



Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board
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Governor
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Continuing Education Audit Reference Guide

Rule [4755-23-08](#) of the Ohio Administrative Code requires the Physical Therapy Section to conduct an audit of continuing education records each renewal. The audit tests compliance with state laws requiring continuing education for licensure.

Audit notice emails are sent to a random, electronically selected sample (roughly 20%) of the active PT license holders after the end of the renewal period. PT's selected for the audit are required to respond to the audit notice by **July 16, 2016**. If a license holder does not respond to the audit notice, or has not obtained the required amount of continuing education needed for licensure renewal, the license holder will face disciplinary action. *Disciplinary actions are a public record and all actions are permanent.*

Steps to Complete the Audit

- Follow the instructions outlined in the audit notice email.
- Respond to the audit by **July 16, 2016**.
- Ensure you have 24 contact hours (PT) between February 1, 2014 and January 31, 2016.
- Ensure your certificates contain your name, sponsor/presenter name, date of activity, number of contact hours awarded, and a valid Ohio approval number.

Email copies of your certificates to jennifer.adams@otptat.ohio.gov by July 16, 2016.

Frequently Asked Audit Questions

How do I know if I'm being audited?

You will receive an audit notice email from the Board office after the renewal period has ended.

How do I submit my audit materials?

Audit materials must be scanned and emailed to Jennifer Adams at jennifer.adams@otptat.ohio.gov. Please include your Ohio PT license number in the file name of the scanned document to facilitate the processing of your audit. Save a copy of the sent email for your records. You will be contacted by Jennifer if your audit information is incomplete.

I don't have an Ohio Approval Number for an activity, what should I do?

If you do not have an Ohio Approval Number for a continuing education activity, you will need to contact the Ohio Physical Therapy Association (OPTA) at <http://www.ohiopt.org>. The OPTA (not the Board) is the entity that reviews activities and assigns the Ohio Approval Number.

The OPTA website maintains a database of approved continuing education activities. In addition, OPTA staff can tell you what steps you need to take to obtain an Ohio Approval Number for a course that you have previously taken if it is not located on the OPTA database.

If you are required to submit an application to obtain an Ohio Approval Number, you should respond to the audit with the certificates you do have and clearly indicate in your email that you are awaiting an Ohio Approval Number for a specific course and enter the date when you submitted your materials to the OPTA. Please keep the Board updated on the status of your pending Ohio Approval Number, as this process can sometimes take several weeks. Once you receive your Ohio Approval Number and validation letter from the OPTA, email it directly to jennifer.adams@otptat.ohio.gov.

Please note that the OPTA and Physical Therapy Section of the Ohio OTPTAT Board are two separate entities and do not exchange information about your individual Continuing Education Approval Request Form(s). It is your responsibility to relay information to the Board as it comes to you from the OPTA.

Do all activities require an Ohio Approval Number?

No. Paragraph (G) of rule [4755-23-08](#) of the Administrative Code lists specific activities that do not require an Ohio Approval Number. Please review that rule to determine if a continuing education activity does not require an Ohio Approval Number. If the activity is not mentioned in paragraph (G) of this rule, the Ohio Approval Number is mandatory.

Why does the Board need copies of my certificates?

Copies of your certificates validate the completion of an activity. All certificates you submit must include the following information: your name, sponsor/presenter name, date of activity, number of contact hours awarded, and a valid Ohio approval number.

What is the audit selection process?

Post renewal, roughly 20% of the active renewing licensed physical therapists are randomly electronically selected for the audit as well as those physical therapists that are audited as a result of disciplinary action. Once the emails are sent, the Board staff is provided a report of those who are being audited.

Some of my hours were earned outside the specific time frame outlined in the audit notice, what do I do?

If you have hours earned outside of 2/1/2014-1/31/2016, or are short hours for a renewal period, please contact Jennifer Adams at jennifer.adams@otptat.ohio.gov.

When is the last day I can request a CE waiver from the Physical Therapy Section?

All completed waiver forms must be received by the Section for consideration no later than October 1, 2015. For more information regarding the waiver process, please review rule [4755-23-09](#) of the Ohio Administrative Code.

Can I reuse my certificates that I used to reinstate my license to count towards the CE audit?

No. Pursuant to paragraph (D) of rule [4755-23-10](#) of the Ohio Administrative Code, contact hours used to meet the requirements of reinstatement shall not be used to renew the reinstated license. If this is your first renewal since you reinstated an expired license, you will need to obtain additional continuing education to renew your license

If I no longer reside/work in Ohio, do I still need to respond to the audit? What if I have retired from the profession?

Yes, a response is still required in both situations.

Regardless of whether or not you are working in your profession, and regardless of whether or not you currently reside in the state of Ohio, if you renew your license, you are eligible to be audited. If you are selected for the audit and have retired from your job, but still maintain your licensure, you are still required to meet the continuing education requirements for your license.

There is no retirement or escrow status for PT licenses. If you plan to retire from the profession, or plan to move out of state, and no longer intend to maintain your Ohio license and complete continuing education, you should consider letting your license expire.

Audit Periods for the Next Four Years

License Expire Date	CE Period Start Date	CE Period End Date
1/31/2016	2/1/2014	1/31/2016
1/31/2018	2/1/2016	1/31/2018
1/31/2020	2/1/2018	1/31/2020
1/31/2022	2/1/2020	1/31/2022