



Understanding Continuing Competency for PTs and PTAs

Physical Therapists and Physical Therapist Assistants who are licensed in Oregon are required to complete Continuing Competency (CC) to renew their license.

The number of credits you need is determined by the length of time between your License Effective Date and your License Expiration Date— *both dates can be found on your License.*

Amount of Time Between License Effective Date and License Expiration Date	Number of Credits Needed to Renew
3 months or less (Effective date is between January 1 and March 31 of an even year)	No Continuing Competency Requirements
3-12 months (Effective date is between April 1 and December 31 of an odd year)	12 Continuing Competency Credits
12 or more months <i>(Most licensees are in this category!)</i>	24 Continuing Competency Credits

The Continuing Competency Certification Period runs from April 1 of an even year to March 31 of the following even year- this coincides with the licensure period. Continuing Competency Activities must be completed within this period in order to renew.

The Board allows for a wide range of qualifying courses and activities to fulfill Continuing Competency Requirements.

This includes traditional courses, seminars and workshops as well as other activities, such as completing a fellowship or residency, serving as a certified clinical instructor, publishing articles in a peer-reviewed journal, or for presenting a course or lecture.

Oregon Administrative Rules divide these into Clinical Skills and Non-Clinical Activities. There are limits on certain categories of Continuing Competency, as well as specific requirements that *all* licensees must complete.

The Board does not approve Continuing Competency courses, but does require that courses have been sponsored, certified, or approved by another established and recognized health related organization, professional association, or state. **Essentially- if the course says that they have been approved by any other state or by any other health related Oregon Board, the course is approved for credit with the Oregon Board of Physical Therapy as well.**



Oregon Board of Physical Therapy

Understanding Continuing Competency Activity Types

Clinical Skills		Additional Information on Activity Type
OPMC Pain Management Module	REQUIRED COURSE. This course is 1.5 CC . There are no alternatives to this course. Licensees MUST take the Oregon Pain Management Commission's Pain Management Module at every renewal.	
Cultural Competency	REQUIRED COURSE. Licensees MUST take a minimum of 1 CC in cultural competency. Licensees may choose from a variety of courses. A list of qualifying courses can be found on the OBPT Website.	
General Continuing Competency	<i>Most courses will be in this category! These are your "classic" Continuing Education Courses. There are no minimum or maximum number of hours for these courses.</i>	
CPR / First Aid / BLS / ACLS	Regardless of the length of the course, CPR/First Aid/BLS classes count for a maximum of 1 CC . Licensees can only receive credit for one course per certification period.	
Clinical Instructor	Licensees receive 1 CC for every 40 hours of direct clinical instruction to a PT or PTA student, up to a maximum of 8 CC per certification period. The licensee must obtain a letter or certificate from the student's academic institution showing the number of hours of instruction. Licensees must have completed a Board-Approved Clinical Instructor Certification Program prior to supervising a student.	
Fellowships or Residencies	Completion of a clinical residency or fellowship program qualifies for a maximum of 24 CC hours. The residency or fellowship must be accredited or recognized by the American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE).	
Presenting a Course or Lecture	Licensees who teach courses or present lectures may receive CC hours equivalent to the number of hours of CC that participants receive. <ul style="list-style-type: none"> • Courses taught <i>must</i> award CC to participants for the presenter to receive CC credit for the course. • Presenters may only receive CC for the portion that they teach. For example, if students receive 8 CC for a course, and the presenter teaches half of the course, the presenter may receive 4 CC. • The presenter may only receive CC for each course that they teach or present once per certification period, regardless of how many times they present the material. • The maximum credit awarded for presenting courses or lectures is one-third of the licensee's total CC requirement. For most licensees, this will be 8 CC. 	
Publications	A licensee may receive credit for publishing an article only one time during any certification period. The maximum credit granted for publishing an article is one-third of the total CC requirement. For most licensees, this will be 8 CC .	
Non-Clinical Activities		Additional Information on Activity Type
Committee Work/Serving Office	Non-Clinical Activities may count for no more than 8 CC total, with no more than 4 CC in any one category. Committee work or serving as an officer must be with one of the following groups: OBPT, OPTA, APTA, or FSBPT. Each meeting will count as 1 CC and must be documented with a certificate or letter signed by an officer of the organization. The OR-JAM may be taken once per certification period for 3 CC of Jurisprudence and Ethics.	
Business and Leadership		
Personal Development and Self Care		
Jurisprudence and Ethics		

