



# Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

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## CURRENCY OF LICENSES/APPROVALS FOR THERAPISTS AND ASSISTANTS

**Policy No.:** 106  
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**PURPOSE:** To outline County and Department policy related to ensuring currency of professional license for licensed staff.

**POLICY:** All physical therapists and physical therapist assistants must maintain current licensure to practice. Failure to do so will result in loss of clinical privileges.

### I. LOS ANGELES COUNTY RULES AND REGULATIONS

- A. All therapists and assistants must complete the state licensing/approval process before the end of the first year of employment.
- B. This process is conducted by the Physical Therapy Board of California. It includes new graduates, personnel coming from other states, and foreign-trained physical therapists.
- C. If the employee has to take the one-day exam, he/she can attend the exam on County time.

### II. DEPARTMENT PROCEDURES FOR LICENSE VERIFICATION

- A. Two different processes occur for physical therapist and physical therapist assistant license verification. Annual verifications and one completed every two years at the time of license renewal.
- B. Annually, the physical therapist and physical therapist assistant is required to provide their signed original license (wallet certificate) to the Physical Therapy (PT) Office where the PT Office Manager\* verifies that the license is current.
  - 1. The PT office personnel will make two photocopies of license.
  - 2. One photo copy is sent to Human Resources.
  - 3. The second copy is filed in the employee's PT departmental file.

4. This annual verification typically occurs at the time of the physical therapists' and physical therapist assistants' performance evaluation (PE).
  - a. At or just before the due date for the employees' annual PE, the PT office manager accesses the Physical Therapy Board of California website at <http://www.ptb.ca.gov/>
  - b. The office personnel enters the identifying information for the employee and verifies the physical therapists' or physical therapist assistants' license is valid.
  - c. The PT office Personnel identifies any actions applied to the individual's license.
  - d. The PT office personnel will inform the PT Director of any notifications of actions or pending actions. Any actions listed on the website will be investigated by the Director or the Director's designee.
  - e. The office personnel prints the license verification page from the website and makes a photocopy.
  - f. One copy is sent to Human Resources with the employee's PE.
  - g. The second copy is filed in the employee's PT departmental file.
- D. The employee's license number and renewal date are entered into the employee database by PT office personnel.
- E. Monthly, the organization creates a report detailing the status of department personnel licensure due for renewal.
- F. Report is submitted to the Director of Physical Therapy.
- G. If the employee does not have the original license, the procedure is as follows:
  1. PT office personnel will access the Physical Therapy Board of California website, listed above, to verify the employee's licensure is current.
    - a. If licensure is current, the printed verification from the website will be placed in the employee's departmental file. This verification is valid for sixty (60) days. If sixty days pass and the employee has not provided the PT Office with the

license certificate (wallet certificate) for photocopying, then all clinical privileges will be suspended.

- b. If unable to obtain verification of currency of licensure, the employee's clinical privileges will be suspended until verification is obtained or the employee presents his/her original renewed license.

\* Note: License can also be verified by area supervisor, clinical manager or Department Director. The area supervisor or clinical manager verifies by signing initials on the photocopy of the current license, and then forwarding this document to the PT Office for processing.

  
Director, Physical Therapy Department

**Addendum:**

**California PT Board Statement of Renewal:** Pursuant to section 121 of the Business and Professions Code, the PTBC considers a license to be renewed as of the postmark date of the renewal payment, if such payment is valid (i.e., check is honored by the bank) and both requirements under step A below have been answered. The licensee by completing the [Statement of Renewal](#) form is stating that he/she has mailed his/her renewal notice to meet the PTBC's requirement. Once completed, the PTBC suggests that employers keep a copy of this document in the employee's personnel file and follow up by verifying online at the PTBC's website within 60 days from the date the renewal was mailed to confirm that the PTBC has officially acted to renew the license and has issued a wallet certificate.

**Steps to Renew a License**

**A. Renewal Form:**

**MANDATORY CRIMINAL CONVICTION AND LICENSE DISCIPLINED DISCLOSURE**

**QUESTION:** Answering and signing the disclosure question on criminal convictions and discipline of a license on the renewal application is mandatory and must be submitted with the renewal fee (See [Criminal Conviction Disclosure Requirements](#)). Submitting a renewal payment without the required disclosure constitutes an incomplete license renewal application and the license is not renewed. If one continues to work with an expired license, they are in violation of the Physical Therapy Practice Act and may be subject to a citation or disciplinary action.

**CONTINUING COMPETENCY REQUIREMENTS (for PT and PTA license renewal):** Unless placing a license in an inactive status, if the license expires on or after 10/31/2010 one must have completed the continuing competency requirements pursuant to [section 1399.91](#) of Title 16 of the California Code of Regulations. Continuing competency activity must be completed within the renewal period and prior to license expiration date. Pursuant to section 1399.97 of the California Code of Regulations, one shall retain proof of completed continuing competency activity for a period of 5 years after the course or activity concludes. One must be able to supply verification of completion of any continuing competency activity upon request by the PTBC.

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