Introduction

Whether you are an individual instructor navigating your way through the Continuing Education (CE) approval process for the first time or a seasoned CE professional, we hope that you find this book to be helpful in seeking approval for continuing education courses that you will hold in the state of Illinois.

The Illinois Physical Therapy Association (IPTA) empowers its members to advance the ethical and professional best practice of physical therapy through education. If you use the IPTA CE approval process, you will be able to rely on us as the leaders of physical therapy in Illinois to provide a prompt, professional and reliable response to your CE approval requests.

About this Guide

This guide is to be used as a “how-to” handbook to help you understand and meet the variety of requirements needed to obtain approval status for your CE courses. It includes all of the relevant rules and requirements that were current at the time of its publication. As it is said, the only thing that is a constant is change, so be sure to reference the various web sites noted throughout the book when submitting your application, to ensure that the most current application process is followed.
Conventions Used in this Guide

We’ve used some common conventions throughout this book to make it easy to use. These include:

Key terms are in **boldface**.

- is used to indicate items of importance to academic institutions
- is used to indicate information of special interest to health care facilities
- is used to indicate key websites for current information
- is used to indicate very important information

How this Guide is Organized

Part 1 – The CE Requirements in the state of Illinois
- State Law governing CE for Physical Therapists (PT) and Physical Therapist Assistants (PTA) in Illinois
- IDFPR Rules interpreting the Law on CE hours and course offerings

Part 2 – What a CE Sponsor needs to know about CE sponsorship and approval in Illinois
- Two paths to approval
- Types of CE and how they “count”
- Getting approval for CE courses offered in Illinois or for attendance by Illinois licensed PTs and PTAs
- Getting PTs/PTAs to come to your approved courses

Part 3 – Step by Step Instructions for Completing the IPTA Application for Approval of Continuing Education Courses
Appendix A – Illinois Division of Professional and Financial Regulations
Administrative Rules for the Illinois Physical Therapy Act
Part 1

The Physical Therapy CE Requirements in the State of Illinois

State Law governing CE for Physical Therapists (PT) and Physical Therapist Assistants (PTA) in Illinois

There ought to be a law! And there is. Illinois Law (Illinois Compiled Statutes 225 ILCS 90) defines the continuing education requirements for physical therapists and physical therapist assistants. These requirements are described in the Illinois Physical Therapy Act, and are part of the law of the state of Illinois.

The State of Illinois Department of Financial and Professional Regulation, Division of Professional Regulation (IDFPR) is the licensing body for Physical Therapists and Physical Therapist Assistants. Both professions are licensed in the state. Because IDFPR is the licensing agency, they are named in the state law as the agency that develops and publishes the rules about CE for PTs and PTAs.

What is the state of Illinois Law regarding CE for PTs and PTAs?

The LAW – Excerpted from ILCS 90/ (http://www.legis.state.il.us/legislation/ilcs/ilcs.asp - select Chapter 225, then select 225 ILCS 90/ Illinois Physical Therapy Act.)

(225 ILCS 90/14.1)
(Section scheduled to be repealed on January 1, 2006)
Sec. 14.1. Continuing education renewal requirements. The Department shall promulgate rules concerning continuing education for persons licensed under this Act that require 40 hours of continuing education per license renewal cycle for a physical therapist and 20 hours of continuing education per license renewal cycle for a physical therapist assistant. In establishing these rules, the Department shall consider education required for the 2 categories of licensees to maintain current knowledge and understanding of their respective scope of practice, professional ethics, and standards of care, as described in this Act, and in material provided by relevant professional associations. The Department shall also consider the educational requirements for board certification in physical therapy specialty areas, requirements for advanced clinical or academic degrees related to physical therapy, requirements for attaining advanced skills...
specific to particular practice environments and patient populations, and the educational needs related to special interest groups within the professions. These rules shall assure that licensees are given the opportunity to participate in those programs sponsored by or through their professional associations, hospitals, or employers and which are relevant to their practice. These rules shall also address variances for illness or hardship. Each licensee is responsible for maintaining records of completion of continuing education and shall be prepared to produce the records when requested by the Department.
(Source: P.A. 92-350, eff. 8-15-01.)

The law covering continuing education for PTs and PTAs in Illinois is relatively brief and straightforward. All PTs must complete 40 hours of CE during each licensing renewal cycle, if they want to renew their license. All PTAs must complete 20 hours of CE during each licensing renewal cycle, if they want to renew their license. The rules for the administration of the Illinois Physical Therapy Act offers more detail about the types of CE and other requirements. These requirements are a bit more complex, as we’ll see in the next chapter.

What is a license renewal cycle?

A license renewal cycle is a two year period of time that a license is current and valid.

Physical Therapists licenses expire on **September 30** of each **even** numbered year.

