

Practice Hours Guidelines

The Executive Director/Registrar (EDR) or Council may request verification of any component of a license holder's submitted practice hours. It is the responsibility of the individual physical therapist to maintain a record of all hours and sufficient documentation for verification of the information.

Documentation should include, as a minimum: Agency(ies) involved, descriptions of the activities, how the activity is directly related to physical therapy practice and proof of attendance. Sample verification forms are available on the SCPT website.

Members should contact the EDR for guidance if unsure if certain activities qualify for Physical Therapy practice hours. Should the member not be satisfied with the EDR's decision, regarding practice hour inclusion, she/he may appeal to Council.

Physical Therapy Practice Hours shall be defined as hours spent in the provision of physical therapy services:

- a) in clinical settings of direct care provision, performing patient assessment, treatment, and follow-up, including instruction to family and other care givers in which skills are taught specifically to an individual patient; and/or
- b) in non-clinical settings where the skills and training of a physical therapist are utilized and constitute the basis for the job responsibilities. In such a non clinical setting, the therapist maintains current physical therapy concepts and methods of practice.

Examples include but are not limited to: administration; research, academia or authorship, education/teaching; physiotherapy related business, sales or consultation.

1. Paid Worked Hours

At the time of registration or renewal, PAID hours are inclusive of the hours worked related to physiotherapy practice as a LICENSED PHYSICAL THERAPIST. Annual practice hours are from January 1 to December 31 inclusive.

For registrants in an employee/employer employment category, hours indicated are inclusive of all worked hours, (including overtime, travel time, preparation, and service provision) for which a registrant is scheduled/approved and recognized.

For registrants who are in a self-employed category, hours indicated are inclusive of all worked hours (for example, travel time, preparation, and service provision).

Inclusions within paid work hours:

- a) Clinical Focus
 - Clinical practice hours (e.g. direct physical therapy patient care)

- b) Non-Clinical Focus
 - Hours worked in physiotherapy practice (including overtime hours)
 - Administration
 - Education
 - Teaching
 - Management
 - Consultation
 - Research/Academia/Authorship
 - Physiotherapy related businesses
 - Sales
 - Hours related to travel time, preparation, etc. (for those hours which are part of the job (e.g. time spent by a self-employed physiotherapist travelling to a client))
 - Infection Control
 - Health Promotion

 - **Other worked hours related to practice exclusions:**
 - Vacation hours
 - Hours related to leave of any type (e.g., sick, family, parental, education, disability, etc.)
 - Statutory holidays
 - “On call” hours
 - Hours related to travel times (which are not part of the job)
 - Professional activity hours
 - Volunteer hours
 - Physiotherapy service to sports teams/events (outside of regular employment)
 - Professional association/committee activity hours
 - Teaching/lectures within or outside the profession (outside of regular employment)
 - Any unpaid activity/service hours where an individual is compensated for expenses incurred (e.g. meal, travel, etc.) but not for time spent in the activity/service itself.

2. Verified Unpaid Education Hours

Education/professional development hours may be counted towards the hours required to maintain an Active Practice Licence. Some examples of education/professional development activities include:

- a) Conferences, formal continuing education courses, workshops, seminars, teleconferences, interest group activities, medical rounds, in-service educational courses of short duration deemed necessary to maintain or improve job skills and which are directly related to the active practice of physical therapy
- b) Continuing Competency practice activities including self assessment within reasonable limits
- c) Self Study within reasonable limits

In a 5- year period, no more than 100 education hours will be accepted towards the 1200 hours requirement for licensure.

3. Verified Unpaid Volunteer Hours

Unpaid volunteer hours may be counted towards the hours required to of maintain an Active Practice Licence. For clarification purposes, activities that result in the registrant receiving honorariums, gifts in kind, stipends outside of regular paid employment are acceptable as verified unpaid hours if the hours are done while performing:

- a) Research or authorship that is directly related to the practice of physical therapy
- b) Educational (teaching/lectures) or consultation activities outside of regular paid employment
- c) Physical therapy activities with sporting teams or at events outside of regular paid employment
- d) Any unpaid physical therapy related activity/service hours where an individual is compensated for expenses incurred (e.g. meal, travel, etc.) but not for time spent in the activity/service itself that require the skill and/or qualifications of a physical therapist
- e) Meetings, activities and events associated with the physiotherapy professional association or the college (i.e. SCPT, SPA, Alliance, and CPA).

In a 5- year period, no more than 200 unpaid volunteer hours will be accepted towards the 1200 hours requirement for licensure.