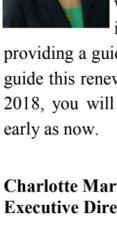




### MESSAGE FROM THE DIRECTOR



Dear PT Community,

We encourage Louisiana licensees to create an account on the board website and begin entering continuing education coursework well in advance of the renewal season. That is why this newsletter is mostly focused on providing a guide for license renewals. Please use it as your guide this renewal season. If you are not due to renew until 2018, you will see that you too can begin the process as early as now.

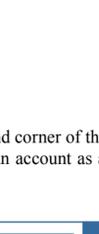
**Charlotte Martin, MPA**  
Executive Director

### CURRENT BOARD

Board Member	Term Expires
Al Moreau, III, PT Chairman	Nov 2016
Don Cassano, Jr., PT Secretary/Treasurer	Aug 2017
Kristina Lounsberry, PT	July 2018
Patrick Cook, PT	Sept 2018
Beth Austin, PT	July 2019
Craig Prejean, PTA	Sept 2019

### New Board Member Appointment

Craig Prejean was appointed to the Louisiana Physical Therapy Board by Governor John Bel Edwards on September 28, 2016 for a three year term. Craig has been a licensed PTA in the state of Louisiana since 1993 and has years of practice experience in outpatient, long-term acute care, home health, nursing home, and hospital settings. For the past 15 years, he has worked for the LHC Group at the St. Landry Extended Care Hospital in Opelousas.



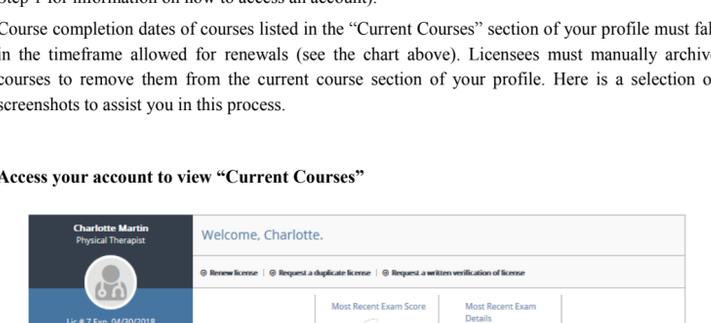
### LICENSE RENEWALS GUIDE

Below we have provided a step-by-step guide to renewals, CE updates, information on issues to avoid during renewals, and a fee schedule. Still have questions? Give us a call for assistance.

### STEP-BY-STEP GUIDE TO LICENSE RENEWAL

#### STEP 1: Set Up an Account

Visit [www.laptboard.org](http://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. Having trouble? Please contact the Board office for assistance.



#### STEP 2: Review Timeframes

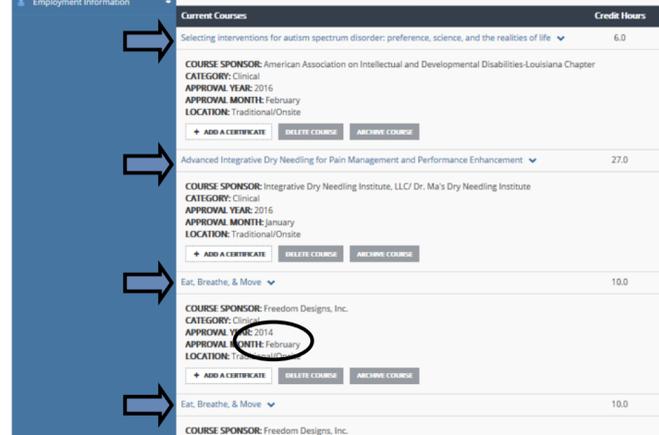
Upcoming Renewal Year	Licensees Due to Renew	Course Dates Allowed for Renewal
2017 (Feb 1—Mar 31)	Odd Year Birth Year	04/01/2015 — 03/31/2017
2018 (Feb 1—Mar 31)	Even Year Birth Year	04/01/2016 — 03/31/2018