Physical Therapist Assistants licenses expire on **September 30** of each **odd** numbered year.
IDFPR Rules Interpreting the Law on CE hours and course offerings

Right now, we'll focus on:

- How CE hours are calculated in Illinois. (Section 1340.61 a),
- What subject matter is appropriate. (Section 1340.61b 1, 2); and
- The format for approved CE (section 1340.61 b) 3 E)

We'll deal with other elements of the rules as they pertain to CE sponsors in Chapter 2 of this guide.

How are CE hours calculated?

In Illinois, CE credits are calculated based on the number of contact hours. That is, the number of hours that the student is actually engaged in the education process. This specifically excludes things like:

- Registration time
- Coffee Breaks
- Lunch
- Networking
- Social Functions

To calculate the number of contact hours, add the total elapsed time and subtract the amount of time for registration, breaks, lunch or other non-learning activity. At least 50 minutes of an hour must be spent in learning activities in order for the session to be valued at 1 contact hour. Contact hours are awarded in half hour increments.

For example, consider the following CE course time schedule:

8:00 AM  Registration
8:30 AM  Lecture/didactic session
9:15 AM  Break
9:30 AM  Lab session
11:00AM  Break
11:15 AM Lecture/didactic Session
12:00 noon Adjournment

The CE sponsor claims that the course is from 8:00AM to 12:00 noon. Four (4) hours of CE, right? WRONG.
The first half hour of the course time schedule is for registration activities. No learning activities are conducted during this time period. The actual education begins at 8:30 AM.

The actual lecture/didactic/lab sessions begins at 8:30 AM and lasts until noon. That is 3.5 hours of elapsed time. Subtract two fifteen minute breaks (30 minutes)

How does this all add up?

<table>
<thead>
<tr>
<th>Start time</th>
<th>Content</th>
<th># of minutes of CE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>Registration</td>
<td>0 minutes</td>
</tr>
<tr>
<td>8:30 AM</td>
<td>Lecture/didactic session</td>
<td>45 minutes</td>
</tr>
<tr>
<td>9:15 AM</td>
<td>Break</td>
<td>0 minutes</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>Lab session</td>
<td>90 minutes</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>Break</td>
<td>0 minutes</td>
</tr>
<tr>
<td>11:15 AM</td>
<td>Lecture/didactic Session</td>
<td>45 minutes</td>
</tr>
<tr>
<td>12:00 noon</td>
<td>Adjournment</td>
<td></td>
</tr>
</tbody>
</table>

Total CE minutes 180 minutes = 3 hours

Total Elapsed time from beginning of course time schedule: 4 hours

Total amount of time spent in learning activities 3 hours

Total CE hours 3

What happens if your actual learning activity time is 15, 30 or 45 minutes past an hour? At least 50 minutes of an hour must be spent in learning activities in order for the session to be valued at 1 contact hour. All CE must consist of at least 50-60 minutes of learning activities. No CE credit is awarded if a course or seminar is not at least 50 minutes in length. After the first hour, contact hours are awarded in half hour increments. For example if learning activities are scheduled for 1 ¾ hours, round down to the next lower half hour, in this example 1 ½ hours. Alternatively, you could increase the amount of time for learning activities by between 5 and 15 minutes to round up to the next higher hour.

Round up to next higher hour – 50 minutes or greater
Round down to next lower half hour - 49 minutes or less]
If you are applying for CE approval on behalf of a university, college or other educational institution, special rules apply to calculating the number of contact hours, depending on whether the course is part of a curriculum or is sponsored by the academic institution as post-professional continuing education.

If your school offers as part of its curriculum, an APTA-approved post-professional clinical residency or fellowship, then 1 hour of CE credit for every two hours in clinical residency is granted. This is subject to the maximum earned credit of 20 hours or 50% of the total hours required for PTs. However, the student should be aware that the clinical residency or fellowship CE hours cannot be used for CE credit if the student is seeking credit for other hours earned for post-professional academic courses in the same license renewal period. The institution, if CAPTE approved does not need to submit an application for approval of its courses to IDFPR nor IPTA.

If a school offers as part of its curriculum, post-professional academic coursework, 15 CE hours per one Semester hour may be awarded to the student. Alternatively, 10 CE hours per one quarter hour is awarded. There is no limit on the number of hours that can be counted toward CE requirement for license renewal for post professional academic coursework.

**Post-professional** – courses that are taken to advance the knowledge and skill of the PT or PTA after the entry level PT/PTA coursework that leads to a degree in PT or PTA. This infers that the education is related to physical therapy.
What subject matter is appropriate?

The Practice Act specifies courses that maintain current knowledge and understanding of their respective scope of practice, professional ethics, and standards of care are appropriate for CE hours. The Department shall also consider the educational requirements for board certification in physical therapy specialty areas, requirements for advanced clinical or academic degrees related to physical therapy, requirements for attaining advanced skills specific to particular practice environments and patient populations, and the educational needs related to special interest groups within the professions.

