



Alaska Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806
Telephone: (907) 465-2550 ★ E-mail: license@alaska.gov

BIENNIAL PHYSICAL THERAPIST AND PHYSICAL THERAPY ASSISTANT LICENSE RENEWAL

July 1, 2008 — June 30, 2010

RENEWAL DUE DATE: The processing time for correct and completed renewal applications is three to four weeks after receipt. Plan accordingly and submit your renewal application timely.

IT IS TIME TO RENEW YOUR PHYSICAL THERAPY OR PHYSICAL THERAPY ASSISTANT LICENSE

Your license to practice physical therapy in the State of Alaska expires on June 30, 2008. There is no grace period. To renew your license for the period from July 1, 2008 through June 30, 2010, return this signed application to the above address with a check or money order payable to the State of Alaska. This is the only renewal notice that you will be mailed. Incomplete applications or insufficient fees will result in your renewal being rejected.

CHECK APPROPRIATE LICENSE STATUS BOX



- Physical Therapist..... \$230.00
Physical Therapy Assistant..... \$180.00
Prorated Physical Therapist - License #1848 and above ..... \$115.00
Prorated Physical Therapy Assistant - License #1848 and above ..... \$ 90.00
(Verify your license number by locating the number on the above address label)

License Number

Name: Last First Middle

Corrected Mailing Address (complete only if your address is different than the address label shown above).

Street or P.O. Box City State ZIP Code

Daytime Telephone Number: E-mail Address:

Social Security Number: Date of Birth:

PROFESSIONAL FITNESS: Since the date of your last application for a physical therapist or physical therapy assistant license:

- 1. Have you had your license denied, revoked, suspended, surrendered, placed on probation, or been the subject of any restriction, censure, reprimand, or other disciplinary action in any jurisdiction? YES NO
2. Have you been convicted of any criminal offense other than a minor traffic violation? YES NO
3. Are you now or have you experienced or been treated for bipolar disorder, schizophrenia, paranoia, a psychotic disorder, substance abuse, depression (except for situational or reactive depression) or any other mental or emotional illness which may impair or interfere with your ability to practice as a physical therapist or physical therapy assistant? YES NO
4. Are you now or have you been addicted to or excessively or illegally used alcohol or a controlled substance? YES NO
5. Have you experienced a physical disability which may impair or interfere with your ability to practice as a physical therapist or physical therapy assistant? YES NO

If you answered "Yes" to any of the above questions, please fully explain dates and circumstances on a separate piece of paper, and send any supporting documents that are applicable (court records, etc.). "Yes" answers may not automatically result in license denial.

PROFESSIONAL PRACTICE:

I provided at least 60 hours of Physical Therapy services at this location:

Address:

Supervisor: Dates of Employment:

**CONTINUING COMPETENCY:** Your license cannot be renewed unless you have met the continuing education/competency requirements in Article 3 of 12 AAC 54 (see attached regulations). You may not claim hours for education not yet "successfully completed" as of the date of submitting this application. Per 12 AAC 02.960(j) "successfully completed" means C.E. credit has been awarded.

Do not submit copies of continuing education certificates with this renewal form unless specifically directed under "Late Renewal Applicants".

**RANDOM AUDIT:** A percentage of license renewal applications will be randomly selected for audit. If selected, you must submit copies of certificates or other acceptable proof that you satisfied the continued competency requirements as you have stated on this application. You are required to save your documents for at least three years so you can respond to audits. Licensees unable to comply with the audit are subject to disciplinary license action.

**NOTE:** CERTIFICATION COURSES SUCH AS CPR AND FIRST AID ARE NOT ACCEPTABLE FOR CE CREDIT HOURS.

**STATEMENT OF COMPLIANCE**  
**BY CHECKING THE APPROPRIATE BOX BELOW, YOU ARE CERTIFYING YOUR COMPLIANCE WITH THE CONTINUING**  
**COMPETENCY REQUIREMENTS IN ARTICLE 3 OF 12 AAC 54**

If your renewal application is POSTMARKED BY JUNE 30, 2008, complete this section:

(Read carefully and check the box below that fits your situation.)

- LICENSE #s 001-1847** - I certify that I have successfully completed the required 24 hours of continuing education and provided the required 60 hours of physical therapy services (or allowed alternatives to physical therapy services) in accordance with 12 AAC 54 during the concluding licensing period of July 1, 2006 through June 30, 2008.
- LICENSE #s 1848 and above (licensed less than 12 full months)** – I certify that I have either passed the National Physical Therapy Examination or successfully completed the required 12 hours of continuing education and provided the required 60 hours of physical therapy services (or allowed alternatives to physical therapy services) in accordance with 12 AAC 54 between July 1, 2007 through June 30, 2008.

