fsbpt Continuing Competence

aPTitude

ProCert | Recognizing **quality** in continuing competence

Spring 2016

Federation of State Boards of Physical Therapy

New Enhancements to aPTitude & ProCert to Better Serve You

FSBPT recently released updates to the **aPTitude** system so activity vendors can more easily manage the dates and locations of their courses and complete **ProCert** submissions Following is an overview of those enhancements:

ProCert changes to Standards 2, 3, 4 and 9b:

Submitters still need to complete Standards 2 (Appropriate Language), 3 (Non-discriminatory), and 4 (Copyright and Disclosure); but the requirement for a justification statement has been replaced with a simple "I Agree" checkbox affirming compliance with the Standard's requirements. Submitters maintain the ability to upload documents for Standard 4.

ProCert changes to Standard 9b:

The changes for Standard 9b are for in-person activities only. Vendors of in-person courses automatically receive credit for this standard and will no longer have to select or include a justification statement.

Adding additional dates and locations to activities:

This exciting update allows vendors to more easily add/delete/archive dates and locations for published activities. Vendors will no longer be required to copy activities and group them to add additional dates and locations. An email containing step-by-step instructions – and a recorded demonstration - was emailed to **aPTitude** vendors to assist in these processes.

Over the coming months vendors will be informed of additional enhancements to streamline and simplify the **ProCert** submission process and **aPTitude** system navigation. If you have questions, comments or need immediate assistance please contact us at CompetenceStaff@fsbpt.org and we will be happy to provide help.

Activity Vendor Survey Feedback: Input Improves aPTitude & ProCert

    In December of last year, FSBPT emailed a survey invitation to physical therapy continuing competence activity vendors. For those of you who completed the survey, thank you for your input. The comments received will help us plan for improvements to **aPTitude** and **ProCert**. Although we are still analyzing the results, here are some of the themes identified from the data so far:

- Most of the responses came from vendors that offer 20 or fewer activities per year, but they represented a good mix of in-person and asynchronous activities.

- Only 1/3 of vendors had ever claimed a licensee entered activity in **aPTitude**.

- About 75% of vendors would use a mass data import option if one existed.

In addition to the system enhancements described in the previous article, we are currently working on additional enhancements to reduce the number of inaccurate activities entered into **aPTitude** by licensees. The significant number of inaccuracies was one of the main reasons identified as why vendors are not claiming licensee entered activities. This enhancement should significantly decrease the inaccuracies, which will hopefully encourage vendors to claim the more accurate entries.

We also have plans for developing mass data import functionality. We are currently in the requirements gathering stage, but are targeting implementation in the near future. Stay tuned for updates on the exciting system enhancements in future newsletters.

Reminder About Recent Updates to Standards

    As 2016 is upon us, here is another reminder to activity vendors using **ProCert** that changes made in 2015 to the guidance document are now implemented and need to be applied to your submissions.

Standard 5b: This standard requires the vendor to provide a justification of the relevancy of the course for each of the identified target audiences. When the course advertisement includes PT, PTA, and/or other professional groups, each target must be addressed. A reminder, if a course includes evaluation and development of care plans, the PTA would likely benefit from understanding the information needed by the PT to make choices for the plan of care.

Standard 7: CVs. As of January 1, 2016, a CV provided for an instructor must be updated within the past 2 years at a maximum. The CV should include information showing current dates and relevancy to the topic to be taught.

Standard 11: When submitting measurable behavioral objectives, the vendor should always consider claiming 11c for added value. An activity meets this value-added criterion when more than 50% of the objectives submitted are deemed measurable. When more than

50% of the objectives are measurable, this additional credit is deserved. However, the activity isn't awarded the credit for 11c unless the vendor has claimed it. Additionally a vendor can claim 11d if any one of the objectives are at a higher level of learning. Vendors are encouraged to review columns 4 & 5 of Appendix E in the Guidance Document for the Vendors for assistance in determining what may constitute a realistic higher level objective.

More Than 50% of States Now Accepting ProCert

With the recent additions of North Dakota and Wyoming, **ProCert** certification of continuing education courses and conferences is now accepted in 27 U.S. jurisdictions for purposes of meeting PT/PTA continuing education and licensure renewal requirements.

The complete list of states accepting **ProCert is** as follows: Alaska, Arizona, Arkansas, California, Delaware, District of Columbia, Georgia, Hawaii, Illinois, Indiana, Kansas, Kentucky, Michigan, Mississippi, Missouri, Montana, Nebraska, North Carolina, North Dakota, Oregon, South Carolina, Tennessee, Utah, Vermont, Virginia, Wisconsin and Wyoming. At least 6 other states are revising their laws to accept **ProCert** certification in the future.

Learn more about **ProCert** here, or contact FSBPT Continuing Competence Staff for more information.