The Rules further specify that all CE activities must be relevant to the advancement, extension and enhancement of providing patient/client management. This includes: physical therapy examination, evaluation, intervention, and prevention and providing physical therapy services or fulfilling the other professional roles of a physical therapist or physical therapist assistant. Other topics may be appropriate, if they are relevant to physical therapy practice.

The rules DO specifically exclude:

- estate planning,
- financial planning,
- investments, and
- personal health

The rules further specify that all courses and programs shall:

A) Contribute to the advancement, extension and enhancement of professional clinical skills and scientific knowledge in the practice of physical therapy;

B) Provide experiences that contain scientific integrity, relevant subject matter and course materials;

However, the rules do not limit the excluded topics to those mentioned here. If you think that it may be a stretch to include your topic as relevant to the practice of physical therapy, the reviewers of your application will likely question its relevance and may not approve CE credit through the IPTA process. (The approval processes are discussed in Chapter 2)
What formats are acceptable?

The majority of CE continues to be delivered in a traditional way. That is, a course is held with a live instructor and the students in the same room. The vast majority of CE sponsors provide this type of educational environment. It is not the only acceptable CE format, just the most common one.

What about teleconferences, audio/video presentations or correspondence/web-based courses?

It is important to note that there is a limit to the number of CE hours that can be counted toward licensure renewal for non-face-to-face educational venues. A maximum of 50% of the total CE requirements can be earned through self-study activities. That is, not more than 20 of the 40 hours of the required CE during a license renewal period.

This limitation on CE hours earned is further specified in the rules, as follows:

- A PT may obtain up to 20 hours of CE credit by taking correspondence or web-based courses from an approved CE sponsor. These courses shall include a test that must be passed in order to obtain credit.

- A PTA may obtain up to 10 hours of CE credit by taking correspondence or web-based courses from an approved CE sponsor. These courses shall include a test that must be passed in order to obtain credit.

- A PT or PTA can receive up to 5 hours of CE credit for utilizing moderated teleconferences or audiocassettes/videos of professional presentations offered by approved sponsors. The student is responsible for verifying purchase/registration for teleconferences or audio presentations.

The 5 hour limit for moderated teleconferences/audio/video of professional presentations is part of the maximum CE for self-study activities. There are other types of self-study limitations, but only these limitations are of interest to CE sponsors.

The appropriate subject matter for these types of courses is the same as discussed previously. There is no difference in the appropriate subject matter based on the method of course delivery.
Part 2

What a CE Sponsor needs to know about CE sponsorship and approval in Illinois

In Illinois, there are two ways to have CE courses approved. Both are valid ways to have CE approved. There are no differences based on the approval method, to the person who earns the CE credit. There are differences in the cost and process to the CE sponsor.

The two pathways to approval are:

- Approval of individual courses
- Approval of the CE entity as a sponsor

Depending on the method of approval that you choose, different application processes are involved.

Approval of individual courses

If you choose to have your courses approved individually, the Illinois Physical Therapy Association is the designated approval body.

Approval as a CE sponsor

If you choose the CE sponsor licensure method, the Illinois Department of Financial and Professional Regulation is the agency that grants licenses in Illinois.
What’s the difference in the approval processes?

<table>
<thead>
<tr>
<th>Approval pathway</th>
<th>IPTA</th>
<th>IDFPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Method</td>
<td>Approval on a course by course basis</td>
<td>Approval as a licensed sponsor</td>
</tr>
<tr>
<td>Cost</td>
<td>$100/course application fee</td>
<td>$500/ license fee</td>
</tr>
<tr>
<td>Approval period</td>
<td>One year from date of first course offering</td>
<td>Two year license as a sponsor</td>
</tr>
<tr>
<td>Time frame</td>
<td>Typically 3-4 week process. Rush service is available for an additional fee.</td>
<td>Typically longer than 4 week process</td>
</tr>
<tr>
<td>Recognition of course/sponsor</td>
<td>Individual course/date/location listing on IPTA Continuing Education website (publicly available) for an additional fee</td>
<td>Listed as a sponsor on IDFPR website (not individual courses/dates/locations) (publicly available)</td>
</tr>
<tr>
<td></td>
<td>Course listed in PT Priority (IPTA newsletter sent to over 2,900 PT/PTAs in state) FREE during 2005, if requested</td>
<td></td>
</tr>
</tbody>
</table>

Types of CE and how they “count”

There are several ways for PTs and PTAs to earn continuing education credits toward fulfilling the requirement for licensure renewal. These include, but are not limited to:

- CE hours may be earned by verified attendance at or participation in a program that is offered by an approved continuing education sponsor.

