

Professional Development Requirements for License Renewal: Key Points of the State of Michigan General Provisions , (primarily R 338.7138 in the [PT - General Rules](#), page 19)

What are Professional Development Requirements (PDR)?

- The MI Department of Licensing and Regulatory Authority (LARA) requires ongoing professional development to promote continuing competency of licensed health professionals including PTs and PTAs.
 - PTs and PTAs are required to complete 24 PDR credits for each license renewal cycle (during the immediate 2 years before the license expiration date).
 - In general, 1 hour of continuing education/professional development activity = 1 PDR credit.
 - The PT General Rules specifies the various categories/types of activities can count toward your PDRs.
 - The Board of Physical Therapy has the authority to approve or disapprove professional development activities.
 - The table below paraphrases the detailed requirements for eligible activities, it is not a legal document.
 - Refer to the Michigan PT General Rules for the legal descriptions of (1) acceptable activities, (2) amount of credit granted for each activity and (3) documentation requirements for each activity.
 - Many activities have a cap on number of PDR credits can be earned
 - **No more than 20 PDR credits can be from Continuing Education courses** (Activity Code 1).
 - **No more than 12 PDR credits can be from online learning in a single 24-hour period.**
 - Documentation of completed PDR credits must be maintained for four (4) years from date of applying for license renewal.
 - LARA provides form a form to document certain PDR activities: [PT or PTA Experiential Activity Form](#).
 - LARA provides form a form to document certain PDR activities (Activity 3 or 4): [PT or PTA General Response Form](#).
 - LARA conducts random audits of documentation of PDR activities.
 - Failure to meet these requirements will result in disciplinary action by the Michigan Board of Physical Therapy.

What specifically is required?

- One Time Training
 - **Training on Identifying Victims of Human Trafficking** (see R 338.7126 of the General Rules, to access the specifics of content to meet this requirement)
 - Required of all individuals seeking licensure or who are licensed.
 - Does not count toward the required 24 PDR credits.
- Training Required Initial License and Each Renewal.
 - **Training on Implicit Bias (See [338.7004](#) to review the full text)**
 - 2 PDR credits which do not count toward the required 24 PDR credits for license renewal.
 - **Training on Pain and Symptom Management**
 - 1 PDR credit which can be included in the 24 required PDR credits for license renewal
 - **23 PDR credits on physical therapy related content** (in addition to the 1 PDR credit on Pain Management)

Recognized Activities that can Earn PDR Credits

Activity/Activity Code	Qualifiers	Documentation	PDR Credits
<p>Approved Continuing Education Course(s)</p> <p>Activity Code (a)</p>	<ul style="list-style-type: none"> • Related to practice of PT or non-clinical subject relevant to practice of PT • Approved or offered by: <ul style="list-style-type: none"> • Another State Board of PT • FSBPT • APTA or its components e.g. APTA MI • Accredited PT or PTA education program • Another board or task force regulated under article 15 of the code, MCL 333.16101 to 333.18838 	<p>Letter or Certificate of Completion</p> <ul style="list-style-type: none"> • Licensee’s name • Number of credits earned <ul style="list-style-type: none"> ○ 1 contact hour of CEU = 1 PDR credit • Sponsor name or Name of organization that approved/offered CEU • Date(s) held or activity completed 	<ul style="list-style-type: none"> • Maximum of 20 PDR credits/ renewal cycle
<p>Post-Graduate Academic Course</p> <p>Activity Code (b)</p>	<ul style="list-style-type: none"> • Academic course(s) related to PT • Passing grade <p>Offered by</p> <ul style="list-style-type: none"> • Accredited PT education program • Nationally accredited university or college 	<p>Transcript</p> <ul style="list-style-type: none"> • Course name • Credit hours • Passing grade 	<ul style="list-style-type: none"> • 1 semester credit = 15 PDR credits • 1 quarter credit = 10 PDR credits • Maximum 20 PDR credits/ renewal cycle
<p>Reading Article Related to practice of PT</p> <p>Activity Code (c)</p>	<ul style="list-style-type: none"> • Published in professional or scientific journal • Does not include articles approved as CEUs • Complete an evaluation included with the article <p>OR</p> <ul style="list-style-type: none"> • Complete General Response Form on LARA website 	<ul style="list-style-type: none"> • Documentation from the Professional or Scientific journal OR • Completed General Response Form 	<ul style="list-style-type: none"> • 1 PDR credit for each article read • Maximum of 6 PDR credits/ renewal cycle
<p>View/Listen to Professional Education Media Related to Practice of PT</p> <p>Activity Code (d)</p>	<ul style="list-style-type: none"> • Related to the practice of PT • Other than on-line programs • Not approved or offered for CEU • Complete evaluation that was provided with the education media 	<ul style="list-style-type: none"> • Completed Evaluation OR • Completed General Response Form 	<ul style="list-style-type: none"> • 1 PDR credit for each 1 hour spent viewing or listening • Maximum of 6 PDR credits/ renewal cycle

