

## **General Guidelines for Continued Competency Courses:**

Courses must be at least 3 hours in length (excluding breaks and meals).

Courses approved by other health professions or other health related associations will most likely be approved but may be submitted to KPTA Professional Competency Committee (PCC) for final review and approval.

All other Courses need to be submitted to KPTA PCC for review and approval.

Continued competency courses approved by KPTA PCC will be posted on <http://pt.ky.gov> and <http://www.kpta.org>

Pre-approval of courses is recommended to insure continued competency credit.

## **Process for approving Continued Competency Courses initiated by the “Individual Provider”:**

1. Applications for approval must be received at least 6 weeks prior to course date.
2. Fee of \$100 must accompany the completed application for Approval for Continued Competency Course – Individual Provider” obtained at <http://pt.ky.gov>. Continued Competency Courses approved by APTA, APTA Sections or Chapters are automatically approved and may be submitted, with fee, for assignment of approval number to be posted on the web.
3. Complete application and submit to KPTA office (fax or mail)
4. KPTA office reviews application and forwards appropriate application for the KPTA PCC to review
5. KPTA PCC responds to “Individual Provider” within 4 weeks of receiving application with decision
6. Approved courses will be posted on [www.kpta.org](http://www.kpta.org) within 2 weeks.

## **Process for approving Continued Competency Courses initiated by a “Credential Holder”:**

1. Applications for approval must be received at least within 30 days of course completion.
2. Fee of \$10 must accompany the completed application.
3. Obtain “Application for Approval for Continued Competency Course – Credential Holder” at <http://pt.ky.gov>.
4. **Note:** Continued Competency Courses approved by APTA and/or its Components and Sections are automatically approved by the KPTA Professional Competency Committee.
5. Complete application and submit to KPTA office (on line, fax, or mail).
6. KPTA office reviews application and forwards appropriate application for the KPTA PCC to review.
7. KPTA PCC responds to “Credential Holder” within 4 weeks of receiving application with decision.
8. Approved courses will be posted on [www.kpta.org](http://www.kpta.org) within 2 weeks.

## **Process for approving Continued Competency Courses initiated by the “Corporate Sponsor”:**

1. Obtain “APPLICATION FOR CORPORATE SPONSORSHIP OF CONTINUED COMPETENCY COURSES” at <http://pt.ky.gov>. Continued Competency Courses approved by APTA and/or its Components and Sections are automatically approved by the KPTA Professional Competency Committee (KPTA PCC).
2. Complete and submit application to KPTA office (on line, fax, or mail). Fee of \$300 (for a two year period) must accompany the completed application.
3. KPTA office reviews application and forwards appropriate application for the KPTA PCC to review.
4. KPTA PCC responds to “Corporate Sponsor” within 4 weeks of receiving application with decision.
5. Approved courses will be posted on [www.kpta.org](http://www.kpta.org) within 2 weeks.