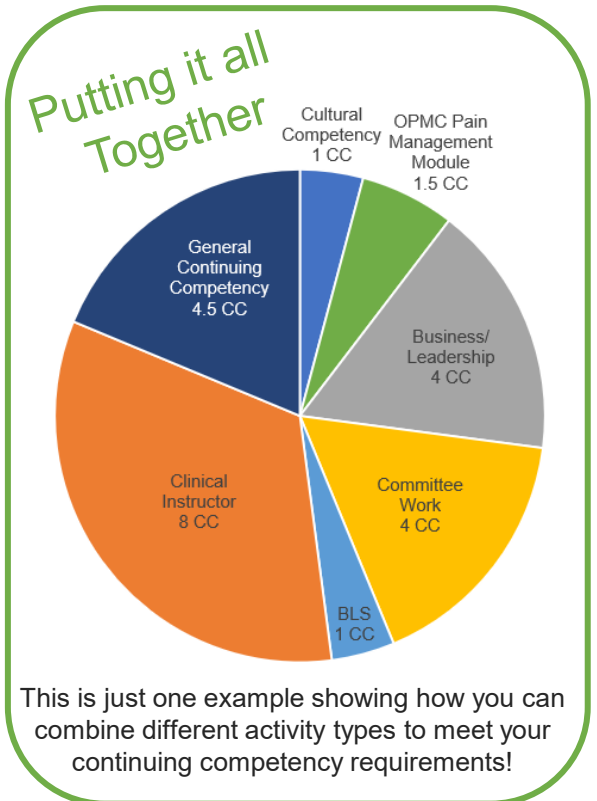
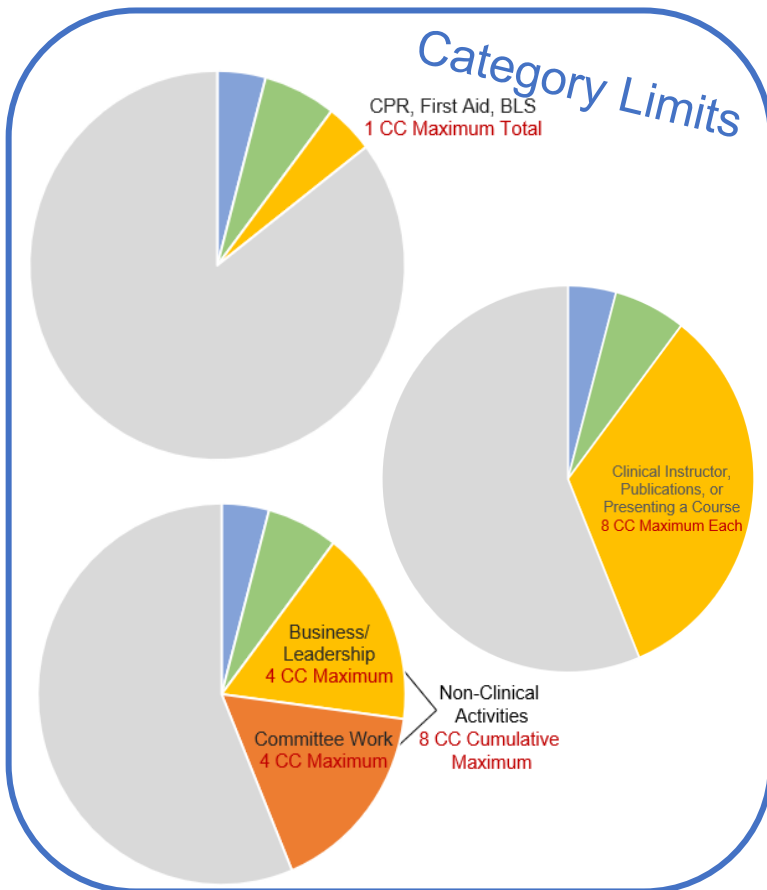


Understanding Continuing Competency Minimums and Maximums

How do all the Continuing Competency Requirements and Activity Types work together?

Every Licensee who is required to complete continuing competency for renewal of their license **MUST** complete the Cultural Competency and Pain Management requirements.

Beyond these 2 required courses and the category limits- how you complete your continuing competency requirements is up to you!



This is just one example showing how you can combine different activity types to meet your continuing competency requirements!

Courses must be a minimum of half an hour to qualify for CC credit. Courses less than 0.5 CC cannot be accepted.

The Board accepts both in-person and online courses.

Important note for licensees who are only required to complete 12 hours of CC: You will only need 9.5 CC of other activities, instead of 21.5. **Cultural Competency and OPMC requirements are unchanged.** Publications and Presenting a Course may only count for 4 CC each instead of 8. Other category limits are unchanged.