- Teaching a course for an approved CE sponsor. An applicant will receive 2 hours of credit for each CE hour awarded to course attendees the first time the course is taught and 1 hour of credit for each CE hour the second time the same course is taught; no credit will be given for teaching the same course 3 or more times. A maximum of 50% of the total CE requirements may be earned through CE instruction. The applicant must be able to provide verification of unique content for each CE course taught via course goals, objectives, and outline.
If an Illinois licensed PT instructs your courses, they may be eligible to earn up to 20 hours of CE per license renewal period as an instructor. Illinois licensed PTAs may earn up to 10 hours.

- APTA-approved post-professional clinical residency or fellowship. An applicant will receive 1 hour of CE credit for every 2 hours spent in clinical residency, up to a maximum of 20 hours, or 50% of the total CE requirement. Clinical residency hours may not be used for CE credit if the applicant is also seeking credit for hours earned for post-professional academic coursework in the same prerenewal period.

- Professional research/writing. An applicant may receive CE credit for publication of scientific papers, abstracts, or review articles in peer-reviewed and other professional journals; publication of textbook chapters; and poster presentations at conferences sponsored by any entity that has pre-approved status, up to a maximum of 50% of the total CE requirements:
  
  i) 15 hours for each refereed article.
  
  ii) 3 hours for each non-refereed article, abstract of published literature or book review.
  
  iii) 5 hours for each textbook chapter.
  
  iv) 5 hours for each poster or platform presentation or review article.

- Self-study. A maximum of 50% of the total CE requirements may be earned through the following self-study activities:

  i) A PT may obtain up to 20 hours of CE credit by taking correspondence or web-based courses from an approved CE sponsor. A PTA may obtain up to 10 hours of CE credit by taking correspondence or web-based courses from an approved CE sponsor. These courses shall include a test that must be passed in order to obtain credit.

  ii) An applicant can receive up to 5 hours of CE credit for utilizing moderated teleconferences or audiocassettes/videos of professional presentations offered by approved sponsors.
The applicant will be responsible for verifying purchase/registration for teleconferences or audio presentations.

iii) An applicant can receive up to 5 hours of CE credit for completion of published tests/quizzes based on APTA publications. The applicant will be responsible for verifying successful completion. (These publication-based tests/quizzes, typically offered for less than 1 hour of CE credit, are the only exception to the requirement that all approved CE activities must be at least 1 hour.)

- Journal clubs. Up to 5 hours of CE credit may be obtained for participation in a journal club. Credit will be earned based on actual hours of participation and must be verified with an attendance list and list of articles from peer-reviewed journals discussed at each meeting.

- Educational programs at Illinois Physical Therapy Association (IPTA) district meetings. Up to 5 hours of CE credit may be obtained for attendance at these programs. Credit will be earned based on actual hours of participation and must be verified with an attendance list and referenced presentation materials.

- Departmental inservices. Up to 5 hours of CE credit may be obtained for attendance at inservices at healthcare facilities or organizations. Credit will be earned based on actual hours of participation and must be verified with an attendance list and referenced presentation materials. If a facility offers 5 hours of CE or less during a pre-renewal period, no CE approval application is necessary. However, if the facility offers more than 5 hours and wants the therapists/assistants to be able to use these hours for license renewal, then approval of the courses above the 5 hour maximum, would be necessary.
What is a **prerenewal period**?

A pre-renewal period is period of the 24 months immediately preceding the date for renewal of a PT or PTA license. For example, September 2003-September 2005 is the pre-renewal period for PTA licenses expiring on September 30, 2005

Which process is better for your organization?

You may want to consider the following when deciding how to apply for CE approval in Illinois.

<table>
<thead>
<tr>
<th>Consideration</th>
<th>Approval Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have a short time frame until the course is being held</td>
<td>IPTA</td>
</tr>
<tr>
<td>You are concerned about total cost if offering more than 5 courses</td>
<td>IDFPR</td>
</tr>
<tr>
<td>You are unsure of the suitability of the course subject matter for PT/PTA</td>
<td>IDFPR</td>
</tr>
<tr>
<td>audiences</td>
<td></td>
</tr>
<tr>
<td>Want personalized services</td>
<td>IPTA</td>
</tr>
<tr>
<td>Have few courses being offered in Illinois</td>
<td>IPTA</td>
</tr>
<tr>
<td>Want free print course listing targeted to PT/PTAs in Illinois (distributed</td>
<td>IPTA</td>
</tr>
<tr>
<td>to over 3,000 professionals)</td>
<td></td>
</tr>
</tbody>
</table>

Even if you choose the IDFPR CE sponsor license, you can still advertise your courses with the Illinois Physical Therapy Association. Contact [www.ipta.org](http://www.ipta.org) for more information on advertising opportunities.
How do I get approval for CE courses offered in Illinois or for attendance by Illinois Licensed PTs and PTAs?

The first step in getting Illinois approval is to decide on what method you will pursue.

