

To all PT & PTA Licensees,

My deepest apologies for all of the confusion regarding the email you received yesterday. This email did not intend to cause panic or make you think you were under audit. It was strictly to advise you of the deadline for the online CE submission portal. If you are under audit, you have already received an audit letter via email and also in the mail at the address on file with the Medical Board.

In hindsight, we should not have listed anything about an audit. I have corrected the flyer and added some frequently asked questions to help with answering any questions typically asked. This is attached to this email for your review. I have also requested our website to be updated with the same information.

Again, my apologies and I hope you find the attached information helpful as we near the end of the reporting period.

Respectfully,



Lisa Cullen, Director of Licensing

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PT CEU DEADLINES
for 01/01/2020 to
12/31/2021
Reporting Period

**THE 2021 PHYSICAL THERAPY CONTINUING
EDUCATION ONLINE COURSE APPROVAL DEADLINE IS**
JANUARY, 1, 2022
at Midnight (12:00 am)

Be sure to include ALL of the following items in PDF format:

- Course Title with Summary
- Goals & Objectives
- Contact Information
- Specified Dates
- Program Agenda
- Program Location
- Certification Method
- Instructor Background

If ANY of the above items are NOT included in your submission, it WILL delay the approval of your course and could result in denial of your course.

Please refer to Frequently Asked Questions on the next page.

Please send course submittal questions to:

PTCEU@okmedicalboard.org

FREQUENTLY ASKED QUESTIONS PHYSICAL THERAPY CONTINUING EDUCATION

1. **Does the email flyer I received mean I am under audit?** No, the email flyer was intended to make you aware of the deadlines to submit CE's through the online submission portal.
2. **How do I know if I am under audit?** You would have received a letter explaining that you were under audit and what your next steps are.
3. **So, if I'm not under audit do I have to obtain my CEU's?** Yes, you must obtain your necessary hours regardless if you are under audit. These are **required** for you to renew your license.
4. **How do I see if my CEU course is approved?** To verify that the course has been approved (or is in the review process), you must go to https://www.okmedicalboard.org/physical_therapists → Forms/Resources → PT/PTA Approved Continuing Education Courses for the reporting period 01/01/2020 to 12/31/2021.
5. **My CEU course isn't on the approved list – now what?** You must submit your course for approval by to https://www.okmedicalboard.org/physical_therapists → Forms/Resources → PT Continuing Education Approval.
6. **How long do I have to submit my course for approval?** The online submission portal closes at 12:00 a.m. on 01/01/2022. After that deadline, you can **NO LONGER** submit courses for this approval period.
7. **What do I need to submit to ensure my course is approved?** You **MUST** include the following items in **PDF** format:
 - Course Title with Summary
 - Goals and Objectives
 - Contact Information
 - Specified Dates
 - Program Agenda
 - Program Location
 - Certification Method
 - Instructor Background
8. **Where do I go to sign into the portal?** <https://secure.okmedicalboard.org/ce-submission/signin>
9. **How many CEU's do I need?** PT's need 40 hours and PTA's need 30 hours **every 2 years**, of these half must be Category A and 3 hours of Ethics.
10. **My course is approved, now what do I do?** <https://www.okmedicalboard.org/renew> → Allied License Renewal / Continuing Education Posting / Profile Update → Continue → Choose license type, License Number, and PIN → login. Once you are logged in, your profile will appear – under Current Continuing Education Information choose the link below that says View and Update Current Continuing Education Information → Add New Continuing Education Event → Enter Course Number, Course Date, Actual Hours Earned
11. **When can I renew my license?** If you **are** under audit, you will receive notification when you are cleared to renew. If you **are not** under audit, you will be allowed to renew once you have entered your CEU in the continuing education posting **AND** have met the number of hours necessary to renew.
12. **It shows I have to complete double hours – why?** This means at the last reporting period you did not meet the necessary hours needed to renew on time. You were notified of this via the email we have on file for you.
13. **What happens if I can't obtain the double hours in time?** You **WILL NOT** be able to renew your license, which also means you **CANNOT PRACTICE IN THE STATE OF OKLAHOMA**.
14. **My license is now expired, what do I do now?** You can apply for reinstatement of your license (essentially reapplying, but answering YES to the question "Are you attempting to reinstate an expired license issued by the Oklahoma Board of Medical Licensure and Supervision?") **HOWEVER**, this does NOT mean you still won't have to comply with your continuing education. You will have to appear at the Physical Therapy Advisory Committee and will **STILL** be required to obtain the hours you needed and possibly more.
15. **If I have questions, who do I contact?** Your Physical Therapy Continuing Education Processor is Rachel Herbert. You may reach her via email at PTCEU@okmedicalboard.org

IMPORTANT DATES TO REMEMBER

License Expiration – January 31, 2022

**Online CEU Portal for submission of CE course approval active until – January 1, 2022 at
12:00 am**