

August 26, 2015

**BOARD OF PHYSICAL THERAPY**

**IMPORTANT ANNOUNCEMENT**

**REGARDING THE CONTINUING COMPETENCE REQUIREMENTS UNDER HRS  
CHAPTER 461J FOR HAWAII LICENSED PHYSICAL THERAPISTS THAT ARE  
EFFECTIVE WITH THE DECEMBER 31, 2016 RENEWAL**

I. **THE NEW REQUIREMENTS**

This is to inform you that beginning with the December 31, 2016 renewal, each physical therapist with an active Hawaii license is required to obtain at least thirty (30) units of approved continuing competence units (“**CCU**”) in each two-year license renewal period, where one continuing competence unit is equivalent to at least fifty (50) minutes of classroom or hands on instruction. See, HRS section 461J-10.1.

II. **CONTENT STANDARDS AND CONTINUING COMPETENCE SUBJECT  
MATTER REQUIREMENTS**

- A. Pursuant to HRS sections 461J-10.11 and 461J-10.12, the thirty (30) units of CCUs are required to be obtained as follows:
1. At least twenty-four (24) CCUs in subjects related to either:
    - a. The professional practice of physical therapy (which includes but is not limited to professional accountability, professional behavior, and professional development); or
    - b. Patient/client management (which includes but is not limited to examination, evaluation, diagnosis, and prognosis; plan of care; implementation; education; and discharge); and
  2. Two (2) CCUs in ethics, laws, and rules (jurisprudence), or some combination thereof; and
  3. Four (4) CCUs in life support for health care professionals; provided that such training shall be comparable to, or more advanced than, the American Heart Association's basic life support health care provider course.

III. **AUTHORIZED PROVIDERS OF CONTINUING COMPETENCE UNITS**

Pursuant to HRS section 461J-10.13, CCUs must be obtained from a provider or agency approved by the Hawaii Board of Physical Therapy (“**Board**”), including but not limited to:

- A. Continuing education courses, including home and self study courses, obtained from an agency recognized by the Board. To date, the Board has approved the following courses:
  - 1. Courses offered by the American Physical Therapy Association (“**APTA**”) or Hawaii Chapter of the APTA (“**HAPTA**”);
  - 2. Courses approved by the Federation of State Boards of Physical Therapy’s (“**FSBPT**”) ProCert;
  - 3. Courses approved by another state or jurisdiction’s physical therapy board or its equivalent; and
  - 4. Courses offered or approved by any other provider or agency approved by the Board (for more information, please refer to the Board’s separate notice entitled “Requirements for Courses Offered or Approved by any Other Provider or Agency Approved by the Hawaii Board of Physical Therapy”;
- B. College coursework from an educational institution accredited by the United States Department of Education or other agency recognized by the Board; and
- C. Other competence related activities approved by the Board or an agency recognized by the Board (for more information, please refer to the Board’s separate notice entitled “Other Competence Related Activities Approved by the Hawaii Board of Physical Therapy”.

#### IV. RECORD KEEPING REQUIREMENTS FOR CONTINUING COMPETENCE

- A. Pursuant to HRS section 461J-10.15, each licensee is required to keep and maintain records showing that each course or activity for which credit is claimed has been completed.
- B. These records shall reflect the title of the course or activity, the date taken or completed, and the record of participation.
- C. Each licensee shall retain such documentation for a period of at least seven (7) years after the course or activity concludes.
- D. Each licensee shall provide copies of such documentation to the Board or its designee within fourteen (14) calendar days after being requested to provide such documentation.

- E. The Board intends to randomly audit licensees' CCUs, and is in the process of establishing guidelines to conduct such audits in its administrative rules, Hawaii Administrative Rules chapter 16-110.

V. EXEMPTION FROM THE CONTINUING COMPETENCE REQUIREMENTS

- A. Under HRS section 461J-10.4, a licensee may (prior to the expiration of a renewal period) submit a written request to the Board for an exemption from the continuing competence requirements above.
- B. The request for an exemption shall include the following information:
  - 1. Evidence that, during the two-year period prior to the expiration of the license, the licensee was residing in another country for one year or longer, reasonably preventing completion of the continuing competence requirements;
  - 2. Evidence that, during the two-year period prior to the expiration of the license, the licensee was ill or disabled for one year or longer as documented by a licensed physician, surgeon, or clinical psychologist, preventing completion of the continuing competence requirements; or
  - 3. Evidence that, during the two-year period prior to the expiration of the license, a dependent family member of the licensee was ill or disabled for one year or longer as documented by a licensed physician, surgeon, or clinical psychologist, preventing completion of the continuing competence requirements.
- C. The above exemptions shall not be granted for more than one renewal period. In the event a licensee cannot complete the continuing competence requirements during the two-year period after receiving an exemption, the licensee may only renew the license on an inactive status.
- D. When a licensee is absent from the State because of military service for a period of one year or longer during the two-year renewal period, preventing completion of the continuing competence requirement, the Board may provide an exemption from the continuing competence requirement for more than one renewal period.