

**REQUIREMENTS TO REQUEST APPROVAL
FROM THE HAWAII BOARD OF PHYSICAL THERAPY
FOR ETHICS, LAWS, AND RULES (JURISPRUDENCE) COURSES
FOR RENEWAL OF A HAWAII PHYSICAL THERAPIST LICENSE**

Pursuant to Hawaii Revised Statutes (“HRS”) §461J-10.12(1), for each renewal period, a licensee's continuing competence units (“CCUs”) shall include two (2) units in ethics, laws, and rules (jurisprudence), or some combination thereof.

Please note: All courses in ethics, laws, and rules (jurisprudence) must be approved by the Hawaii Board of Physical Therapy (“Board”). The Board will not accept a course approved by any other organization or state/jurisdiction. Also, all courses must include Hawaii's laws and rules (jurisprudence), therefore, the Board will not accept a course on any other state or jurisdiction's laws and rules.

In order to be approved by the Board, a continuing competence course in subjects related to either the professional practice of physical therapy or patient/client management shall be required to meet the following requirements:

I. COURSE GUIDELINES

Each course shall:

- A. Cover at minimum the subjects listed in the attached “Ethics, Laws, and Rules (Jurisprudence) Course Content Outline” document and include a pool of exam questions which covers all those subjects;
- B. Not cover any topic or technique which is not allowed under Hawaii's scope of practice (e.g. dry needling) unless it is to state that the topic or technique is not allowed in Hawaii;
- C. Include an exam to be given at the completion of the course with a minimum of 25 questions which the participant must pass with a score of 80% or higher;
- D. Include a course evaluation questionnaire to be completed by the participant at the end of the activity that evaluates 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.;
- E. Provide a certificate of completion to all participants who successfully complete the course (see item II. F for certificate requirements).

II. COURSE APPROVAL SUBMISSION INFORMATION

The Board prefers that any ethics, laws, and rules (jurisprudence) courses be approved prior to the course being offered to participants.

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.

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To submit your course for Board approval, please provide the following documents:

- A. Cover letter requesting course approval which includes the following information:
 - 1) Course title;
 - 2) Course provider;
 - 3) Number of ethics, laws, and rules (jurisprudence) CCUs being requested;
 - 4) Method of instruction (i.e. live or online) and if live, date course will be offered;
 - 5) Requirements for successful completion of the course (i.e. how many questions in the exam and what happens if the participant fails the exam);
 - 6) Information on cost of the course (i.e. fee amount, cancellation policy and payment schedule (if any)).
- B. A copy of all of the course exam questions and answers for Board review (Please note: if there is a pool of questions, you will need to provide the entire pool of questions and answers for Board review);
- C. A sample certificate of completion which includes the participant's passing score;
- D. Include an exam to be given at the completion of the course with a minimum of 25 questions which the participant must pass with a score of 80% or higher;
- E. Include a course evaluation questionnaire to be completed by the participant at the end of the activity that evaluates 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.;
- F. Provide a certificate of completion to all participants who successfully complete the course including the course title, course provider, Hawaii index number, participant's name, date of course completion, participant's exam score, and number of CCUs awarded.

III. COURSE APPROVAL PROCESS

- A. All requests for course review should be complete and submitted no later than 20 business days prior to the scheduled meeting date*. The Board's meeting schedule is posted on the following web page: http://cca.hawaii.gov/pvl/boards/physicaltherapy/meeting_schedule/

* Please note that the Board's meeting schedule is subject to change.

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B. Requests can be submitted two ways:

1. *Mail to:*

Board of Physical Therapy
P.O. Box 3469
Honolulu, Hawaii 96801

2. *Deliver to:*

Board of Physical Therapy
335 Merchant Street, Room 301
Honolulu, Hawaii 96813

The Board does not accept any submissions via email or fax.

If you have any questions, you may contact the Board by telephone at (808) 586-2701, or e-mail at phys_therapy@dcca.hawaii.gov.

BOARD OF PHYSICAL THERAPY

ETHICS, LAWS, AND RULES (JURISPRUDENCE) COURSE CONTENT OUTLINE

Each ethics, laws, and rules (jurisprudence) continuing competence course must cover the following minimum subjects* in order to be accepted by the Board:

A. ETHICS

At a minimum, a licensee shall not engage in the following conduct (see, Hawaii Administrative Rules (“HAR”) section 16-110-50):

1. Administer treatments or evaluation in a negligent manner;
2. Falsify or otherwise alter patient records;
3. Misappropriate drugs, money, supplies, or equipment;
4. Aid or abet, or both, the practice of physical therapy by any person not licensed to practice as defined by HRS chapter 461J;
5. Accept fees for services not provided;
6. Improperly delegate to or supervise physical therapist assistants, or support or auxiliary personnel;
7. Practice physical therapy outside the scope of this HRS chapter 461J;
8. Fail to abide by the APTA Guidelines for Physical Therapy Documentation, the APTA Code of Ethics, or the APTA Guide to Professional Conduct; or
9. Fail to immediately refer any patient to an appropriate healthcare provider if there is reasonable cause to believe that the patient's condition is beyond the physical therapist's scope of practice or is a condition for which physical therapy is contraindicated.

B. LAWS

1. Scope of practice in Hawaii (see, HRS section 461J-1);
2. Prohibited practices (e.g., dry needling) (see, HRS section 461J-2.5);
3. Use of support or auxiliary personnel (see, HRS section 461J-2.3);
4. Use of titles (e.g., “RPT”, “LPT”, “DPT”, “PT”, and “PTA”) (see, HRS section 461J-2);
5. Powers and duties of the Board of Physical Therapy (see, HRS sections 461J-5 and 436B-7);
6. Exemptions from licensure (see, HRS section 461J-3);
7. Continuing competence requirements (see, HRS sections 461J-10.1 to 461J-10.15);
8. Renewing a license and restoring a forfeited license (see, HRS section 461J-10);
9. When licenses are subject to revocation, suspension, or probation (see, HRS sections 461J-12, and 436B-18 to 436B-25);
10. Inactive status (see, HRS sections 461J-12.5 and 436B-13.3);
11. Reporting requirements of licensees (see, HRS sections 436B-16 and 436B-17);
12. No compensation for unlicensed activity (see, HRS section 436B-26); and
13. Citation for unlicensed activity (see, HRS section 436B-26.5 and 436B-27)

C. RULES

1. Duties of a supervising physical therapist (see, HAR section 16-110-4);
2. Duties of physical therapist assistants, and support or auxiliary personnel (see, HAR section 16-110-5);
3. Identification of personnel (see, HAR section 16-110-6); and
4. Temporary physical therapist and physical therapy assistant licenses (see, HAR section 16-110-40)

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** No questions shall reference topics or techniques which are not allowed under Hawaii's scope of practice (e.g. dry needling), unless the question is regarding whether the topic or technique is allowed in Hawaii.*