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**LATE RENEWAL APPLICANTS**

If your renewal application is POSTMARKED AFTER JUNE 30, 2008, complete this section:

(Read carefully and check the box below that fits your situation)

- Even though I am submitting my application after June 30, 2008, I successfully completed the continuing education and required hours of professional practice during the concluding licensing period of July 1, 2006 through June 30, 2008, and have checked the appropriate box above to certify the method in which I meet the continuing education requirements. (Note: be sure to check the appropriate box above that meets your situation.)
- I certify that I did not complete the continuing competency requirements during the concluding licensing period of July 1, 2006 through June 30, 2008. However, as allowed under 12 AAC 02.965 I successfully completed the required continuing education on or after July 1, 2008 but prior to submitting this renewal application and have attached copies of the certificates verifying I completed this education.

**NOTE:** If any of the situations described above do not fit your situation, attach a letter of explanation.

**By my signature below, I certify that the information furnished in this application is true and correct. If audited, I understand that I must provide documentation that verifies I meet the continuing education and physical therapy services activity as claimed.**

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**WARNING: AS 08.84.140. Penalty for fraud in obtaining license.** A person who willfully makes a false oath or affirmation or who attempts to obtain a license by a fraudulent representation is guilty of a class B misdemeanor.

**Did you sign, date, check each box as required and complete all required sections of this form?**

**This form will be rejected if not properly completed.**

<b>NAME CHANGE</b>	If you have had a legal name change since your last license was issued, enclose a certified true copy of the legal document (marriage certificate, divorce decree, etc.) as proof of the change.
<b>EXPIRED LICENSES</b>	There is no "inactive" license status. If you choose not to renew your license before it expires, you may renew the license at a later date only after satisfying the requirements 12 AAC 54. Licenses which have expired more than five years cannot be renewed.
<b>SOCIAL SECURITY NUMBERS</b>	In accordance with AS 08.01.100, the department is not authorized to renew a license, unless the applicant's U.S. social security number has been provided to the department. If you do not have a Social Security Number contact the division.
<b>PAYMENT OF CHILD SUPPORT AND STUDENT LOANS</b>	If the Alaska Commission on Postsecondary Education has determined you are in loan default, or if the Alaska Child Support Services Division has determined you are in arrears on child support, you will be issued a nonrenewable, temporary certificate valid for 150 days. Contact Child Support Enforcement at (907) 269-6657 if your last name begins with A through M; contact (907) 269-6845 if your last name begins with N through Z, or 1-800-478-3300 to resolve payment issues. Contact the Post-Secondary Education office at 1-888-441-2961 to resolve payment issues.
<b>PUBLIC INFORMATION</b>	Please be aware that all information on this renewal form will be available to the public, unless required to be kept confidential by state or federal law. Licensee information, including mailing addresses, is available on the division's website at <a href="http://www.commerce.state.ak.us/occ">www.commerce.state.ak.us/occ</a> under "Professional License Search."
<b>BUSINESS LICENSES</b>	Renewal applications for business licenses are processed separately. For more information about business licenses, call (907) 465-2550.

**NOTIFICATION OF PROPOSED REGULATION CHANGES**

If you would like to receive notice of all proposed State Physical Therapy and Occupational Therapy Board regulation changes, please send a written request adding your name to the State Physical Therapy and Occupational Therapy Board Interested Parties List to:

**REGULATIONS SPECIALIST**  
**Department of Commerce, Community, and Economic Development**  
**Division of Corporations, Business and Professional Licensing**  
**P.O. Box 110806**  
**Juneau, Alaska 99811-0806**

**ARTICLE 3.**  
**PHYSICAL THERAPY LICENSE RENEWAL AND**  
**CONTINUING COMPETENCY REQUIREMENTS.**

**Section**

- 400. Physical therapy license renewal requirements**
- 405. Physical therapy continuing professional practice requirements and alternatives to those requirements**
- 410. Physical therapy continuing education requirements**
- 420. Approved physical therapy courses and activities**
- 430. Audit of physical therapy continuing competency requirements**

**12 AAC 54.400. PHYSICAL THERAPY LICENSE RENEWAL REQUIREMENTS.** An applicant for renewal of a physical therapist or physical therapy assistant license shall

- (1) complete the renewal application on a form prescribed by the board;
- (2) pay the license renewal fee established in 12 AAC 02.320; and
- (3) document continuing competency by submitting proof of having completed
  - (A) the continuing professional practice requirements or an alternative under 12 AAC 54.405; and
  - (B) the continuing education contact hours required under 12 AAC 54.410.

