



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 hours 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 Hours Needed to Renew
3 months or less: Effective date between January 1 and March 31 of the current, even year.	No CC Needed
3-12 months: Effective date between April 1 and December 31 of the preceding odd year.	12 CC Hours
12 or more months: Effective date is March 31 of the preceding odd year or earlier. (Most Licensees are Here!)	24 CC Hours

The Board allows a wide range of activities to meet Continuing Competency requirements. These include traditional courses, seminars, and workshops, as well as activities such as completing a fellowship or residency, serving as a certified clinical instructor, publishing in a peer-reviewed journal, or presenting a course or lecture.

Oregon Administrative Rules categorize CC activities as either **Clinical Skills** or **Non-Clinical Activities**. Each category has limits, and there are specific requirements that all licensees must meet.

The Board does not pre-approve CC courses. However, courses are acceptable if they are sponsored, certified, or approved by a recognized health-related organization, professional association, or state. If a course is approved by another state or by another Oregon health-related licensing board, it is accepted for CC credit by the Oregon Board of Physical Therapy.



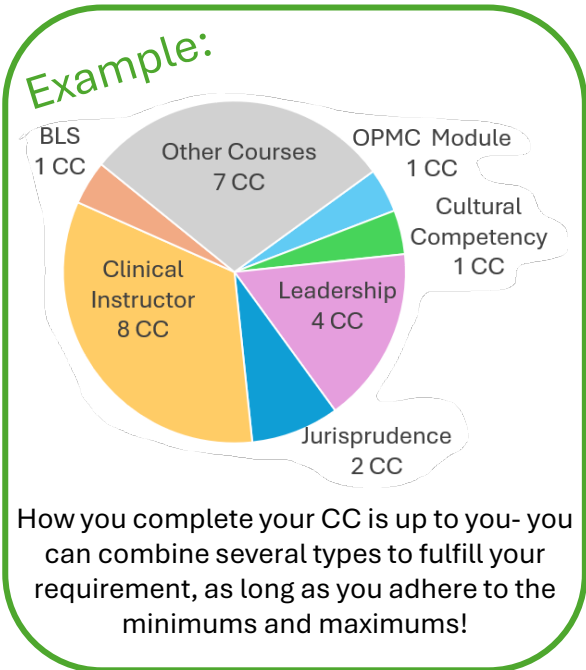
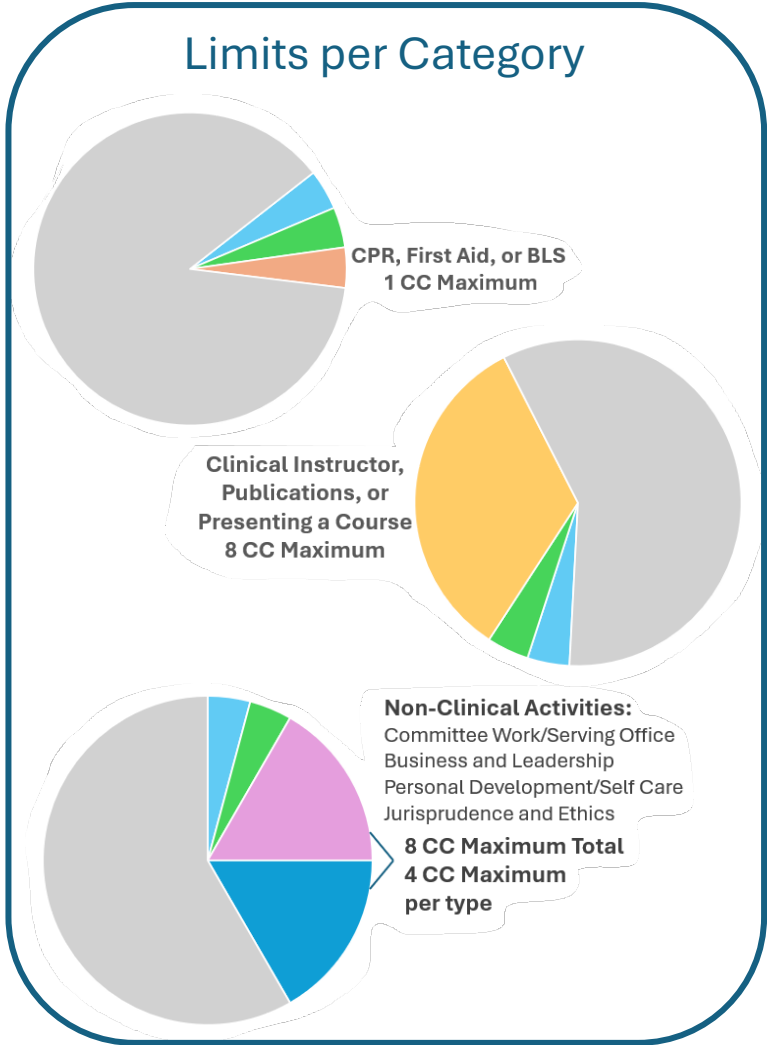
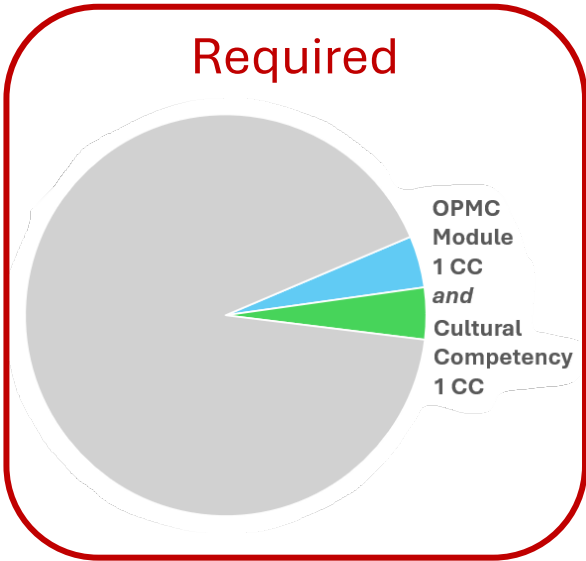
Oregon Board of Physical Therapy