As part of your license renewal, you will be required to provide documentation showing that you have completed the minimum CC requirements. Documentation is typically a certificate issued by the course provider.

At a minimum, course certificates must show:

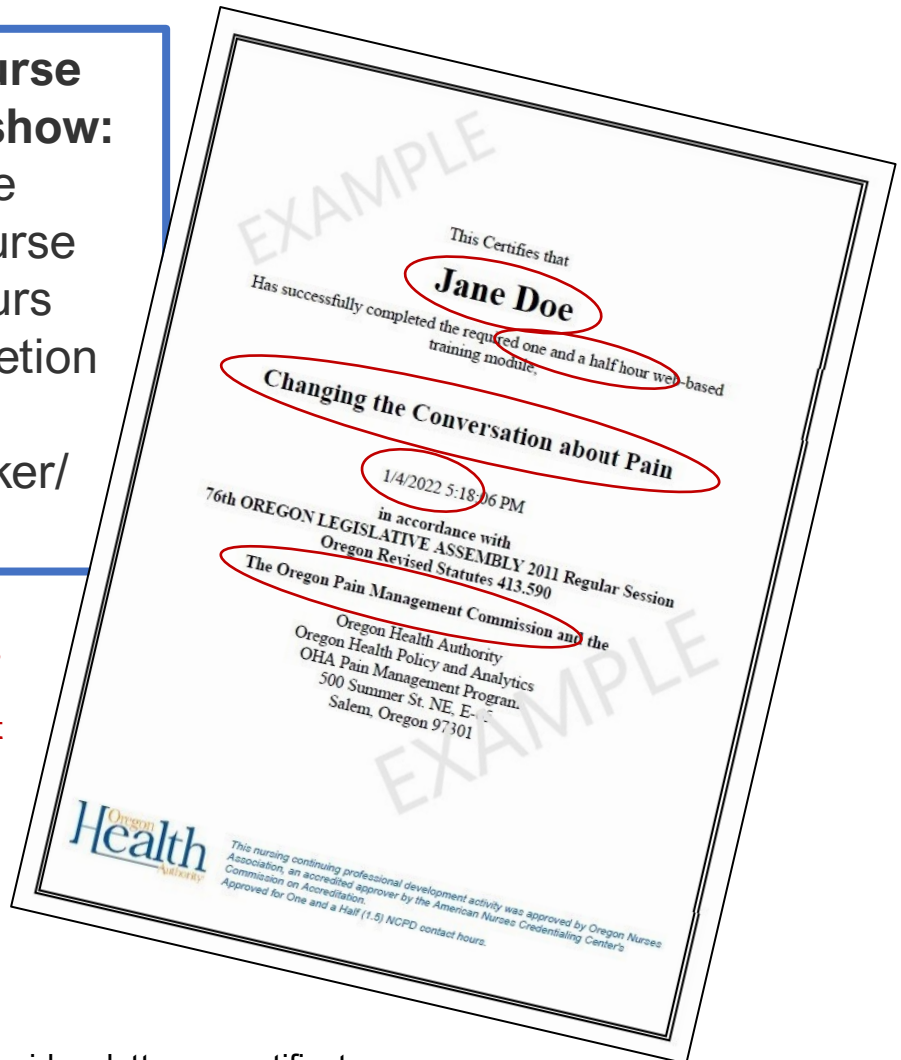
1. Licensee Name
2. Title of the Course
3. Number of Hours
4. Course Completion Date
5. Name of Speaker/ Sponsor

If your course certificate does not include all 5 required components, it does not meet the minimum requirements!

Receipts or Invoices for courses do not qualify as proof of completion.

Special Documentation:

- Clinical Instructors must provide a letter or certificate from the student's academic institution showing the number of hours of instruction.
- Licensees claiming CC for courses or presentations that they have taught must provide documentation showing how many hours were awarded to participants AND documentation showing that they were the presenter.
- Licensees claiming CC for committee work must provide a certificate or letter signed by an officer of the organization showing how many meetings they served.