**12 AAC 54.405. PHYSICAL THERAPY CONTINUING PROFESSIONAL PRACTICE REQUIREMENTS AND ALTERNATIVES TO THOSE REQUIREMENTS.** (a) An applicant for renewal of a physical therapist or physical therapy assistant license shall document completion of the jurisprudence questionnaire prepared by the board, covering the provisions of AS 08.84 and this chapter, and shall also document

- (1) having provided physical therapy services for at least 60 hours during the concluding licensing period; or
- (2) successful completion during the concluding licensing period of at least one of the following:
  - (A) the national physical therapy examination sponsored by the Federation of State Boards of Physical Therapy;
  - (B) in addition to the contact hours of continuing education required under 12 AAC 54.410 and 12 AAC 54.420, 40 contact hours of continuing education consistent with the requirements of 12 AAC 54.410 and 12 AAC 54.420;
  - (C) a review course sponsored by a school of physical therapy approved by the American Physical Therapy Association;
  - (D) a physical therapy internship of 150 hours approved by the board.
- (b) If an applicant for renewal is uncertain whether the applicant's work or volunteer experience will constitute physical therapy services under this section, the applicant may request board approval before submitting the application for license renewal.
- (c) In this section, "physical therapy services" includes work and volunteer service under a position title other than physical therapist or physical therapy assistant if the applicant documents that the position required the use of physical therapy skills recognized by the board.

**Editor's note:** A list of schools of physical therapy approved by the American Physical Therapy Association may be obtained from the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314. Information on the national physical therapy examination may be obtained from the Federation of State Boards of Physical Therapy, 509 Wythe Street, Alexandria, VA 22314.

**12 AAC 54.410. PHYSICAL THERAPY CONTINUING EDUCATION REQUIREMENTS.** (a) An applicant for renewal of a physical therapist or physical therapy assistant license who has been licensed for 12 months or more of the concluding licensing period shall have completed during that period 24 contact hours of continuing education directly related to patient care. An applicant for renewal of a physical therapist or physical therapy assistant license who has been licensed for less than 12 months of the concluding licensing period shall have

(1) completed during that period 12 contact hours of continuing education directly related to patient care; or  
(2) passed the national physical therapy examination within 12 months immediately before the date that the applicant's license is due to lapse.

(b) An applicant shall complete at least one-half of the required contact hours in courses or programs offered by an accredited academic institution or a professional organization approved by the board under 12 AAC 54.420(a).

(c) For the purposes of this section,

- (1) one "contact hour" equals a minimum of 50 minutes of instruction;
- (2) one continuing education unit awarded by a professional health care association equals 10 contact hours;
- (3) one academic semester credit hour equals 15 contact hours; and
- (4) one academic quarter credit hour equals 10 contact hours.

(d) An applicant for renewal is responsible for maintaining adequate and detailed records of all continuing education contact hours claimed and shall make the records available to the board upon request under 12 AAC 54.430. Records must be retained for three years from the date the contact hours were obtained.

**12 AAC 54.420. APPROVED PHYSICAL THERAPY COURSES AND ACTIVITIES.** (a) The following continuing education activities are approved for continuing education credit if they meet the requirements of (c) of this section:

(1) courses recognized by the

- (A) Alaska Physical Therapy Association;
- (B) American Physical Therapy Association (APTA);
- (C) the Federation of State Boards of Physical Therapy (FSBPT);
- (D) other state physical therapy associations; or
- (E) other state physical therapy licensing boards;

(2) American Medical Association category one and two continuing education courses that involve physical therapy;

(3) continuing education activities sponsored by a professional organization or university approved by the Alaska Physical Therapy Association or the American Physical Therapy Association.

(b) If an applicant for renewal is uncertain whether a particular continuing education opportunity will meet the standards of this section, the applicant may request board approval before claiming those contact hours.

(c) To be accepted by the board, a continuing education course or activity must contribute directly to the professional competency of a physical therapist or physical therapy assistant and must be directly related to the skills and knowledge required to implement the principles and methods of physical therapy, as that term is defined in AS 08.84.190.

**12 AAC 54.430. AUDIT OF PHYSICAL THERAPY CONTINUING COMPETENCY REQUIREMENTS.** (a) After each renewal period the board will, in its discretion, audit renewal applications to monitor compliance with the continuing competency requirements of 12 AAC 54.400 - 12 AAC 54.430.

(b) A licensee selected for audit shall, within 30 days after the date of notification, submit documentation of completion of contact hours required by 12 AAC 54.410 and physical therapy service hours or an alternative required by 12 AAC 54.405.