*If you choose to have CE approved on a per course basis, contact the Illinois Physical Therapy Association.*

IPTA  
1010 Jorie Blvd. Suite 134  
Oak Brook, IL  60523  
630-571-1400 phone  
630-571-1406 fax  
www.ipta.org

The forms that you will need are on the ipta.org website or are available from the IPTA office. When completing the applications, please check to see that you have the most recent version of the application. If you have applied for CE credit in the past through IPTA, please make sure that the most recent version of the application is used, as using older versions of the forms delay the processing of your application.

**How long does it take?**

IPTA requests that you apply for approval not less than four weeks prior to the first date you will be offering the course in Illinois. This is to allow adequate time for review and to resolve any questions or issues that may arise when submitting the application. If you need your course approved in less than four weeks, on a “rush” basis, it may be possible to review your application on an expedited basis. There is an additional fee for this service.

There is NO retroactive approval of CE in Illinois. Once a course has been held that has not been approved, the therapist or assistant may NOT claim those CE credits toward their license renewal.
If you choose to seek licensure as a CE sponsor, contact the Illinois Department of Financial and Professional Regulation. By phone, contact applicant information at (217)782-8556. You will be applying for a license as PT Continuing Education Sponsor. The instructions and necessary forms are found on the Department of Financial and Professional Regulation website at:

http://www.idfpr.com
Click on the Select a Profession Title to View drop down menu.

Scroll down to PHYS THERAPY, CE SPONSOR and click to select.

On the right side of the next screen you will see

**Profession Specific Information**
Licensee Application/Forms

- **Physical Therapist, Licensed**
- **Physical Therapy Assistant,**
- **Physical Therapy Continuing Education Sponsor**
Click on Physical Therapy Continuing Education Sponsor. Follow the instructions to complete the Physical Therapy Continuing Education Sponsor application.

For assistance in completing these forms, please contact the IDFPR directly. The IPTA cannot assist you nor provide any information on the status of your application that is submitted to IDFPR.

**How long does it take?**

The application and instructions for IDFPR do not provide any guidance with regard to the length of time needed to process the application. Anecdotal reports from CE sponsors indicate that the time frame is typically longer than 4 weeks.

There is NO retroactive approval of CE in Illinois. Even if you receive a license as a CE sponsor, courses offered prior to the issuance of the CE Sponsor license may not be claimed by a therapist or assistant for CE credits toward their license renewal.

**FAQs.**

**What if an Illinois licensed PT or PTA attends a CE course in another state and the CE Sponsor is not licensed in Illinois nor has had the course approved by IPTA? Can they get CE credit toward their Illinois license?**

An Illinois licensed PT or PTA may be able to get CE credit for a course taken in another state, that was not approved for Illinois CE credit. Individual practitioners can apply to IDFPR for approval of out of state CE. The IPTA is not involved with this process. This application process is not applicable to the CE sponsor, only the individual PT or PTA can apply for out of state credit.

**How do I get PTs and PTAs to Come to My Approved Course?**

IPTA has a variety of ways for you to get the word out about your course. The most popular way is a display ad in our publication *PT Priority*. For advertising rates and complete information, please contact Malisa Minetree at 317-815-4688 or by email at sweepingads@indy.rr.com.

During 2005, if your course is approved by IPTA, you can receive a FREE dateline listing in the *PT Priority* as well. However, you do need to complete
the CE Course Advertising Form and send it to us with your application for course approval. Currently, this listing is free when you use our approval process, but unless we receive the advertising form, we won’t list your course.

Also available is our very popular website listing. The cost for this listing is online at the IPTA website is $75.00 per listing. This is a very economical way to advertise, as our website gets approximately 1,000 hits per day – with most people looking for information on continuing education. To take advantage of this advertising opportunity, whether your course was approved by IPTA or IPFPR, please complete the **CE Course Advertising Form**, found on our website.
Part 3

Step by Step Instructions for Completing the IPTA Application for Approval of Continuing Education Courses

Step 1:
Make sure you have the most up to date application and instructions. These are available on the IPTA website at www.ipta.org.

Step 2:
Review the IPTA Continuing Education Information and Instructions document and the Criteria for approval of Continuing Education Offerings. Both of these documents are available on the IPTA website or by request to the Chapter office.

Step 3:
Complete each item fully. For expanded information, see the Criteria for Approval...(included as part of the application packet)

Item 1  Sponsor. The sponsor is an individual or company that has administrative and financial responsibility for the program.

Item 2  Coordinator contact information. The Coordinator is an individual designated by the sponsor who agrees to perform all of the tasks outlined in the Program Coordinator statement, found in the application under item 11.

Item 3  Title of the Educational Offering. This title must be descriptive of the content to be presented. Your CE approval will include this title and the approval is limited to the exact title you specify.

