

**REQUIREMENTS TO REQUEST APPROVAL
FROM THE HAWAII BOARD OF PHYSICAL THERAPY
FOR PROFESSIONAL PRACTICE OF PHYSICAL THERAPY
OR PATIENT/CLIENT MANAGEMENT COURSES
FOR RENEWAL OF A HAWAII PHYSICAL THERAPIST LICENSE**

Pursuant to Hawaii Revised Statutes §461J-10.13(1), licensees may obtain continuing competence units (“CCUs”) from courses offered or approved by any other provider or agency approved by the Hawaii Board of Physical Therapy (“Board”).

To request approval for courses in subjects related to **ethics, laws, and rules (jurisprudence)**, please review the “Requirements for Approval of Ethics, Laws, and Rules (Jurisprudence) Courses” document on the following web page: <http://cca.hawaii.gov/pvl/boards/physicaltherapy/continuing-competence-information/>

Please note: the following requirements are only for courses in subjects related to either the **professional practice of physical therapy** or **patient/client management** of a physical therapist **in Hawaii**. **If the subject of the course is on a topic or technique which is not allowed under Hawaii’s scope of practice (e.g. dry needling), the Board will not approve the course for Hawaii license renewal.**

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. Be in a subject related to either the professional practice of physical therapy or patient/client management of a physical therapist **in Hawaii**;
- B. Contain specific measurable learning objectives;
- C. 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);
- D. 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);
- E. Contain content and instructional methods based on identified learning objectives;
- F. 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.

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- G. Contain content that relates to the scope of practice of physical therapy;
- H. 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.
- I. 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.;
- J. Provide a certificate of completion to each participant (including the course title, course provider, Hawaii index number, date of course completion, and number of CCUs awarded); and
- K. 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

The Board prefers that this information be submitted and approved before the course is 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.

- A. For a course that has either not been reviewed by the Board or a course which has had substantive changes in content since the previous approval: please submit the COURSE APPROVAL SUBMISSION FORM to the Board for its review and approval. If the provider or agency fails to

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submit this information to the Board, a participant may submit this information for the Board's review and approval.

- B. For a course that has previously been approved by the Board and is being offered again with no substantive changes (e.g. content, length, instructor, format) since the previous approval: please submit a written statement on the provider's letterhead stating such including the following information:
1. The title of the course;
 2. The course provider;
 3. The previous approval number (e.g. 16-001);
 4. The location of the course;
 5. The date(s) of the course;
 6. An original statement signed by an authorized representative of the provider stating the course is being submitted for approval again and there have been no substantive changes to the course in content, course schedule (including time devoted to each content area), course length, instructor(s) or format since the course was previously submitted for approval.

III. COURSE APPROVAL SUBMISSION INFORMATION

- A. All requests for 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.*

- 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.

- C. 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.

**HAWAII BOARD OF PHYSICAL THERAPY
CONTINUING COMPETENCE COURSE APPROVAL SUBMISSION FORM
FOR PROFESSIONAL PRACTICE OF PHYSICAL THERAPY
OR PATIENT/CLIENT MANAGEMENT COURSES****

The Hawaii Board of Physical Therapy (“Board”) requires submission of this form together with all requisite attachments (in the order specified on page 2 of this form) for use in determining if the proposed course meets the requirements for approval.

** To request approval for Ethics, Laws, and Rules (Jurisprudence) Courses, please review the “Requirements for Approval of Ethics, Laws, and Rules (Jurisprudence) Courses” document on the following web page:
<http://cca.hawaii.gov/pvl/boards/physicaltherapy/continuing-competence-information/>

1 **Course Title:** _____

2 **Course Provider:** _____

- Name of Provider’s Designated Representative (if company) _____
- Provider’s Mailing Address _____
- Provider’s Phone Number _____
- Provider’s Email Address _____

3 **Course Method:**
 Live Online (non-interactive) Webinar (online, interactive) Other: _____

4 **Course Date(s):** _____

5 **Course Location (if live):** _____

6 **Number of continuing competence units requested*:** _____
* Pursuant to HRS §461J-1, one continuing competence unit must be equivalent to at least fifty minutes of classroom or hands on instruction.

7 **Instructional methods** – List the instructional methods used in the delivery of your course (methods must be appropriate to the identified learning objectives): _____

8 **Instructional level:**
 Novice Practitioner Intermediate Practitioner Advanced Practitioner

9 **Requirements for successful completion of the course:** _____

10 **Course fee amount:** _____

11 **Course payment schedule (if any):** _____

12 **Course cancellation policy:** _____

13 **Prerequisites or recommended preparation (if any):** _____

Please submit the following required supporting documents:

14 **Course Schedule:** *Attach the course schedule with designated time devoted to each content area.*

15 **Course Instructor(s):** *Attach a list of course instructor(s) including each instructor's qualifications.*

16 **Course Description:** *Attach a complete description of the course. If the request is for a conference with multiple courses, please provide a separate course description for each course.*

17 **Course Objectives:** *Attach a list of the course's specific measurable learning objectives.*

18 **Course Outline:** *Attach an outline of the course, detailing specific content. Course content should be based on identified learning objectives and must relate to the scope of practice of physical therapy in Hawaii.*

19 **Course Evaluation:** *Attach a copy of the course evaluation questionnaire to be completed by each participant at the end of the course that evaluates the course and the instructor(s). It is recommended that the questionnaire include items such as: proficiency of course/instructor(s) in teaching the learning objectives, course evaluation, instructor evaluation, suggestions for course improvements, etc.*

20 **Certificate of Completion:** *Attach a copy of a sample certificate of completion including course title, course provider and space for the Board's approval number.*

21 **References / Bibliography:** *Attach a list of references that form the basis of the course content including peer reviewed literature, practice-based evidence, case studies, or clearly labeled anecdotal experience; or which show that the course incorporates current or proposed regulation of practice (including but not limited to regulatory documents, accepted professional guidelines, policy documents, or best practices in management).*