

## Continuing competency requirements guide for physiotherapists in Yukon

Yukon's *Physiotherapists Regulations, O.I.C. 2007/19* require physiotherapists to keep their knowledge and skills up-to-date through the continuing competency requirements. These regulations also require licence applicants to provide proof every year that they have met the requirements. This guide explains:

- what continuing competency hours are required;
- how to claim and prove your hours;
- answers to FAQs;
- acceptable and unacceptable continuing education hours and documentation; and
- the legal definitions for continuing competency.

### Overview: what is required

As a physiotherapist registrant, you must demonstrate you have completed a minimum of the following in the five-year period immediately before your renewal application.

- At least 1,200 professional practice hours.
- Between 60 and 300 of these 1,200 hours must have involved continuing professional education.
- No more than 300 of these 1,200 hours have involved professional volunteer service.

### How to claim and prove your hours

You must complete the necessary forms and provide supporting documentation where required, showing that you have met the continuing competency requirements listed above.

You can claim continuing education, professional practice and volunteer hours going back up to five years. But you only need to go back as far as necessary to prove you have met the continuing competency requirements. For example, if you completed 1,200 professional practice hours this year you only need to provide us a form for this year.

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[physio.plra@gov.yk.ca](mailto:physio.plra@gov.yk.ca)

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## Claiming and proving professional practice hours

- Fill out one [verification of employment form](#) per employer.
- We will not accept other documents to validate your professional practice hours.
- **Important: Once you have submitted 1200 professional practice hours, you do not have to submit any more hours.**

## Claiming and proving professional volunteer hours

- Fill out one [verification of volunteer hours form](#) per organization.
- We will not accept other documents to validate your volunteer hours.
- No more than 300 of your 1,200 professional practice hours can involve professional volunteer service.

## Claiming and providing continuing education hours

- Fill out one [annual continuing education form](#) per year you are claiming hours in. If you renewed a Yukon licence at the beginning of the current licensing year, we have your previously submitted continuing education forms on file and you only need to submit one for the current licensing year.
- Begin with the most recent year and then submit one form per year until you have reached the minimum hours required. For example, if you completed 30 education hours this year and 30 hours last year, you have met the minimum 60 hours required and do not need to submit forms for previous years.
- You do not need to provide every course you have ever taken. We just need a minimum of 60 hours of appropriately documented continuing education activities.
- For any education you have completed that is more than four hours, list it on the annual continuing education form and provide supporting documentation.
- You can also list continuing education you have completed that is less than four hours on your forms. Anything under four hours does not require supporting documentation.
- If a course is not obviously related to your profession, be sure to fill in the last page of the [annual continuing education form](#). This allows you to explain how the course is used in your practice. If you do not do this, the licensing officer may flag your file for review by the advisory committee.

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## FAQs

### 1. Why do you require continuing education?

Continuing education confirms to PLRA that you are actively maintaining and developing the skills and knowledge required to practice your profession to a high standard. We request this proof annually as part of the renewal application process.

### 2. What if I am a new graduate and can't meet my requirements?

If you are a new graduate, holding a full licence for less than five years, and you have not been able to accrue the full 60 hours of continuing education or 1,200 hours of professional practice hours, you may complete and submit the [continuing competency exemption request form](#) with your other continuing competence proof. These are reviewed on a case by case basis, and not all requests are approved. We recommend including proof of all continuing education activities you have engaged in, to demonstrate progress towards your legislated requirements.

### 3. What if I am new applicant in Yukon and can't prove continuing education from a previous jurisdiction?

If you are a new applicant, holding a full Yukon licence for less than a year, and you have not been able to obtain proof of your previous jurisdiction continuing education, you may submit the [continuing competence exemption request form](#) with your other continuing competence proof. These are reviewed on a case by case basis, and not all requests are approved. We strongly recommend listing all courses taken in your previous jurisdiction, understanding you may not be able to prove the number of hours.

### 4. How do I provide proof of hours for an online course?

If the course is more than four hours you require proof of completion, date of completion and hours. If the online course certificate or completion email does not include the number of hours there are three options.

- Look at the course description. If the hours are listed there, then a printout of that page can be submitted with your certificate.
- If the hours are not available in any way, then it is acceptable to claim one hour per module. So if it was a six-module course, you list six hours for the course. Please make a note under the description column of the [annual continuing education form](#). The description should include the name of the course and the number of modules. Note: The licensing officer may search the course to confirm the number of modules.

