

# NEVADA PHYSICAL THERAPY BOARD ACC REVIEW GUIDELINES

## FOR APPROVAL OF **CERTIFIED ACTIVITIES** ONLY

1. All submissions must be submitted through CE Broker. Email [GFUENTES@GOVMAIL.STATE.NV.US](mailto:GFUENTES@GOVMAIL.STATE.NV.US) for any questions.
2. **Course application cut-off is 2 weeks Prior to the next scheduled meeting, courses submitted after the period will be placed on the agenda for the following meeting.**
3. The following information must be included **with the application** and **placed in order** to streamline course review and processing.
  - a. Course Description, Goals, and Objectives
  - b. Hour-by-Hour Timeline (**for ALL courses, regardless of length** – please identify where breaks/meals are, these do not count when determining CCUs).
    - i. For courses that are held on numerous days and have numerous instructors, please send a condensed comprehensive timeline followed by any other pertinent details to simplify the timeline/CCU review.
    - ii. Be sure to include a precalculated CCU total based on the guidelines set forth by the NPTB (See NPTB website for calculator)
  - c. Brief Biography of Instructor, no more than 500 words OR brief 2-page CV.
  - d. Examination that accurately reflects the content and rigor of the course (required for any course that is not **ENTIRELY** on-site).
  - e. Provide at least 5 references within the last 5 years reflecting the most current evidence-based research utilized to compile the course.
  - f. Copy of the Certificate of Completion (with signature) - *The certificate must contain the name of the provider and a descriptive/accurate course title (the name of the provider and course title should match what is on the application above).*
4. Do **NOT** submit course/instructor evaluations, brochures, activity planners, etc. These will not be taken into consideration for CCU determination.
5. The CCUs requested will not necessarily be the CCUs approved. Approval is based on the actual time and content of the course. The course will be reviewed according to the statute and regulations of the NPTB as well as the review guidelines that are attached below titled "ACCC REVIEW GUIDELINES".
6. Approval for fewer units than the amount requested will not result in a refund of the fee difference. (in rare circumstances, if more units are allocated than requested, payment of the full fee – if there was an increase – will be required prior to course approval).
7. In certain instances, where the ACCC identifies an error or issue of clarity with submission rules, partial refunds will be approved on a case-by-case basis by Board staff.
8. Interested parties can view the agendas for the ACCC on the NPTB website.
9. The ACCC meets as needed, typically this occurs once a month. Once the ACCC has completed its review, an email will be sent to notify the applicant of the outcome.
10. Denied Courses (**initial application fee will be forfeited**): Will receive a notification via email with a reason for denial. These courses can be resubmitted for review with an updated/corrected application and a **new application fee**.
11. Applicants/Licensees may visit the NPTB's website for a complete listing of approved courses.

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## CERTIFIED ACTIVITIES – ACCC COMMITTEE REVIEW GUIDELINES

### Clinical Physical Therapy Practice (A)

Clinical physical therapy practice implies that the continuing competence course must meet the criteria in the categories listed below.

1. The course must address at least one topic that covers an aspect of clinical practice directly related to patient care along the continuum of active pathology, impairment, functional limitations, and disability.
  - a. Core Knowledge
  - b. Examination and Evaluation
  - c. Prognosis
  - d. Diagnosis
  - e. Clinical Decision Making
  - f. Clinical Guidelines
  - g. Evidence-Based Practice (as defined above)
  - h. Interventions
  - i. Wellness, Health Promotion, and Fitness
  - j. Clinical Outcome Measures
  - k. Psychosocial issues (including but not limited to mental health, ethics, gender issues, cultural issues including spirituality and racial issues; **as they relate to the practice of physical therapy**)
  - l. Injury Risk Reduction and Prevention
  - m. Technology (directly related to patient care)
  - n. Any of the nine specialty exams through the A.B.P.T.S.
2. The course must be taught by one individual or a team of individuals who hold a comparable level of competence as a physical therapist and/or who have:
  - a. Exhibited experience in the topic^^
  - b. Demonstrated expertise in the topic^^
3. The course must be sufficiently rigorous to be contemporary and beyond/above entry-level physical therapist or physical therapist assistant practice in any areas of physical therapy practice including:
  - a. Hospital (e.g. wound care, critical care, intensive care, acute care, and subacute care settings)
  - b. Outpatient clinics
  - c. Rehabilitation settings
  - d. Subacute, extended care, skilled nursing, or hospice facilities
  - e. Home Health
  - f. School Based
  - g. Industrial, workplace, or other corporate/occupational environments
  - h. Athletic, Fitness, or sports training facilities
  - i. Mobile/Concierge settings
  - j. Telehealth
4. If the course is fully self-paced (recorded content with or without reading component), or a hybrid course (combination of live webinar and self-paced portions) with self-paced portions then a sufficiently rigorous post-test must be administered **AND** reflect/match the stated objectives