Item 4  Date(s) and location(s) Complete the date, city and state where the course is offered. Your course will not be advertised in the PT Priority or on the IPTA website unless the IPTA CE course Advertising Form accompanies the application (with payment, when appropriate)

Item 5  Instruction Level. Refer to the Criteria for Approval of Continuing Education Offerings for a complete description of each of the levels. This instructional level refers to the assumed level of knowledge that the participants have before taking the course.
Item 6  Intended Audience. Indicate all professional designations that apply. In addition to PT and PTAs other professions may be included, such as Occupational Therapist, Registered Nurse, Physician.

Item 7  Program Content Area. Check only ONE box, with the area of concentration that most closely matches your program content.

Item 8  Number of Contact hours. Include only actual hours spent in instructional activities. This response to this question must correlate with Item 10 c.

Item 9  Previously Approved Courses. If this course has been previously approved by the IPTA, e.g., in 2003, check the box marked Previously Approved by IPTA. If you have never applied for CE credit for this course by the IPTA, please check New Course Offering.

Item 10  Course Information. This is the meat of the application. Each of the documents listed in item 10 MUST be included with your application, in order to for your application to be reviewed promptly. Often, sponsors include only a promotional brochure. This information is frequently insufficient to process the application. If you are attentive to the information contained in the Criteria, your application will not have to be returned for additional information.

Item 11  Coordinator’s Statement. This statement outlines your responsibilities as the sponsor of the course. This item details what must be on the certificate of CE credit that you give to each course participant.

**Step 4:**

Determine payment method. If you wish to pay the application fees by credit card, complete the credit card information on the bottom of page 2 of the application, or if you wish to pay with your credit card by phone, please call 630-571-1400.

If you want to pay by check, make the check payable to the Illinois Physical Therapy Association and remember to enclose it with your application. No applications are processed before the fee payments are received.
Step 5:
If you would like your course to appear in the PT Priority or on the IPTA website, download and complete the CE Course Advertising Form and send it in with your application and payment.

Step 6:
Enclose the application, supporting materials and payment in your envelope and mail to:

Illinois Physical Therapy Association
1010 Jorie Blvd. Suite 134
Oak Brook, IL 60523

Alternatively, the documents may be faxed to 630-571-1406 or emailed to ipta@ipta.org. However, until payment is received, the application review process will not be initiated.
Appendix A

Administrative Rules
TITLE 68: PROFESSIONS AND OCCUPATIONS
CHAPTER VII: DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
PART 1340 ILLINOIS PHYSICAL THERAPY ACT
SECTION 1340.61 CONTINUING EDUCATION

Section 1340.61 Continuing Education

a) Continuing Education Hour Requirements

1) Beginning with the September 30, 2004 renewal and every renewal thereafter, every physical therapist shall complete 40 hours of continuing education (CE) relevant to the practice of physical therapy during each prerenewal period as a condition of renewal.

2) Beginning with the September 30, 2005 renewal and every renewal thereafter, every physical therapist assistant shall complete 20 hours of CE relevant to the practice of physical therapy during each prerenewal period as a condition of renewal.

3) A prerenewal period is the 24 months preceding September 30 in the year of the renewal.

4) A CE hour equals 50 minutes. After completion of the initial CE hour, credit may be given in one-half hour increments.

5) Courses that are part of the curriculum of a university, college or other educational institution shall be allotted CE credit at the rate of 15 CE hours for each semester hour or 10 CE hours for each quarter hour of academic credit awarded.

6) A renewal applicant is not required to comply with CE requirements for the first renewal following the original issuance of the license.

7) Physical therapists and physical therapist assistants licensed in Illinois but residing and practicing in other states must comply with the CE requirements set forth in this Section. CE credit hours used to satisfy the CE requirements of another state may be submitted for approval for fulfillment
of the CE requirements of the State of Illinois if the CE requirements in the other state are equivalent to the CE requirements in this Section.

b) Approved Continuing Education

1) All CE activities shall be relevant to the advancement, extension and enhancement of providing patient/client management, including but not limited to physical therapy examination, evaluation, intervention, and prevention and providing physical therapy services or fulfilling the other professional roles of a physical therapist or physical therapist assistant. Courses not acceptable for the purpose of this definition include, but are not limited to, estate planning, financial planning, investments, and personal health.

2) CE hours may be earned by verified attendance at or participation in a program that is offered by an approved continuing education sponsor who meets the requirements set forth in subsection (c). Credit shall not be given for courses taken in Illinois from unapproved sponsors.

3) CE may also be earned from the following activities:

A) Teaching a course for an approved CE sponsor or a CAPTE accredited PT or PTA program. An applicant will receive 2 hours of credit for each CE hour awarded to course attendees the first time the course is taught and 1 hour of credit for each CE hour the second time the same course is taught; no credit will be given for teaching the same course 3 or more times. A maximum of 50% of the total CE requirements may be earned through CE instruction. The applicant must be able to provide verification of unique content for each CE course taught via course goals, objectives, and outline.