- If the hours are not available, and your supervisor is familiar with the course, then you may fill out the [verification of completed continuing education form](#).

**5. Are podcasts and journal clubs, valid forms of continuing education?**

Yes, podcasts and journal clubs are valid forms of continuing education. If you are going to use them please provide the following under description of the [annual continuing education form](#).

- Title and subject of the podcast or journal club
- Length of the session. For podcasts please list the number of episodes and the approximate length of each. Example: “Six episodes at one hour each. Total of six hours.”

Please note that if more than 50 per cent of your continuing education is based on journal reading and podcasts, the application will be flagged for the advisory committee to review.

**6. Do I need to renew my special endorsements?**

No. This section of the renewal form is for individuals wishing to apply for a new special endorsement. Once you have an endorsement, it does not need to be renewed.

## Continuing education hours (CE) – acceptable criteria

The lists below are not exhaustive.

### Acceptable CE activities (30 minute minimum)

Acceptable activities must be related to the practice of physiotherapy. If they are not, then you must clearly justify why on page two of the [CE form](#). Activities taken prior to licensing are invalid.

- ✓ In-service education/training.
- ✓ Formal continuing education courses.
- ✓ Courses leading to a degree or diploma (1cr = 15hrs).
- ✓ Lectures, seminars and workshops.
- ✓ Conferences.
- ✓ Distance education.
- ✓ Undertaking research and presenting research results.
- ✓ Relevant certificate courses.
- ✓ Unpaid preceptorships and mentorships.
- ✓ Technical training.

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## Unacceptable CE activities

If you believe an activity on this list applies to your practice, you must clearly justify this on page two of the CE form.

- Orientation of new staff/staff training.
- Personal growth courses (e.g. yoga, motivational, and self-improvement retreats).
- Observation/buddy experience with other health care professionals.
- Participation in committee work (counts as volunteer professional practice hours.)
- Courses under 30 minutes in duration.
- Courses leading to your initial degree or diploma for practical nursing.
- Paid preceptorships and mentorships (include in professional practice hours).
- Employment requirements (e.g. First Aid).

## Acceptable supporting documentation

For each CE activity over four hours, show:

- ✓ Training certificate.
- ✓ Verification of CE form filled out by manager or course provider.
- ✓ University or college transcript.
- ✓ Combination of above documents to demonstrate all four elements (see right).

Documentation for each CE activity must contain 4 key elements:

1. Applicant's name;
2. Proof of completion;
3. Date of completion; and
4. Hours involved

## Unacceptable supporting documentation

- Course schedule/syllabus, conference schedule without proof of attendance/completion.
- Certificates/documents with date/hours handwritten by applicant.
- Hospital record of professional practice hours and/or mandatory Yukon General Hospital continuing education.

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## Continuing competency definitions

Physiotherapists Regulations, O.I.C. 2007/19

### Practice of physiotherapy:

The application of professional physiotherapy training and knowledge in the identification, assessment, prevention, and alleviation of physical dysfunction or pain and the restoration and maintenance of optimal function.

### Continuing competence:

The ongoing or continued capacity to apply knowledge, skills and attitudes, in the practice of physiotherapy as it relates to the standards of practice for physiotherapists in Yukon.

### Professional practice hour (PP):

An hour spent engaged in providing any service within the scope of practice of physiotherapy. In general, this can be considered your paid practice and would include any education needed to meet your basic entry level requirements for physiotherapy.

### Continuing professional education (CE):

The continuing of education in the practice of physiotherapy, including participation in formal or informal activities, such as taking post-graduate courses, training sessions, study groups, courses, seminars, and conferences, undertaking research, presenting research results, and providing mentorship or preceptorship.

If the education or coursework is required for employment, such as First Aid, then it does not qualify. Education needed to meet your basic entry level requirements would count as PP and not CE. If you are paid for your preceptorship/mentorship then it falls under PP and not CE.

### Scope of practice

- Practice in accordance with the clinical practice statements adopted from the College of Physical Therapists of BC.
- Practice physiotherapy within the limitations, conditions or restrictions applicable to the licence issued.
- Self-assess: restrict to performing activities to which they are competent to perform and that are appropriate to their area of practice and the procedure being performed.
- Only practice specialized physiotherapy procedures if a special endorsement is approved and listed on the licence.

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