Standard 10: Evidence Based Practice Guidance on Bibliographies

Standard 10 – Evidence Based Practice – is a required standard for **ProCert** certification. Vendors must provide justification that "the continuing competence activity incorporates, reflects and promotes the use of evidence based practice or incorporates current or proposed regulation of practice."

Criterion 10a requires that "The activity is developed from the base of available evidence or current regulation; participants are provided with references when appropriate." The required uploads in this criterion include;

1. course agenda, brochure or syllabus; *__AND__*

2. bibliography; reference list.

While the full bibliography of the topic/subject is not required, what is required is that the uploaded document (or the justification statement entered) must include the relevant reference citations.

Instructors should review the bibliography and choose those references that are current and relevant to the activity. A best practice is to include the citations that are within 5 years of the presentation or delivery of the activity, and any classic citations that are relevant to the evidence base for the content of the activity.

When older citations are used in the reference list, ideally include a statement as to why these are still the basis for current practice and thus part of the presentation materials.

Full bibliographies of a topic are still a valuable tool for participants to receive as part of any continuing competence activity to encourage further study by the participant if they so wish.

Life Cycle of a ProCert Review – The First Submission

Welcome back to our series *Life Cycle of a ProCert Review*. In this issue, we will examine The First Submission (our first installment, *"The Basics,"* published Fall 2015 can be accessed here).

A vendor's first submission to **ProCert** can be daunting – a mix of required and value-added standards, continuing competence unit (CCU) awards, a guidance document – what is a vendor to do? Whether you're a vendor jumping into **ProCert** for the first time or a seasoned veteran, the importance of the Guidance Document (GD) cannot be overly emphasized! The GD explains the standards utilized to evaluate your submission and should be seen as your step-by-step guide to a **ProCert** application. The 14 standards itemized within the GD are identified as either Required, Value-Added, or a combination of both. A required standard is exactly that – a vendor's justification statement and uploaded documentation must demonstrate how a particular activity meets each required standard and associated criteria. Failure to meet any required standard or criteria will prevent the activity from being certified. Value-Added standards and criteria provide vendors the opportunity to demonstrate that an activity goes the "extra-mile" in providing a beneficial learning experience for participants. Value-added standards and criteria can add value to the overall CCU award for a certified activity, but failure to meet these will not prevent that activity from being certified.

When a new vendor submits to **ProCert** for the very first time, a one-time-only Administrative Review is triggered. The Administrative Review is not substantive in nature, but is performed by staff and designed to identify any glaring issues that might negatively impact that application. If discrepancies are discovered, the application is returned to the vendor with detailed notes intended to assist the vendor with resubmission. FSBPT Staff is available for hands-on assistance. Contact us at CompetenceStaff@fsbpt.org to schedule an appointment during our dedicated time blocks:

- Wednesdays 10:30am – 12:00pm Eastern, and

- Thursdays 12:30pm – 3:00pm Eastern

If an Administrative Review deems the submission sufficient to progress to substantive review, the vendor will be notified of such and the submission will navigate the normal **ProCert** Review process.

A substantive review of a **ProCert** submission begins with 2 independent Initial Reviewers who evaluate the application and present their findings to a Final Reviewer. The Final Reviewer performs a separate evaluation and weighs the input of both Initial Reviewers to make a determination. Afterward, staff takes one last

look for administrative purposes and then the submission, including the results and reviewer comments, is returned to the vendor's **aPTitude** account.

We'll delve deeper into the results of the review process in our next series installment – " *The Results"*….

Reminder: Request ProCert Training after Personnel Changes

Has your company experienced personnel changes that impact your **ProCert** submissions? FSBPT Staff is here to help! Contact us at CompetenceStaff@fsbpt.org to arrange a **ProCert** training. We know that your goal is continued success with your **ProCert** submissions; if any individual responsible for this effort has changed within your organization, let us know and we will gladly arrange a tutorial session to help bring them up to speed. Helping vendors be successful is our goal!

ProCert and aPTitude By the Numbers

Below are some **aPTitude** and **ProCert** utilization statistics as of February 29, 2016 . . .

ProCert certified activities: 2,867

Activity vendors awarded certification: 131

Activity vendor-claimed accounts in **aPTitude**: 451

Licensees registered in **aPTitude**: 24,451

States/U.S. Jurisdictions currently accepting **ProCert**: 27 (click here for the list)

States/U.S. Jurisdictions pursuing regulation change to accept **ProCert**: 6

Archive of Past Issues of This aPTitude & ProCert Newsletter

Did you miss some past issues of this **aPTitude** & **ProCert** newsletter? You can find all previous issues posted to the FSBPT website on the Continuing Competence page in our Free Resources section. While there, we encourage you to browse the many other resources listed on the page.