

PT/PTA RENEWAL FORM INSTRUCTIONS

For **Active, Inactive, or Expired (Late)** licenses only

For **Retired Status**, use the Retired Status Application
 To **Restore** a license use the PT Restoration Application
 Forms available at www.ptot.texas.gov/page/forms

A complete renewal includes:

1. a completed PT/PTA License Renewal Form, including a residential street address;
 2. a completed CC Activities Report;
 3. all applicable fee(s); and
 4. a passing score on the *Jurisprudence Assessment Module (TX JAM)*.
 5. a criminal background record report obtained through fingerprinting. More information available at <https://www.ptot.texas.gov/idl/BFE26DD7-C626-AA19-B77B-602ECB62F1FC>
- ❖ **Your renewal is not complete until all items are received at the Board office.** If you do not submit all the required items before the expiration of your license, you will be subject to late fees as described below. Once your license expires, you may not practice until you have completed the renewal process and your license shows as current on the website.
 - ❖ **ADDRESS OF RECORD SELECTION:** You **MUST** select ONE of the addresses you list as your address of record. The address of record is available to the public on request.

Procedure

1. Complete the attached downloadable renewal form and CC Activities Report.
2. Take the *Jurisprudence Assessment Module (TX JAM)*. Information on the *TX JAM* is available online at www.ptot.texas.gov/page/PT-JAM. Your score will be sent to the board automatically.
3. Mail the renewal form and the CC Activity Report along with all applicable fees to the Board (see below for the fees/address)

FEES	Please make check or money order payable to: ECPTOTE		FEES. Late fees are required if you have not submitted all renewal or inactive requirements before the license expiration date. Renewal fees are only returned if the license is not renewed.
Active Renewal	PT - \$248	PTA - \$184	
Go or Stay Inactive	PT - \$124	PTA - \$92	
Reinstatement (Inactive to Active)	PT - \$248	PTA - \$184	

LATE FEES	
License expired 90 days or LESS: you must pay the active renewal fee (or the inactive renewal fee), PLUS a late fee equal to 1/2 the renewal fee.	License expired MORE than 90 days: you must pay the active renewal fee (or the inactive renewal fee), PLUS a late fee equal to the renewal fee.

PLEASE NOTE: If your license has been **EXPIRED FOR A YEAR OR MORE**, you may **NOT** renew your license. See §341.6, *Restoration of License*, for more information.

CONSIDERING GOING INACTIVE? To go inactive, you must have completed all of the required CC for the current renewal cycle. If you are renewing an inactive license or reactivating your license, you must have completed all of the CC for the current renewal period. CC done outside the renewal period will not count for renewal or reactivation purposes.

SEND THE COMPLETED RENEWAL FORM, CC ACTIVITIES REPORT, AND FEES TO:

EXECUTIVE COUNCIL OF PT & OT EXAMINERS
 333 Guadalupe St., Ste. 2-510 Austin,
 TX 78701-3942

ANY QUESTIONS? Contact us at info@ptot.texas.gov. Or you may contact the renewals department by phone at 512/305-6900.



Texas Board of Physical Therapy Examiners

333 Guadalupe, Ste 2-510 • 512/305-6900 • 512/305-6951 fax
Austin, Texas 78701-3942 • <http://www.ptot.texas.gov>

Continuing Competence Activities Report

All information below is required and must also be on the completion documentation you retain for your records. This completed form must accompany the paper renewal application.

NAME: _____ License #: _____

CC Requirements: PTs must have 30 CCUs, PTAs must have 20 CCUs of approved continuing competence activities. All licensees must complete the *Jurisprudence Assessment Module (TX JAM)* which counts as 2 CCUs toward the total renewal requirement. All activities submitted must be approved prior to submission. If you do not know the approval number, contact your course sponsor or go to www.ptot.texas.gov/page/cc-ce to check for activity standard approval numbers.

Name of Course/Activity <i>If you need additional rows, please copy this form.</i>	Mandatory Approval Number	Course/Activity Completion Date (MM/DD/YYYY)	Number of CCUs

I attest that the coursework I am submitting on this form includes the 2 CCUs for the *Jurisprudence Assessment Module (TX JAM)*.

Licensee Signature: _____ Date: _____