B) American Board of Physical Therapy Specialties (ABPTS) Clinical Specialist Certification. An applicant will receive 40 hours of CE credit for the prerenewal period in which the initial certification is awarded.

C) APTA-approved post-professional clinical residency or fellowship. An applicant will receive 1 hour of CE credit for every 2 hours spent in clinical residency, up to a maximum of 20 hours. Clinical residency hours
may not be used for CE credit if the applicant is also seeking credit for hours earned for post-professional academic coursework in the same prerenewal period.

D) Professional research/writing. An applicant may receive CE credit for publication of scientific papers, abstracts, or review articles in peer-reviewed and other professional journals; publication of textbook chapters; and poster or platform presentations at conferences sponsored by any entity that has pre-approved status, up to a maximum of 50% of the total CE requirements:

i) 15 hours for each refereed article.

ii) 3 hours for each non-refereed article, abstract of published literature or book review.

iii) 5 hours for each textbook chapter.

iv) 5 hours for each poster or platform presentation or review article.

E) Self-study. A maximum of 50% of the total CE requirements may be earned through the following self-study activities:

i) An applicant may obtain up to 20 hours of CE credit by taking correspondence or web-based courses from an approved CE sponsor. These courses shall include a test that must be passed in order to obtain credit.

ii) An applicant can receive up to 5 hours of CE credit for utilizing moderated teleconferences or audiocassettes/videos of professional presentations offered by approved sponsors. The applicant will be responsible for verifying purchase/registration for teleconferences or audio presentations.

iii) An applicant can receive up to 5 hours of CE credit for completion of published tests/quizzes based on APTA publications. The applicant will be responsible for verifying successful completion. (These publication-based
tests/quizzes, typically offered for less than 1 hour of CE credit, are the only exception to the requirement that all approved CE activities must be at least 1 hour.)

F) Journal clubs. Up to 5 hours of CE credit may be obtained for participation in a journal club. Credit will be earned based on actual hours of participation and must be verified with an attendance list and list of articles from peer-reviewed journals discussed at each meeting.

G) Educational programs at Illinois Physical Therapy Association (IPTA) district meetings. Up to 5 hours of CE credit may be obtained for attendance at these programs. Credit will be earned based on actual hours of participation and must be verified with an attendance list and referenced presentation materials.

H) Departmental inservices. Up to 5 hours of CE credit may be obtained for attendance at inservices at healthcare facilities or organizations. Credit will be earned based on actual hours of participation and must be verified with an attendance list and referenced presentation materials.

I) Professional leadership. Up to 5 hours of CE credit may be obtained for being a member of the Physical Therapy Licensing and Disciplinary Committee, an officer of the American Physical Therapy Association, Illinois Physical Therapy Association or the Federation of State Boards of Physical Therapy. Credit will be earned based on months of service with one hour of CE credit earned per 3 months of service.

J) Clinical instructor. Up to 5 hours of CE credit may be obtained by being a clinical instructor for either PT or PTA students. Credit will be earned based on hours of cumulative student clinical instruction, with 1 hour of CE credit per 120 student hours. CE credit hours for clinical instruction will be awarded by the student’s academic institution.

4) CE will not be awarded for the following types of activities:
A) Entry-level physical therapist or physical therapist assistant academic coursework.

B) Employee orientation programs or training completed as a condition of employment.

C) Professional meetings or conventions, other than educational programming by approved sponsors.

D) Committee meetings.

E) Work experience.

F) Individual scholarship, mass media programs or self-study activities not identified in subsection (b)(2)(E).

c) Continuing Education Sponsors and Programs

1) Approved sponsor, as used in this Section, shall mean:

A) American Physical Therapy Association and its components, including the Illinois Physical Therapy Association;

B) Colleges, universities, or community colleges or institutions with physical therapist or physical therapist assistant education programs accredited by the Commission on Accreditation in Physical Therapy Education; for post-professional academic coursework, all regionally accredited colleges and universities would be approved sponsors; and

C) Any other person, firm, association, corporation, or group that has been approved and authorized by the Division pursuant to subsection (c)(2) of this Section upon the recommendation of the Board to coordinate and present continuing education courses or programs.

2) Entities seeking a license as a CE sponsor pursuant to subsection (c)(1)(C) shall file a sponsor application, along with the required fee set forth in Section 1340.57. (State agencies, State colleges and State universities in Illinois shall be exempt from paying this fee.) The applicant shall certify to the following:
A) That all courses and programs offered by the sponsor for CE credit will comply with the criteria in subsection (b) and all other criteria in this Section. The applicant shall be required to submit a sample 3 hour CE program with course materials, presenter qualifications and course outline for review prior to being approved as a CE sponsor;

B) That the sponsor will be responsible for verifying attendance at each course or program, and provide a certification of attendance as set forth in subsection (c)(7)(A); and

C) That, upon request by the Division, the sponsor will submit evidence as is necessary to establish compliance with this Section. Evidence shall be required when the Division has reason to believe that there is not full compliance with the statute and this Part and that this information is necessary to ensure compliance.