Understanding Continuing Competency Activity Types

Clinical Skills	Additional Information on Activity Type
OPMC Pain Management Module	REQUIRED COURSE. This course is 1 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	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.
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	



Aside from these required courses and category limits, you may choose how to complete the rest of your CC hours.



ALL CC courses must be a minimum of half an hour. Courses less than 0.5 CC cannot be accepted.

Licensed less than 3 months? No CC hours are required for renewal, which means that the OPMC and Cultural Competency do not need to be completed.

Licensed 3-12 months? 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.



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Understanding Continuing Competency Documentation

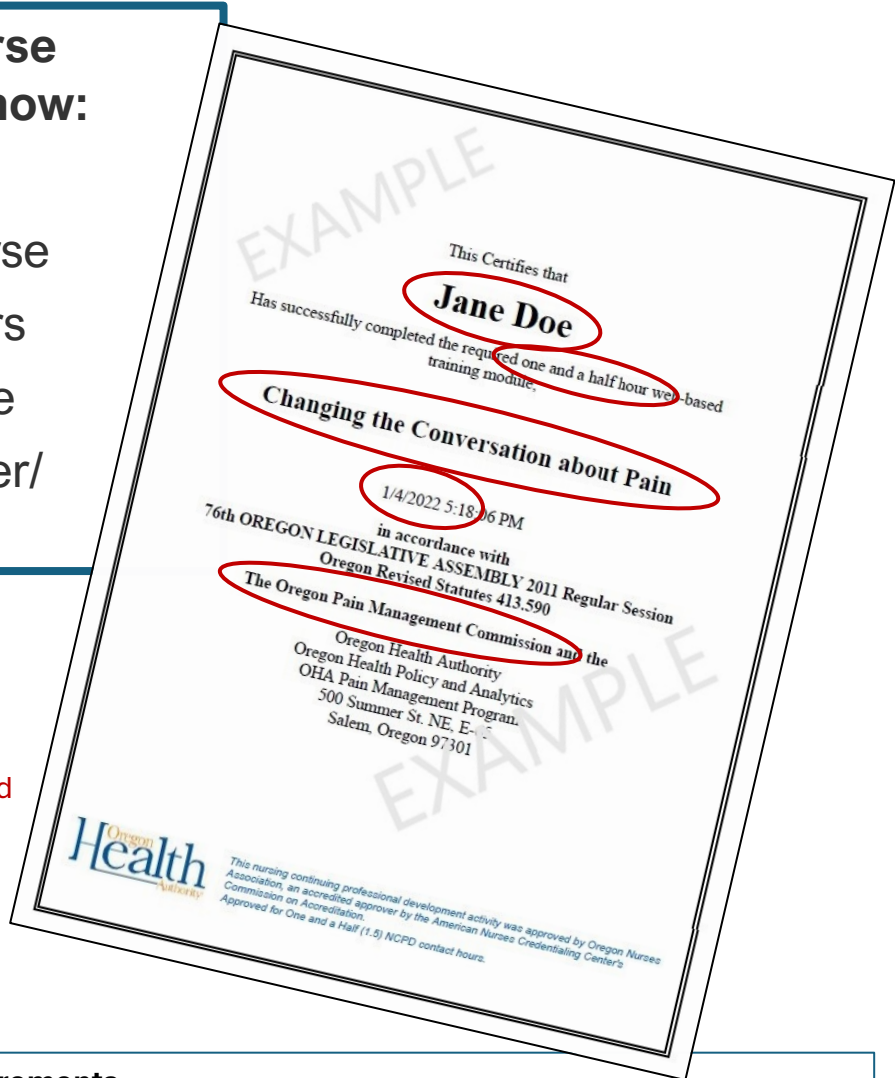
Documentation of completion of the minimum CC requirements must be submitted with your renewal. Documentation is typically a certificate issued by the course provider.