#### STEP 3: Accurately Document Continuing Education

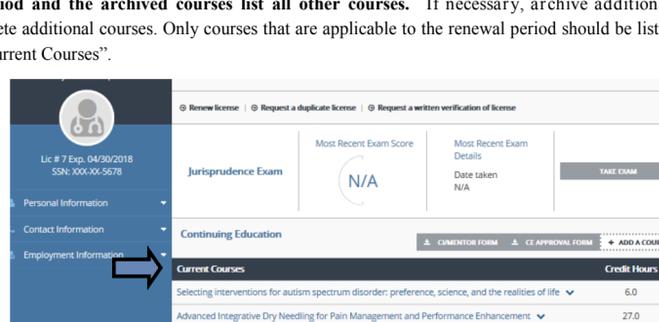
Document continuing education by clicking the "Add a Course" button in the Continuing Education section of your profile page after logging into your account (see Step 1 for information on how to access an account).

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.

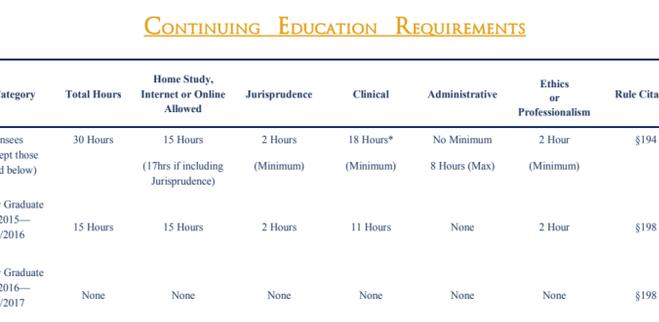
#### Access your account to view "Current Courses"



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.



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".



### 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 (17hrs if including 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 (17 if including 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.

### 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.

### 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 renewal and report false information on the 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.

#### 3. 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 complete the number of traditional/live course hours required to renew your license prior to March 31, 2016. Two possible solutions are 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.

### TEE 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)

### CHAIRMAN'S REPORT



The Louisiana Physical Therapy Board Practice Act limits each board member's terms to three years and restricts board members from serving more than two consecutive terms (*La. R.S. 37:2403*). I have been honored to serve as a board member in Louisiana, as well as Chairman for the past two years. Although my final term expired in November 2016, I will continue to serve in my position until Governor John Bel Edwards appoints a replacement. Serving as a board member has given me an greater appreciation of the role of the regulatory board and the laws and rules that govern our profession. When I was first appointed to the board, I was surprised by the extraordinary amount of time the board members take to research, debate and consider each decision made. Having served on the board, I have a greater appreciation of the amount of work that is required for decision-making and effective regulation. Regulation plays an important part in keeping the public protected while not adding unnecessary obstacles that could negatively impact patient care. Get involved with the board in any way that you can, if you are not already. You will be surprised with the knowledge and understanding that you gain from this involvement.

Al Moreau, III, PT  
Board Chairman

### Board Update: Public Service Announcement

To fulfill its mission to protect the public, the Board has launched a statewide Public Service Announcement (PSA). The PSA has reached Louisiana citizens through television, radio, and online advertisements informing the public of physical therapy training and licensure and how to verify that a treating physical therapist is licensed. If you have any feedback on the PSA, please contact the board office.



### STAFF MEMBERS

- Charlotte F. Martin, M.P.A  
Executive Director
- Amanda LaFleur, MBA  
Director of Operations
- Danielle Linzer  
Licensing Analyst
- Stephanie Boudreaux  
Compliance Officer  
CEU Specialist
- Meghan Chiasson  
Student Worker

### ADVISORY COMMITTEE

- Eugene Noel, PT  
Alexandria
- Althea Jones, PT  
New Orleans
- Wayne Campbell, PT  
Lafayette
- Nicholas Butler, PT  
Monroe
- Robert Montanaro, PT  
Baton Rouge
- Jeremy Dye, PT  
Shreveport
- Christopher Franks, PT  
Lake Charles
- Ryan Usner, PT  
Harahan

### UPCOMING EVENTS

#### BOARD MEETINGS

12/07/2016	Board meeting	4:00pm
12/08/2016	Administrative Hearing	8:30am
01/11/2017	Board meeting	4:00pm
01/12/2017	Administrative Hearing	8:30am

#### JURISPRUDENCE SEMINARS

2017 Jurisprudence Schedule is not posted.

Visit: [www.laptboard.org](http://www.laptboard.org) frequently for updates.