3) Each licensed sponsor shall submit by September 30 of each even numbered year a sponsor application along with the renewal fee set forth in Section 1340.57. With the application the sponsor shall be required to submit to the Division a list of all courses and programs offered within the past 24 months, which includes a description, location, date and time the course was offered.

4) Each CE program by a licensed sponsor shall provide a mechanism for written evaluation of the program and instructor by the participants. Such evaluation forms shall be kept for 5 years and shall be made available to the Division upon written request.

5) All courses and programs shall:

A) Contribute to the advancement, extension and enhancement of professional clinical skills and scientific knowledge in the practice of physical therapy;

B) Provide experiences that contain scientific integrity, relevant subject matter and course materials;
C) Be developed and presented by persons with education and/or experience in the subject matter of the program; and

D) Provide for a mechanism for the evaluation of the program by the participants.

6) All programs shall be open to all licensed physical therapists and physical therapist assistants and not be limited to the members of a single organization or a group and shall specify the number of CE hours that may be applied toward Illinois CE requirements for licensure renewal.

7) Certificate of Attendance by a Licensed Sponsor

A) It shall be the responsibility of the sponsor to provide each participant in a program with a certificate of attendance signed by the sponsor. The sponsor’s certificate of attendance shall contain:

i) The name and address of the sponsor;

ii) The name and address of the participant;

iii) A detailed statement of the subject matter;

iv) The number of hours actually attended in each topic;

v) The date of the program;

vi) Signature of the sponsor.

B) The sponsor shall maintain these records for not less than 5 years.

8) The licensed sponsor shall be responsible for assuring verified continued attendance at each program. No renewal applicant shall receive credit for time not actually spent attending the program.

9) Upon the failure of a licensed sponsor to comply with any of the foregoing requirements, the Division, after notice to the sponsor and hearing before and recommendation by the Board pursuant to the Administrative Hearing Rules (see 68
Ill. Adm. Code 1110) shall thereafter refuse to accept CE credit for attendance at or participation in any of that sponsor's CE programs until such time as the Division receives reasonably satisfactory assurances of compliance with this Section.

d) Continuing Education Earned in Other Jurisdictions

1) If a licensee has earned CE hours in another jurisdiction from a nonapproved sponsor for which he/she will be claiming credit toward full compliance in Illinois, that applicant shall submit an application along with a $20 processing fee prior to taking the program or 90 days prior to the expiration date of the license. The Board shall review and recommend approval or disapproval of this program using the criteria set forth in this Section.

2) If a licensee fails to submit an out of state CE approval form within the required time, late approval may be obtained by submitting the application with the $20 processing fee plus a $10 per hour late fee not to exceed $150. The Board shall review and recommend approval or disapproval of this program using the criteria set forth in this Section.

e) Certification of Compliance with CE Requirements

1) Each renewal applicant shall certify, on the renewal application, full compliance with CE requirements set forth in subsection (a).

2) The Division may require additional evidence demonstrating compliance with the CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of such compliance for a minimum of 5 years.

3) When there appears to be a lack of compliance with CE requirements, an applicant will be notified and may request an interview with the Board, at which time the Board may recommend that steps be taken to begin formal disciplinary proceedings as required by Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65].

f) Waiver of CE Requirements

1) Any renewal applicant seeking renewal of his/her license without having fully complied with these CE requirements
shall file with the Division a renewal application, the renewal fee set forth in Section 1340.57, a statement setting forth the facts concerning such non-compliance, and a request for waiver of the CE requirements on the basis of such facts. If the Division, upon the written recommendation of the Board, finds from such affidavit or any other evidence submitted that good cause has been shown for granting a waiver, the Division shall waive enforcement of such requirements for the renewal period for which the applicant has applied.

2) Good cause shall be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable prerenewal period because of:

A) Full-time service in the armed forces of the United States of America during a substantial part of such period; or

B) Extreme hardship, which shall be determined on an individual basis by the Board and shall be limited to documentation of:

   i) An incapacitating illness documented by a currently licensed physician;

   ii) A physical inability to travel to the sites of approved programs; or

   iii) Any other similar extenuating circumstances.

3) If an interview with the Board is requested at the time the request for such waiver is filed with the Division, the renewal applicant shall be given at least 20 days written notice of the date, time and place of such interview by certified mail, return receipt requested.

4) Any renewal applicant who submits a request for waiver pursuant to subsection (f)(1) of this Section shall be deemed to be in good standing until the Division’s final decision on the application has been made.

(Source: Amended at 28 Ill. Reg. 16252, effective December 2, 2004)