At a minimum, course certificates must show:

- 1) Licensee Name
- 2) Title of the Course
- 3) Number of Hours
- 4) 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 and cannot be accepted.

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



Special Documentation Requirements

- **Clinical Instructors** must submit a letter or certificate from the student's academic institution showing the number of instructional hours.
- **Instructors or presenters** claiming CC for teaching a course or presentation must provide documentation showing the number of hours awarded to participants and proof that they were the presenter.
- **Committee work** requires a letter or certificate signed by an officer of the organization confirming the number of meetings served.

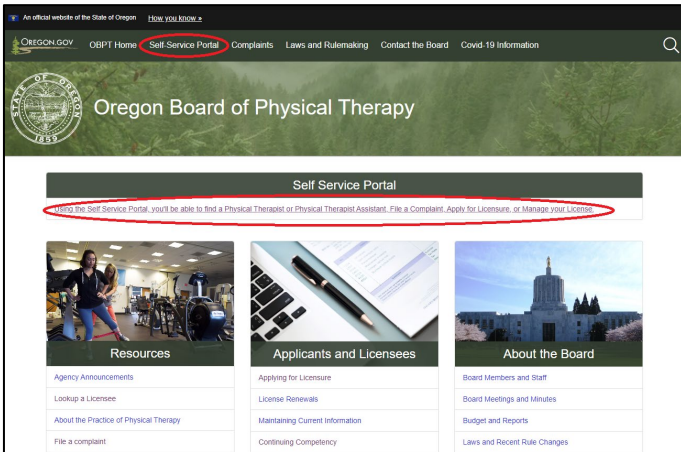


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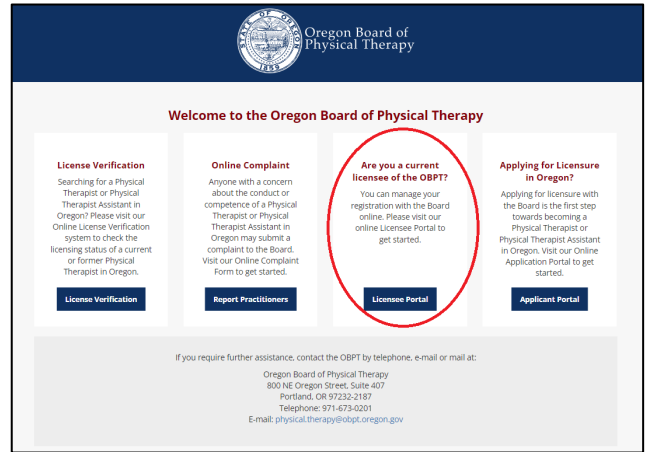
Entering Continuing Competency in the Licensee Portal

Entering CC documentation is Step 4 of the renewal process, but you do not need to wait until renewal. You may enter activities as you complete them or wait and enter them all at once during renewal.

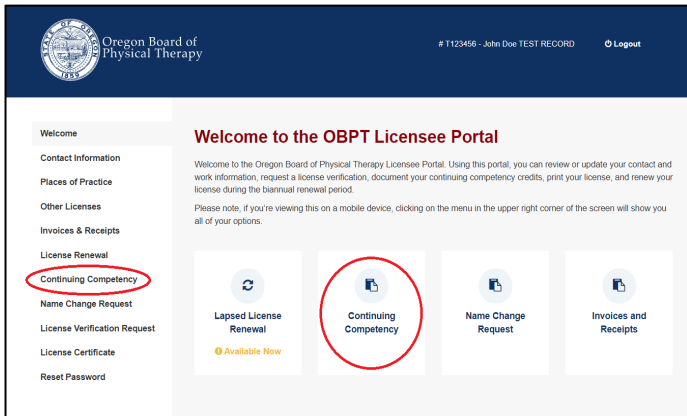
- 1) Go to Oregon.gov/PT.
- 2) Click on **Self-Service Portal**.



