

August 26, 2015

**REQUIREMENTS FOR COURSES OFFERED OR APPROVED**  
**ANY OTHER PROVIDER OR AGENCY APPROVED BY THE**  
**HAWAII BOARD OF PHYSICAL THERAPY**

Pursuant to Paragraph III.A.4. of the Hawaii Board of Physical Therapy's ("Board") August 26, 2015 "Important Announcement Regarding the Continuing Competence Requirements for Hawaii Licensed Physical Therapists that are Effective with the December 31, 2016 Renewal under HRS Chapter 461J", licensees may obtain continuing competence units ("**CCUs**") from courses offered or approved by any other provider or agency approved by the Board.

In order to be approved by the Board, a continuing competence course shall be required to meet the following requirements:

I. **COURSE GUIDELINES**

Each course shall:

- A. Contain specific measurable learning objectives;
- B. Be developed and presented by qualified individuals (the provider or agency shall provide evidence of the individual's experience, education, and training to competently teach the activity);
- C. Be based on referenced scientific evidence, practice-based evidence, case studies, or clearly labeled anecdotal experience; or incorporate current or proposed regulation of practice (including but not limited to regulatory documents, accepted professional guidelines, policy documents, or best practices in management);
- D. Contain content and instructional methods based on identified learning objectives;
- E. Include a procedure to evaluate a participant's understanding of specified learning objectives and requirements for completion. For example:
  - 1. Quiz (verbal or written, graded or ungraded), followed by instructor-led discussion of key points;
  - 2. Learning assessment with a passing score requirement; or
  - 3. Instructor approval of a participant's proficiency of the newly learned skill (e.g., manual therapy, hands-on technique, etc.) based on observation or other method of assessment.

- F. Contain content that relates to the scope of practice of physical therapy;
- G. Provide information to prospective participants, including but not limited to the:
  - 1. Course description;
  - 2. Course objectives;
  - 3. Course outline detailing specific content;
  - 4. Clearly identified instructional methods;
  - 5. Course schedule with designated time devoted to each content area;
  - 6. List and qualifications of each course instructor
  - 7. Contact/course hours
  - 8. Instructional level;
  - 9. Requirements for successful completion of the course;
  - 10. Prerequisites or recommended preparation, if any; and
  - 11. Information on fee amounts, payment schedules, and cancellation policies.
- H. Include a course evaluation questionnaire to be completed by the participant at the end of the activity that evaluates the instructor and the course. It is recommended that the questionnaire include items such as: proficiency of course/instructor in teaching the learning objectives, course evaluation, instructor evaluation, suggestions for course improvements, etc.;
- I. Provide a certificate of completion, or other sufficient evidence of completion; and
- J. Be provided in person or online (including but not limited to various types of electronic methods of teaching such as DVDs, webinars, audio conferences, streaming courses, etc.).

## II. COURSE APPROVAL PROCESS

- A. A provider or agency interested in providing continuing competence courses shall submit the above information to the Board for its review and approval.
  - 1. The Board prefers that this information be submitted and approved before the course is offered to participants.
  - 2. However, if the provider or agency does not obtain the Board's approval prior to offering its course to participants, the provider or agency shall conspicuously disclose this fact to potential participants and clearly inform them that the course is still subject to the Board's approval.
- B. If the provider or agency fails to submit this information to the Board, a participant may submit this information for the Board's review and approval.