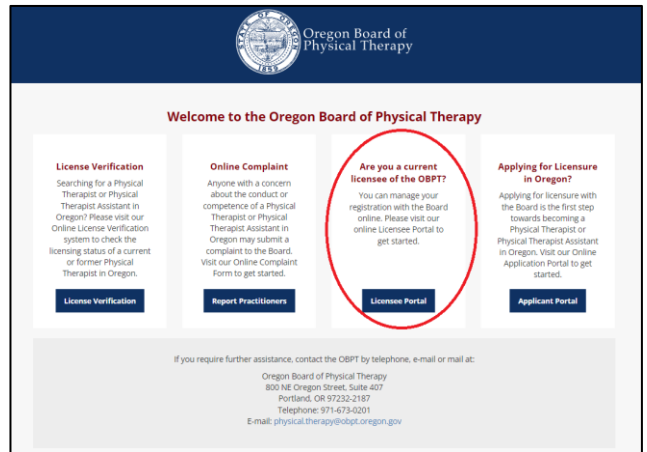
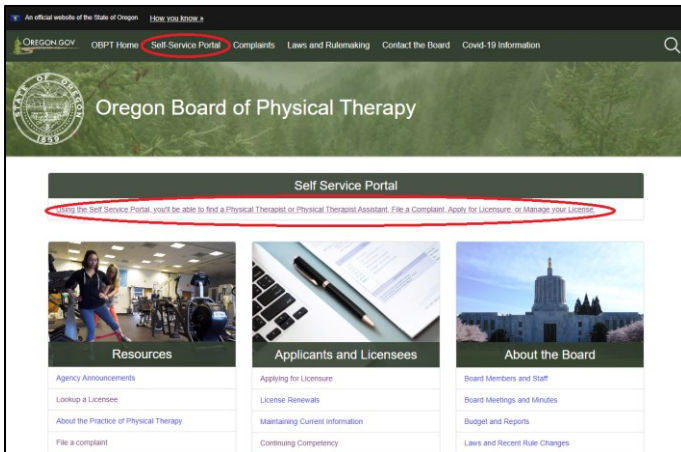


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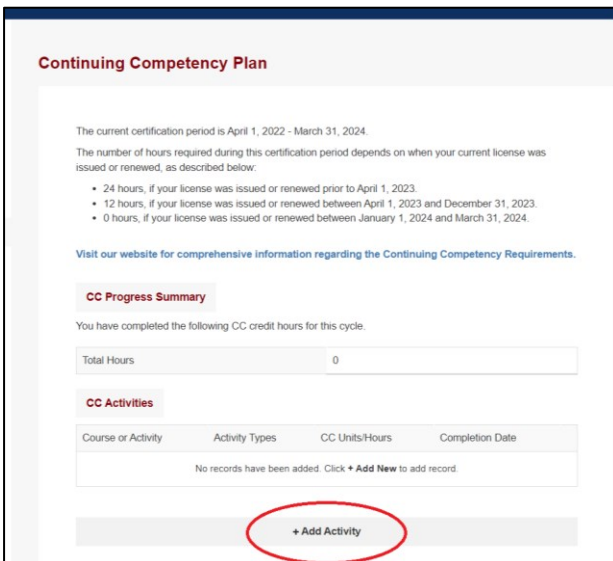
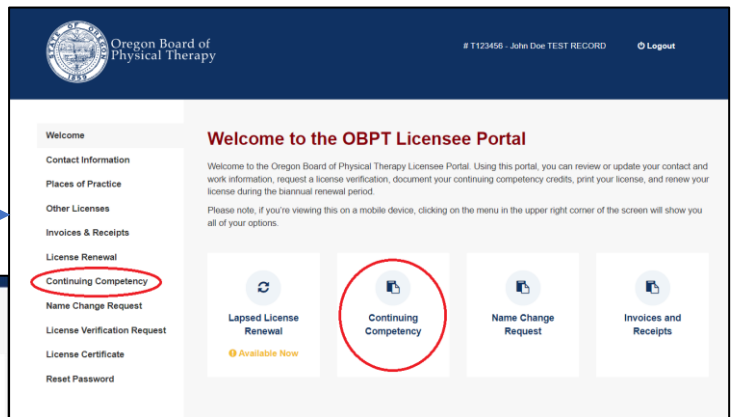
Understanding Continuing Competency in the Licensee Portal

Inputting your Continuing Competency Documentation is **Step 4** of the renewal process- but you don't need to wait until renewal! You can document your continuing competency hours in the Licensee Portal at any time during the certification period. Upload your certificates throughout the year as you take classes or wait and do them all at once when you renew- the choice is yours!

- 1) Go to Oregon.gov/PT then click on **Self-Service Portal**. Next, click on **Licensee Portal** and login to your account.



- 2) Click on **Continuing Competency**. It will be one of the tiles on the Welcome page, or can be accessed from the Left Menu from any page in the Portal.