(c) Refusal to cooperate with an audit will be considered an admission of an attempt to obtain a license by material misrepresentation under AS 08.84.120(a)(1).

Name: \_\_\_\_\_

State of Alaska  
Department of Commerce, Community, and Economic Development  
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State Physical Therapy and Occupational Therapy Board  
P.O. Box 110806  
Juneau, Alaska 99811-0806  
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**JURISPRUDENCE QUESTIONNAIRE  
FOR PHYSICAL THERAPY APPLICANTS**

All renewal applicants must complete the following questionnaire. The most current version of the Board's statute and regulation booklet may be downloaded from [www.commerce.state.ak.us/occ/pphy.htm](http://www.commerce.state.ak.us/occ/pphy.htm). If you are unable to access the booklet on the Board's website, contact the Division and a copy will be mailed to you.

The questions cover the provisions of AS 08.84 and 12 AAC 54 (the board's specific statutes and regulations). **Portions of AS 08.01 (centralized statutes) may also be referenced.** The answers to the questions will be found by reviewing the statute and regulation booklet published by the board. Please use the booklet to determine the correct answer for each question. Mark the correct answers and cite the statute or regulation where the answer is found. The questionnaire will not be graded. If you fail to check an answer or cite the law your application for licensure will be considered incomplete and the questionnaire will be returned to you for completion.

**Mark the letter of the best answer for all items**

**AND**

**Cite the statute or regulation from which you obtained your answer**

1. A board may take the following actions singularly or in combination as a disciplinary action
  - a. permanently revoke a license → Cite Statute AS 08.84. \_\_\_\_\_
  - b. suspend a license for a specified period of time → Cite Statute AS 08.81. \_\_\_\_\_
  - c. impose a civil fine not to exceed \$5000.00
  - d. all of the above
  
2. An individual who practices without the appropriate license (including practicing with a lapsed license) is guilty of a
  - a. class A misdemeanor → Cite Statute AS 08.84. \_\_\_\_\_
  - b. felony
  - c. class B misdemeanor
  - d. class C misdemeanor
  
3. The Board of Physical Therapy and Occupational Therapy consists of 7 members. One physician licensed in Alaska, three Alaska licensed physical therapists or two Alaska licensed physical therapists and one Alaska licensed physical therapy assistant, two Alaska licensed occupational therapists or one Alaska licensed occupational therapist and one Alaska licensed occupational therapy assistant and one lay person with no direct financial interest in the health care industry.
  - a. true → Cite Statute AS 08.84. \_\_\_\_\_
  - b. false
  
4. The scope of practice for a physical therapist or physical therapy assistant includes the practice of medicine, osteopathy, chiropractic, or other methods of healing.
  - a. true → Cite Statute AS 08.84. \_\_\_\_\_
  - b. false

Name: \_\_\_\_\_

5. A physical therapist or physical therapy assistant applicant by examination who holds a temporary permit must practice under the supervision of a licensed physical therapist.
- a. true → Cite Regulation 12 AAC 54. \_\_\_\_\_
- b. false
6. An applicant may take the national examination
- a. three times → Cite Regulation 12 AAC 54. \_\_\_\_\_
- b. unlimited times
- c. four times
- d. five times
7. A physical therapist or physical therapy assistant licensee that wishes to renew their license must be able to provide proof of earning \_\_\_\_\_ hours of continuing education.
- a. 20 → Cite Regulation 12 ACC 54. \_\_\_\_\_
- b. 16
- c. 24
- d. 28
8. A physical therapist may concurrently supervise a maximum of how many physical therapy assistants, physical therapy aides, foreign-trained candidates, students, permittees or any combination thereof?
- a. three → Cite Regulation 12 ACC 54. \_\_\_\_\_
- b. six
- c. four
- d. eight
9. An applicant for renewal of a PT or PTA license shall document having provided physical therapy services for at least \_\_\_\_\_ hours during the concluding licensing period.
- a. 60 → Cite Regulation 12 ACC 54. \_\_\_\_\_
- b. 250
- c. 300
- d. 150
10. Records of continuing education must be retained from the date of completion for
- a. 3 years → Cite Regulation 12 ACC 54. \_\_\_\_\_
- b. 7 years
- c. 2 years
- d. 5 years