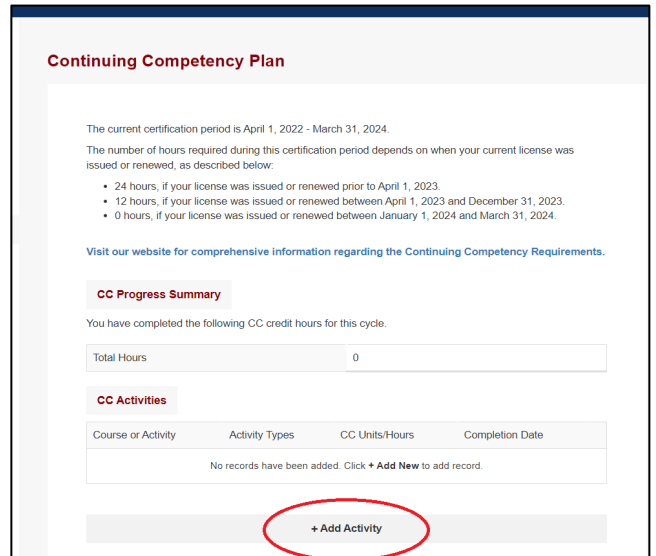
- 3) Click on **Licensee Portal** and login to your account.



- 4) Once logged in, click on **Continuing Competency**.



- 5) Click **Add Activity** at the bottom of the screen.





6) Complete the form about your continuing competency activity.

Helpful Tips

- *Select Clinical Skills or Non-Clinical Activities **first**. This choice determines which follow-up questions appear.*
- *Fields marked with a red asterisk (*) are required and must be completed to save the activity.*
- *Minimum and maximum hours for each category appear after selecting a category. You may enter more than the maximum, but only the allowable maximum will count toward your total.*
- *Use the arrows to enter whole numbers only. For partial hours (for example, 1.5 or 2.75), type the number manually.*

7) 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.

Edit CC Activity

Welcome

Contact Information

Places of Practice

Other Licenses

Invoices & Receipts

License Renewal

Continuing Competency

Name Change Request

License Verification Request

License Certificate

Reset Password

Activity Type *

Clinical Skills

Non Clinical Activities

Name of Course or Activity *

Changing the Conversation About Pain

This course meets requirements for *

OPMC Pain Management Module

Number of CC Units/Hours *

Minimum hours: 1

Maximum hours: 2

1.5

Name of Sponsor or Speaker *

Oregon Pain Management Commission

Date of Completion *

01/04/2023

Was this course taken online? *

Yes No

Supporting Documentation *

Upload File

OPMC Certificate - Jane Doe.pdf

< Cancel & Back

Save & Back >



Q: I only have hard copies of my certificates. How do I submit them?

A: The Board does not accept hard copies. Upload a digital version instead—either an electronic certificate from the provider or a photo/scan of the hard copy—via the Licensee Portal.

Q: Can I upload photos from my phone?

A: Yes. The Licensee Portal is mobile-friendly. Log in through your phone or tablet browser and upload photos or scans directly. For multi-page documents, scanning into a single file works best. Only one file can be uploaded per activity. [Click here for a guide on scanning documents on a phone or tablet](#) *(This link is unaffiliated with OBPT)*

Q: What file types are accepted?

A: Accepted formats are PDF, JPEG, PNG, DOC, TIFF, and BMP. The Portal does not accept .download, HEIC, or .zip files.

Q: My course only lets me print the certificate. What should I do?

A: Use the “Print to PDF” option available on most computers, smartphones, and tablets to save a digital copy. [Click here for a guide on how to print to PDF](#). *(This link is unaffiliated with OBPT.)*

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

A: Yes. You must keep copies for four years after course completion. The Portal only shows certificates from the current certification period, and past records will no longer be accessible after renewal.

Q: I’m having technical issues. What should I do?

A: Try a different device or browser first. If issues continue, email the Board with a description of the problem; screenshots are helpful.

Q: Where can I find the laws and rules referenced here?

A: Continuing Competence requirements are in [Oregon Administrative Rule 848 Division 35](#). Additional statutes and rules are available on the OBPT website.

Q: How do I contact the Board?

A: Email physical.therapy@obpt.oregon.gov or call 971-673-0200.