- 3) A list of Activities for your current certification period will be shown. To add more, click **Add Activity** at the bottom of the screen.



Understanding Continuing Competency in the Licensee Portal (Continued)

- 4) Complete the information on the screen about your continuing competency activity.
A few hints....
- **Select *Clinical Skills* or *Non-Clinical Activities* first.** Your answer here changes the other questions that the system asks!
 - Anything marked with a **red asterisk*** is required. You won't be able to save the activity if the field is left blank.
 - Minimum and Maximum hours for each category will be displayed once you select a category. You can input more than the maximum, but when the system totals your CC on the next page, it will only include the maximum amount allowed.
 - The arrows next to the Number of CC Hours will give you **whole** numbers only- if a course was 1.5 or 2.75 CC, you'll need to type it in.
- 5) Click **Save & Back**. You'll return to the Continuing Competency page, and the course you've added will be on your list of completed activities.

Welcome

Contact Information

Places of Practice

Other Licenses

Invoices & Receipts

License Renewal

Continuing Competency

Name Change Request

License Verification Request

License Certificate

Reset Password

Edit CC Activity

Activity Type * Clinical Skills Non Clinical Activities

Name of Course or Activity *

This course meets requirements for *

Number of CC Units/Hours *
*Minimum hours: 1
Maximum hours: 2*

Name of Sponsor or Speaker *

Date of Completion *

Was this course taken online? * Yes No

Supporting Documentation *

OPMC Certificate - Jane Doe.pdf



Q: I only have hard copies of my certificates. How do I get them to the Board for review?

A: The Board cannot accept hard copies of certificates. You will need to provide digital copies of your certificates. These can be an electronic version sent to you by the course provider, or it can be a digital photo or scan of the hard copy. All certificates need to be uploaded to the [Licensee Portal](#).

Q: If I take pictures of my certificates on my phone, how do I upload them to the portal?

A: The Licensee Portal is Mobile-Friendly. After taking photos or scans on your device, use your device's browser to login to the Licensee Portal and upload your documents directly from your phone or tablet. If your document is more than one page, it will be easier to upload if you scan the document, rather than photograph it, as that will allow you to compile all pages into a single file. The Portal will only allow one file upload per activity. [Click here for a guide on scanning documents on a phone or tablet](#) (This link is unaffiliated with OBPT and provided only as a reference.)

Q. What file types can be uploaded?

A: PDF, JPEG, PNG, DOC, TIFF, and BMP files can all be uploaded. We cannot open files ending in *.download* (these are temporary files that your computer uses when downloading a certificate from the course provider's website, they are *not* the certificate file) and we cannot open *HEIC* files (these are photos taken on iPhone or iPad with the Live Photo mode setting on.) Additionally, we do not open *.zip* files for security reasons.

Q: The course I took only allows me to print the certificate- I can't save a copy.

A: You can still save the certificate by *Printing as a PDF*. All modern computers, smartphones, and tablets can now easily print web pages and other documents to PDF files without any extra software. [Click here for a guide on how to print to PDF on a variety of device types](#). (This link is unaffiliated with OBPT and provided only as a reference.)

Q: Do I need to keep my course certificates after I upload them?

A: Yes! All licensees are required to keep copies of their continuing competency documentation for four years after the completion date of the course. Additionally- the Licensee Portal only shows you the Continuing Competency that you've uploaded for the *current certification period*- it does not display past periods for you. You will lose access to past certificates on your Oregon Licensee portal shortly after the renewal period ends, so be sure to keep them so that you can provide them to other states if you are licensed elsewhere!

Q. I'm having technical issues. What do I do?

A: If you are having issues uploading documents, logging in, or any other issues with the Licensee Portal, our first suggestion is usually to **try using the Licensee Portal on a different device or a different browser!** Your device may have unique, personalized settings, so switching devices may resolve the issue- and it helps us narrow down whether the issue is with our system or with your device. If you're still having issues on a different device, [reach out to the Board by email](#) and provide a description of what is happening! Including screenshots is always helpful too. We're here to help.

Q: Where do I find all of the Laws and Rules referenced in this guide?

A: [Oregon Administrative Rule 848 Division 35](#) is the rule regarding Continuing Competence. All of the requirements listed in this guide can be found in this rule. Additionally, Oregon Revised Statutes and Administrative Rules governing Physical Therapy in Oregon can be found on the [OBPT website](#).

Q: How can I contact the Board if I have more questions?

A: Email Board staff at physical.therapy@obpt.Oregon.gov or call us at 971-673-0200.