Activity/Activity Code	Qualifiers	Documentation	PDR Credits
<p>Present a Continuing Education Program</p> <p>Activity Code (e)</p>	<ul style="list-style-type: none"> • Complete the General Response Form (LARA) • Related to the practice of PT • Not less than 50 minutes • Course must be approved or offered for CEUs • Approved or Offered by <ul style="list-style-type: none"> ○ Another State Board of PT ○ MI Board of Medicine ○ MI Board of Osteopathic Med/Surg ○ FSBPT ○ APTA or components ○ Accredited PT or PTA education program 	<p>Letter from Program Sponsor</p> <ul style="list-style-type: none"> • Confirm licensee was the presenter • Presentation date & time <p>Presentation notice/ advertisement</p> <ul style="list-style-type: none"> • showing date of presentation • Licensee's name listed as a presenter • Name of organization that approved/offered the presentation for CEU 	<ul style="list-style-type: none"> • 2 PDR credits for each 50-60 minutes of presentation • Max of 12 PDR credits/ renewal cycle • Credit for a specific presentation only once /renewal cycle
<p>Present a Scientific Exhibit or Scientific paper</p> <p>Activity Code (f)</p>	<p>Accepted through a peer review process at</p> <ul style="list-style-type: none"> • A state, regional, national, or international PT Conference • Its components • A related professional organization 	<p>Document or Letter from Program Sponsor</p> <ul style="list-style-type: none"> • Verifying acceptance for presentation through peer review process • Proof of presentation • Date of presentation 	<ul style="list-style-type: none"> • 2 PDR credits for every 50 minutes of continuous instruction • Maximum of 12 PDR credits/ renewal cycle • Credit for a specific presentation only once /renewal cycle
<p>Authoring a Published Article</p> <p>Activity Code (g)</p>	<ul style="list-style-type: none"> • Related to the practice, education, or research of PT • Published in any of the following <ul style="list-style-type: none"> ○ Journal of a national PT association or its components ○ Peer reviewed journal ○ Health care journal ○ Professional or scientific journal 	<p>Copy of the Publication</p> <ul style="list-style-type: none"> • identifies the licensee as the author of the article <p>OR</p> <p>Publication Acceptance Letter</p>	<ul style="list-style-type: none"> • 6 PDR credits for each article • Maximum of 12 PDR credits/ renewal cycle
<p>Writing a Published book chapter</p> <p>Activity Code (h)</p>	<ul style="list-style-type: none"> • Related to the practice, education, or research of PT 	<p>Copy of the Publication</p> <ul style="list-style-type: none"> • identifies licensee as the author <p>OR</p> <p>Publication Acceptance Letter</p>	<ul style="list-style-type: none"> • 6 PDR credits for each chapter • Maximum of 12 PDR credits/ renewal cycle

Category	Qualifiers	Documentation	PDR Credits
Specialty Certification or Recertification Activity Code (i)	Successfully complete 1 of the following: <ul style="list-style-type: none"> • ABPTS certification examination • ABPTS recertification examination OR • ABPTS professional development portfolio for recertification • APTA PTA Advanced Proficiency program • Specialty certification examination or recertification exam offered or approved by the board 	Proof of Certification or Recertification	<ul style="list-style-type: none"> • Credit for each chapter only 1x/cycle • 23 PDR credits for each certification or recertification • Maximum of 23 PDR credits/ renewal cycle
Post-Graduate Clinical Training Program Activity Code (j)	<ul style="list-style-type: none"> • Minimum of 1,000 hours • Related to practice of PT provided through/recognized by <ul style="list-style-type: none"> ○ an accredited PT or PTA education program ○ a health care organization accredited by an organization recognized by CMS ○ an accredited or credentialed program by the APTA or an organization approved by the board. 	Letter from Program Director <ul style="list-style-type: none"> • Number of participation hours • Evidence that the agency/organization meets the requirements 	<ul style="list-style-type: none"> • 12 PDR credits for 1000 hours of participation • Maximum of 12 PDR credits/ renewal cycle
Committee or Task Force Participation Activity Code (k)	<ul style="list-style-type: none"> • Health care organization, PT or PTA education program committee or task force • Dealing with patient care related issues including PT education, research or practice or quality of patient care/utilization review 	Letter from Appropriate Official <ul style="list-style-type: none"> • Committee/organization dealt with patient care related issues • Licensee’s participation • Dates of participation • Amount of time of participation 	<ul style="list-style-type: none"> • 1 PDR credit for every 50 minutes of participation • Maximum of 6 PDR credits/ renewal cycle

