



# Continuing Education Verification Form: **Registered Play Therapist (RPT)**

**Instructions**

Please complete and submit this form ONLY if your CE hours are due this year. If you are uncertain when your CE hours are due, please contact APT or log into your member profile.

**Play Therapy Hours:**

List at least 18 clock hours of post-graduate level play therapy CE below. Not more than 9 of the 18 play therapy hours can be non-contact. Please use one of the following codes to designate the type of training received: Contact (C), Non-Contact (NC), or Authored PT publication (A)\*, Instructed PT education (I)\*. \*See RPT Standards, Appendix IV.

<u>Title of Program</u>	<u>Date (mm/dd/yy)</u>	<u># of Hours</u>	<u>APT Provider #</u>	<u>Type</u>
Example: The History of Play Therapy	1/1/2017	2	95-100	NC
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

You are NOT required to submit copies of your transcripts/certificates and license for renewal. You are, however, attesting that you have them and, if audited, will produce them for inspection by APT. Failure to correctly complete this form in its entirety may result in a delay in processing your renewal, which may lead to the inactivation of your credential.

**Applicant Name (Print)** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Renewal of RPT Credential**

Renewal of your credential is contingent upon receipt and acknowledgement of ALL items below, all of which are subject to review and approval of APT:

1. Complete RPT renewal application and pay annual renewal fee.
2. Earn at least 18 clock hours of graduate-level play therapy continuing education (CE) every 36-months.
  - a. Not more than nine (9) of the 18 hours may be non-contact hours.
  - b. Excess clock hours may not be transferred to the next 36-month CE cycle.
  - c. Hours must be presented by graduate-level instructors from these sources:
    - 1) Institutions of higher education within or outside of the United States
    - 2) APT Approved Providers within or outside of the United States
  - d. Not more than 12 of the 18 hours may be earned via one or more of these play therapy specific options:
    - 1) Provide contact play therapy graduate-level instruction at an institution of higher education (one (1) credit of instruction equals three (3) hour of credit). Limit six (6) hours.
    - 2) Provide play therapy post-graduate level continuing education sponsored by APT Approved Providers one (1) clock hour of instruction equals one (1) hour of credit). Limit six (6) hours.

- 3) Author a play therapy publication, article, or chapter (1-15 pages equal one (1) clock hour; 16-50 pages equals three (3) clock hours; and 51-plus pages equals six (6) clock hours). Limit 12 hours.
3. If audited by APT, you must provide transcripts from institutions of higher education or certificates from APT Approved Providers of Play Therapy Continuing Education (APT Approved Provider number must be displayed on certificates). Do NOT submit original copies of your certificates as all materials will be destroyed after review.
4. APT reserves the right to:
  - a. request copies of course syllabi, registration materials, training programs, promotional flyers, etc.
  - b. review and reject the sponsor, content, and presenter of any education or continuing education program.
  - c. require submittal of additional information to support a renewal application.
  - d. obtain information independently or from third parties, including licensing agencies/boards, in review of renewal applications.