken is not listed in the dropdown menu on the Course section of my account?

The course taken may be listed under a different course sponsor name. Contact the board office to be sure.

Worst case scenario: Worst case is that the course is not approved. It's okay, you still have time to ask the course sponsor to submit for approval. If the course sponsor refuses to submit for approval in Louisiana, you can submit for individual approval for a \$20 fee. Remember, individuals can apply for course approval until March 1st of their renewal period, so be sure to identify this problem early.

What if I mistakenly entered a course twice?

In the example above, a course was mistakenly entered twice, too. It's okay. Just click the "Delete Course" button next to the course.

Worst case scenario: There are two possible worst case scenarios: A) you do not clean this up before renewals and report false information on your renewal form, or B) you actually took this course twice for CE credit for renewing your license. Licensees are not allowed to use credit hours for taking the same course multiple times during the same renewal period. Both the mistake of accidentally entering the course twice and the mistake of taking the course twice will be a costly mistake if you are selected in the CE Audit (§197). The worst case scenario will be that the board determines that your renewal form is not valid and you obtained a license by fraud. See Rule §199.

What if I need more live/traditional hours to renew my license?

Review Rule §194 to confirm that you are in compliance with the biennial renewal requirements for continuing education. If you find that you need more live/traditional course hours, take the courses before renewing your license.

Worst case scenario: The worst case scenario is that you cannot take the number of traditional/live course hours required to renew your license prior to March 31, 2016. Two possible solutions are to as follows:

A) Take coursework in the month of April for the purpose of renewing your license, but you will be audited in the current year and the next renewal cycle to confirm continuing education compliance. You will also be required to pay the \$400 renewal fee during the month of April. You are not allowed to renew your license prior to completing all coursework listed on your renewal form. In other words, you cannot renew in February 2016 with March 2016 coursework listed on the renewal form because at the time of renewal, you had not completed the March 2016 coursework.

B) Fail to renew your license by April 30, 2016. If you are unable to complete all coursework required for license renewal prior to April 30, 2016, your license will expire effective May 1, 2016. Failure to renew by April 30, 2016 will result in an expired license. To practice again, you will need to complete a reinstatement application pursuant to Rule §187. If you practice with an expired license, you will be found in violation of the practice act for unlicensed practice and will be subject to disciplinary action.

FEE SCHEDULE

| Renewal Year | Renewal Month | Renewal Fee |
|---------------------|----------------------|------------------------------------|
| 2017 | February | \$280 (\$140/year) |
| 2017 | March | \$280 (\$140/year) |
| 2017 | April | \$400 (\$140/year; \$120 late fee) |

Louisiana Physical Therapy Board

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