Category	Qualifiers	Documentation	PDR Credits
Guest Instructor Activity Code (l)	<ul style="list-style-type: none"> • For students, staff or other licenses at any of the following: <ul style="list-style-type: none"> ○ Clinical training program related to practice of PT through/recognized by <ul style="list-style-type: none"> ▪ accredited PT program ▪ accredited PTA program ▪ a health care organization recognized by CMS ▪ the APTA or an organization approved by the board 	<ul style="list-style-type: none"> • Letter from program director verifying: <ul style="list-style-type: none"> ○ Licensee’s role ○ Number of instructional sessions on specific subjects provided by the licensee ○ Length of the instructional sessions ○ Clinical training program offered by education program/ organization that meets requirements 	<ul style="list-style-type: none"> • 2 PDR credit for every 50 minutes of instructional session • Maximum of 12 PDR credits/ renewal cycle • Only once for each specific instructional content topic/ renewal cycle
Clinical Instructor/Clinical Supervisor (Activity Code m)	<ul style="list-style-type: none"> • For students completing an internship, residency or fellowship program recognized or approved by: <ul style="list-style-type: none"> ○ Accredited PT education program ○ Accredited PTA education program ○ APTA or an organization approved by the board 	<ul style="list-style-type: none"> • Letter from education program or clinical agency director verifying <ul style="list-style-type: none"> ○ Licensee’s role ○ Number of hours of instruction or supervision provided by licensee ○ Internship, residency or fellowship program is recognized by education program or organization that meets the requirements 	<ul style="list-style-type: none"> • 40 hours of clinical instruction or supervision = 3 pdr credits • Max of 12 pdr credits/ cycle
Identifying, researching and addressing an event or issue related to professional practice (Activity Code n)		<ul style="list-style-type: none"> • Submit experiential activity form provided by the department 	<ul style="list-style-type: none"> • Each separate event or issue = 1 pdr credit • Max of 6 pdr credits/ cycle
Task Force, Committee, Board, Council or Association	<ul style="list-style-type: none"> • Related to field of PT • Enhances participant’s knowledge and understanding of the field of PT 	<ul style="list-style-type: none"> • Documentation of licensee’s participation in at least 50% of the regularly scheduled meetings. 	<ul style="list-style-type: none"> • Each task force, etc. = 4 pdr credits • Max of 12 pdr credits/ cycle

(Activity Code o)	<ul style="list-style-type: none"> International, National, Regional, State, State Component, or local Acceptable by the board 		
Category	Qualifiers	Documentation	PDR Credits
Surveyor for an external agency (Activity Code p)	<ul style="list-style-type: none"> Involved in accreditation, certification, or inspection of <ul style="list-style-type: none"> an educational program for PTs, PTAs a certification process for a clinical agency 	<ul style="list-style-type: none"> Letter from the accreditation, certification, or inspection program verifying: <ul style="list-style-type: none"> Licensee's participation Number of hours spent as a surveyor 	<ul style="list-style-type: none"> 50-60 min of participation = 1 pdr credit Max of 12 pdr credits/cycle
Pro bono/volunteer work (Activity Code q)	<ul style="list-style-type: none"> Related to the field of PT without reimbursement 	<ul style="list-style-type: none"> Letter from official other than the licensee verifying: <ul style="list-style-type: none"> Number of hours Type of volunteer work performed 	<ul style="list-style-type: none"> Each 50-60 min = 1 pdr credit Max of 6 pdr credits/cycle
CCCE (Activity Code r)	<ul style="list-style-type: none"> Agency that provides clinical internships for students in programs that are recognized/approved by: <ul style="list-style-type: none"> Accredited PT educational program Accredited PTA educational program 	<ul style="list-style-type: none"> Letter from educational program or clinical agency director verifying <ul style="list-style-type: none"> Licensee's role Students were placed and participated in the internship program during the year(s) claimed for pdr 	<ul style="list-style-type: none"> 2 pdr credits per year Max of 4 pdr credits/cycle
FSBPT Self-Review Tool (Activity Code s)	<ul style="list-style-type: none"> NOTE: FSBPT does not currently offer a self-review tool. This activity was created with the expectation that such a tool will be available at some point in the future. 	<ul style="list-style-type: none"> Documentation from FSBPT verifying completion of the self-review tool 	<ul style="list-style-type: none"> 3 pdr credits for each completion Max of 3 pdr credits/cycle