

Virginia Board of Physical Therapy

Procedures for Auditing Continued Competency Requirements

1. The Board of Physical Therapy within the Department of Health Professions audits a random sample of licensees to investigate compliance with the Board's continuing competency requirements and active practice requirements and reports the results of the audits to the Board.
2. Board staff reviews each audit report and either:
 - a. Sends an acknowledgement letter of fulfillment of the continuing competency requirements and active practice requirements, or
 - b. Opens a case for probable cause.
3. Once a case is opened for probable cause, staff may:
 - a. Issue a Pre-Hearing Consent Order (PHCO) specifying the sanctions if applicable:
 1. Monetary Penalty of \$100 per missing contact hour;
 2. Monetary Penalty of \$300 for a fraudulent renewal certification; and
 3. Require submission of proof of completion of the missing contact hour(s) within 90 days of Order entry. These contact hours cannot be used toward the next annual requirement for renewal.
 - b. For those licensees who fail to meet the active practice requirements, they must take the FSBPT Practice Review Tool (PRT) within 90 days of Order entry. If they are also found deficient in meeting the continuing competency requirements, they may also earn credit by taking and passing the PRT.
 - c. If the licensee fails to respond to the audit or does not wish to sign the offered PHCO, the case will be referred to an informal fact-finding conference (IFC).
 - d. If the licensee has been previously disciplined for not meeting the continuing competency requirements, the matter will be referred directly to an IFC.