Name: \_\_\_\_\_

11. It is the responsibility of the \_\_\_\_\_ to notify the Division of Corporations, Business and Professional Licensing when a change in address occurs for a licensee.
- a. employer → Cite Regulation 12 ACC 54. \_\_\_\_\_  
b. direct supervisor  
c. licensee  
d. all of the above
12. A licensee selected for audit of continuing competency requirements shall submit substantiating documentation within \_\_\_\_\_ after the date of notification by the division.
- a. 60 days → Cite Regulation 12 ACC 54. \_\_\_\_\_  
b. 30 days  
c. 90 days  
d. 120 days
13. If an applicant for renewal is uncertain whether a particular continuing education opportunity will meet the standards for renewal, the applicant may request board approval before claiming those hours.
- a. true → Cite Regulation 12 ACC 54. \_\_\_\_\_  
b. false
14. Physical Therapists must adhere to the "Code of Ethics" and the "Guide for Professional Conduct" published by the American Physical Therapy Association.
- a. true → Cite Regulation 12 ACC 54. \_\_\_\_\_  
b. false
15. Physical Therapy Assistants must adhere to the "Standards of Ethical Conduct for Physical Therapist Assistant" and the "Guide for Conduct of the Affiliate Member" published by the American Physical Therapy Association.
- a. true → Cite Regulation 12 ACC 54. \_\_\_\_\_  
b. false
16. To be accepted by the board, a continuing education course or activity must contribute directly to the professional competency of a physical therapist or physical therapy assistant and must be directly related to the skills and knowledge required to implement the principles and methods of physical therapy, as that term is defined in AS 08.84.190.
- a. true → Cite Regulation 12 ACC 54. \_\_\_\_\_  
b. false

Name: \_\_\_\_\_

17. Continual onsite supervision means that the physical therapist \_\_\_\_\_  
\_\_\_\_\_ the aide and available for immediate direction and supervision of the aide when the aide is performing patient related duties.
- a. is in sight of → Cite Regulation 12 ACC 54. \_\_\_\_\_
  - b. is readily visible to
  - c. providing verbal instruction to
  - d. is reviewing the patients chart with
18. The license or permit or a copy of the license or permit must be
- a. kept with the practicing therapist at all times → Cite Regulation 12 ACC 54. \_\_\_\_\_
  - b. posted somewhere in the place of business
  - c. posted in a conspicuous location in the licensee's primary place of business
  - d. kept in the personnel file of the licensee or permit holder
19. A physical therapist applicant who has been issued a temporary permit prior to taking the national examination may continue to practice under that temporary permit even if the physical therapist applicant fails the examination.
- a. true → Cite Statute AS 08.84. \_\_\_\_\_
  - b. false
20. If a licensed PT agrees to supervise a PT Assistant, the supervising physical therapist shall fully document the supervision provided including a record of all consultations provided. Where must those records of consultations be maintained?
- a. in each patient's file, along with the treatment plan in an accessible area → Cite Regulation 12 ACC 54. \_\_\_\_\_
  - b. at the PT assistant's place of employment
  - c. records of consultations are not required to be maintain by the supervising PT.
21. Failure to circle each answer and failure to cite the statute or regulation in the right hand column for each question 1 through 20 will result in the following:
- a. Your application will be incomplete.
  - b. Your application will be returned to you for completion.
  - c. Your license will not be renewed until your application is complete.
  - d. You will not be able to treat patients until your application is complete and your license is issued.
  - e. All of the Above.

**DID YOU REMEMBER TO CHECK EACH ANSWER AND TO CITE THE APPROPRIATE STATUTE OR REGULATION?**



State of Alaska  
 Department of Commerce, Community, and Economic Development  
 Division of Corporations, Business and Professional Licensing  
 PO Box 110806, Juneau, Alaska 99811-0806  
 Phone: (907) 465-2550  
 Fax: (907) 465-2974

OFFICE USE ONLY

**CREDIT CARD PAYMENT**

For security purposes, please **do not email** credit card information. Fax or mail this form to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

Name of Applicant or Licensee: \_\_\_\_\_  
*Corporate or Individual (first, middle, last)*

License Number (if applicable): \_\_\_\_\_

Type of License: \_\_\_\_\_

I wish to make payment by credit card for the following:  
*(check all that apply)*

- |   | Amount |
|---|--------|
| <input type="checkbox"/> Application fee          | _____  |
| <input type="checkbox"/> License (or renewal) fee | _____  |
| <input type="checkbox"/> Fine                     | _____  |
| <input type="checkbox"/> Other (specify): _____   | _____  |

**Total:** \_\_\_\_\_

Print Name on Credit Card: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Signature of Credit Card Holder:** \_\_\_\_\_

Credit Card Type (check one):       VISA                       MASTERCARD

Card Number: \_\_\_\_\_

Please provide the 3-digit security code number from the back of the card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_