

## Renewal Instructions

Online renewal of your license/certificate begins January 2, 2019 and ends on March 31, 2019. All credentials (PT licenses and PTA certificates) expire/lapse on March 31, 2019, if not renewed. Those who work on a LAPSED credential will be disciplined!

**Attention Recent Graduates:** Those PTs/PTAs who were graduated from accredited PT/PTA programs between April 1, 2017, and March 31, 2019, have met the continued competency requirement (201 KAR 22:045 Section 2(2)(c)). However, these graduates are still required to complete the 2017-2019 Jurisprudence Examination.

Renewal fee covering the 2019-2021 biennium is \$150 -- \$130 for renewal and \$20 for Impaired Practitioners Fund, per 201 KAR 22:135 2(3).

Before you renew your PT or PTA credential, you are required to:

- ✓ Complete Continued Competency Credits earned between April 1, 2017 through March 31, 2019
  1. PT – 30 hours
  2. PTA – 20 hours
- ✓ Complete the MANDATORY open book Jurisprudence Exam (JE) for the 2017-2019 biennium. You may access the JE online at <http://pt.ky.gov>

Ways to renew:

1. Online – Preferred Method - available at <http://pt.ky.gov> beginning January 2, 2019.
  - ✓ Online renewal is fast and easy.
  - ✓ Pay by major credit cards, debit card, or electronic check.
  - ✓ Print or email your payment receipt immediately.
2. If unable to complete an online renewal application, please contact Board staff as soon as possible at (502) 429-7140 for further instructions.

**Please Note: Wallet cards will NOT be mailed to you. You will have the ability to print a wallet card upon completion of your renewal application. You may also check your status online (new expiration date of 3/31/2021), as your status will be updated automatically upon renewal completion.**

If you are not renewing your Kentucky credential, please notify Board staff by email at [kybpt@ky.gov](mailto:kybpt@ky.gov).

**Active Military Duty PT or PTA:** Renewal fee is **waived** for active duty members of the Armed Forces as well as exemption from continued competency requirements, as established in KRS 12.355. Complete and submit a paper renewal application and the Exemption for Completion of Continued Competency Form before the renewal deadline of March 31, 2019.

### Extension of Continued Competency Requirement for Renewal of Your Credential

If you have not completed the continued competency requirements, you may apply for an extension.

For a **temporary hardship extension** (not to exceed 1 renewal cycle), you must:

- ✓ Complete and submit an Extension for Completion of Continued Competency Form;
- ✓ Submit documentation showing evidence of undue hardship; and
- ✓ Submit the hardship extension form and documentation by April 30, 2019.

A credential holder shall be granted a **temporary nonhardship extension** of time if undue hardship cannot be documented and if the credential holder:

- ✓ Has not received a temporary nonhardship extension of time in the prior renewal cycle;
- ✓ Completes a temporary nonhardship Extension for Completion of Continued Competency Form, and includes a plan explaining how the required credits will be met;
- ✓ Submits the temporary nonhardship Extension for Completion of Continued Competency Form and \$250 payment to the Kentucky Board of Physical Therapy by March 31, 2019;
- ✓ Renews their credential by March 31, 2019; and
- ✓ Files proof of compliance by July 1, 2019.

The Extension for Completion of Continued Competency Form is located at <http://pt.ky.gov> under Continued Competency.

For more information, carefully review 201 KAR 22:045 Section 2 (5).