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## Non-Clinical Physical Therapy Practice (B)

1. The course must address at least one topic or an aspect of physical therapy practice.
  - a. Healthcare Policy and Administration
  - b. Interdisciplinary/Intradisciplinary Healthcare
  - c. Physical Therapy Documentation
  - d. Physical Therapy Insurance and Reimbursement
  - e. Physical Therapy Research Methods/Procedures
  - f. Physical Therapy Case Management
  - g. Medicolegal Pertaining to Physical Therapy
  - h. Patient Satisfaction
  - i. Language (directly related to physical therapy practice)
  - j. Professional Development/Professionalism (including leadership, communication, conflict resolution)

## Denials- Courses not likely to receive approval (C)

1. Courses that are:
  - a. Self-paced Reading of Textbooks/Chapters of Textbooks/Excerpts of Textbooks/Copies or Reprints of Textbooks or peer-reviewed journal articles with a post-test.
  - b. Beyond the scope of physical therapy practice
  - c. Clearly under the purview of another discipline
  - d. Below entry-level physical therapist or physical therapist assistant clinical practice
  - e. General Business Practice Management/Improvement (including marketing strategies, expanding clinical practice, revenue generation)
  - f. About issues related to an area of clinical practice for which the scientific evidence has clearly invalidated the topic
  - g. About a practice that is not accepted by contemporaneously practicing physical therapists
  - h. About general self-improvement (e.g., self-help courses, psychosocial content not relating to the practice of healthcare)
  - i. Employment law
  - j. Language courses unrelated to physical therapy practice
  - k. University coursework is unrelated to healthcare
  - l. Computer competence courses (unrelated to PT practice or telehealth)
  - m. Animal Physical therapy-related courses (approved through Nevada State Board of Veterinary Medical Examiners)
  - n. Training faculty
  - o. Insufficient documentation after 30 a day grace period to re-submit (*Approved with Condition Courses only*)
  - p. Outdated Material(s)
  - q. Self-paced course consisting of only reading material (no video content)
  - r. Lack of instructor expertise or experience in content area
  - s.

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### Approved with Condition- Courses that do not provide sufficient documentation (D)

Courses that do not provide sufficient documentation will receive an email, indicating that one or more of the following components are missing and need to be submitted in order for the course to be approved. If the request for additional documentation is not completed and received within 30 days from the date of the letter, then the course will be denied based on insufficient documentation see subsection (C.1.o.). Sufficient documentation request may include one or more of the following conditions:

- a. Course overview of objectives
- b. Hour-by-hour timeline (for all courses, regardless of length)
  - If breaks/meals are not identified
- c. Brief Biography of Instructor demonstrating knowledge/ experience in content area
- d. No post-test for self-paced or virtual courses
- e. No references
- f. Course certificate (with appropriate course title/instructor/CCUs that match the application)
- g. Psychosocial issues content that does not relate to the practice of healthcare
- h. Delivery method not supported (self-paced reading-only course) with the recommendation to change the delivery method for approval

^Courses that are tangential or indirectly related to clinical practice will be reviewed and evaluated on a case-by-case basis.

^^Experience and expertise will be reviewed on a case-by-case basis