



# Communiqué

[www.ecptote.state.tx.us](http://www.ecptote.state.tx.us)  
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April 2004  
512/305-6900

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## β CHANGES TO COMMUNICATION AND THE COMMUNIQUÉ

The *Communiqué* is being moved to cyberspace, which will allow the Board to communicate more frequently with licensees and the public, and reduce expenses in the face of state belt-tightening. We will no longer mail the newsletter to all licensees – it will be published online only, in a less formal format to make it easier to put online quickly. Also, the *Communiqué* will now be posted shortly after every board meeting, approximately three times a year. The Board currently has meetings scheduled for July and November of 2004. The news you get will cover the same territory, but it will get to you much sooner. For example, we will publish disciplinary actions after the Board ratifies the Agreed Orders at each meeting. Also, instead of getting news only of adopted rule changes, you will now have the chance to look at new rules and rule amendments when the Board proposes them. This gives you the opportunity to provide public comment to the Board on proposed rule changes if you wish to do so.

## β OTHER ONLINE DEVELOPMENTS, RECENT AND FUTURE

In the last year, the State has made incredible progress in bringing many state processes online, making business with the State much more convenient. A quick side trip to [www.TexasOnline.com](http://www.TexasOnline.com) shows you the online services now available. Those services include license renewal, access to your online Professional Profile, as well as services unrelated to your licensure, such as vehicle registration renewal. In the next few months, the Board is scheduled to have facility renewals online as well, with initial applications for licensure and facility registration expected by the beginning of 2005. All of the PT-related processes can be accessed from [www.ecptote.state.tx.us](http://www.ecptote.state.tx.us).

### Are YOU the PT in Charge?

It is in your best interest to notify the Board immediately when you resign as the PTIC at a facility. A facility now has 30 days to submit the new PT In Charge Affidavit, establishing that there is a licensed PT responsible for the facility's compliance with the Board's Act and rules. Until we receive notification from you or the facility owner, your name remains on file as the PTIC for that facility.

## β PT RULE UPDATE

### 2004 PT Rules now available online

The Board has published the **January 2004** issue of the rules at [www.ecptote.state.tx.us](http://www.ecptote.state.tx.us). This issue includes all adopted rules and amendments through January 2004. The Board adopted the following new rules and amendments between November 2002 and this issue:

**§322.2. Role Delineation**

**§329.6. Licensure by Endorsement**

**§329.1. General Licensure Requirements and Procedures**

**Chapter 347. Registration of PT Facilities** – *a summary of the changes to this chapter can be found later in this newsletter.*

## BOARD ACTION AT THE MARCH 3, 2004 MEETING

- **Rules Adopted** - amendments to §329.5, Licensing Procedures for Foreign-trained Applicants, as proposed.
- **Rules Proposed** - amendments to §346.3, Early Childhood (ECI) Setting.

*The text of these amendments can be found at [www.ecptote.state.tx.us/pt/rules](http://www.ecptote.state.tx.us/pt/rules).*

- **Readoption of all rule chapters** - as per Texas Govt. Code §2001.039, without amendment.
- **Board Committees revisions** - The Board voted to establish the Vision Committee, to look at long-term and national issues, to merge the Applications Review and Education Committees, and to rename the Rules Committee as the Rules and Practice Committee.

## MAHADEVA REPLACES COWART AS PUBLIC BOARD MEMBER

Mano Mahadeva, CPA, (The Woodlands) was appointed on August 27, 2003 by Governor Rick Perry to replace Mark Cowart, CPA, (Odessa) as one of the Board's three public members. Mr. Mahadeva brings to the Board not only his professional expertise as an accountant, but also a broad knowledge of healthcare industry issues. Mr. Mahadeva is currently employed by US Oncology, Inc., a national healthcare services network devoted exclusively to cancer treatment and research. In addition, Mr. Mahadeva comes equipped with considerable experience with regulatory processes, having served on numerous governmental and professional boards since gaining licensure as a CPA. The PT Board welcomes its new public member, and bids goodbye to Mr. Mark Cowart, CPA, who served on the Board eight and a half years. Mr. Cowart was chair of the Investigation Committee from 1997 until he left the Board in 2003. Board and staff will miss Mr. Cowart's valuable contributions and dry humor. During his years on the Board, Mr. Cowart consistently represented the consumers' interests in all matters and provided thoughtful oversight to ensure that disciplinary actions meted out by the Investigation Committee were both equitable and justified.

## FACILITY RULE CHANGES EFFECTIVE MARCH 1, 2004

Major changes have occurred in the facility registration rules. In December 2003, the PT and OT Boards mailed postcards to all licensees notifying them of these changes.

Many of the changes deal specifically with renewal, and give facility owners options they did not have before, such as delayed renewal. Below is a brief summary of the changes that the Board made; several of the most critical changes are highlighted. Please see the rules themselves as well as the new forms for application and renewal (all at [www.ecptote.state.tx.us](http://www.ecptote.state.tx.us)) for the complete details of the changes.

*§347.4, Requirements for Registration Application*

- owner federal tax identification number now required
- new contact information required from owner or managing officers/partners
- **registration must be complete BEFORE the first treatment takes place in that facility**

*§347.5, Requirements for Registered Facilities*

- 30 days to report new therapist in charge; extended from 10 days
- 30 days to report changes to street or mailing address

*§347.8, Change in Facility Ownership*

- if a facility is bought, sold, or otherwise transferred, new owner has 30 days to register with the board
- owner has 30 days to report changes in managing officers (corporation) or managing partner (partnership) to board
- previous owner has 30 days to return old registration and renewal certificates to Board

*§347.9, Renewal of Registration*

- renewal requires signature of owner or designee, as well as signed PT in Charge form
- **expiration dates for facilities belonging to a single owner will be synchronized** (this will be phased in over the next year for currently registered facilities.)
- **owner can avoid late fees by choosing “delayed renewal” if a facility has no PT in Charge and is not providing physical therapy services**

*§347.12, Restoration of Registration*

- **official cancellation of registration allows owner to reopen a facility at a later date without having to pay restoration fees**

Got a question about facility rules?  
We've got answers!

Visit the **FACILITY FAQ** page!

**Q & A**

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**Q: What's the difference between a referral and a prior referral? Is there a limit on how long a referral is valid?**

**A:** The first section of Chapter 322, Practice, of the PT rules deals with referrals. The rule begins with the fact that a PT needs a referral to treat a patient. There is NO specific length of time a referral is valid or good; the Board leaves it to the professional judgment of the PT to determine whether the referral is

valid. If you have doubts, you should contact the referral source, as the Board has no rules addressing this question.

Also in Chapter 322, Practice, the rules address four exceptions to the referral requirement, including treatment based on a prior referral, in other words, a referral that has already been the basis for treatment of the same injury or condition. Additionally, the assumption is that the patient has returned to the PT who originally treated the injury or condition for further treatment. Treating a patient with a “prior referral” does have limitations: the referral source must be notified within a few days that the patient is back with the same condition or injury, the treatment can only be for a short period of time before a new referral is obtained; the referral must be less than one year old; and the PT accepting the prior referral must have a certain amount of experience. For the details about these conditions, refer to §322.1, Provision of Services, under Prior Referrals.

**Q: Can I treat based on a verbal order?**

**A:** As mentioned above, there are few specific details about referrals §322.1, Provision of Services, but there is a section on “methods of referral”, covering verbal orders. The rules state that you can accept a verbal order if the facility or department you work in has a procedure for taking the order – this is to protect the patient (and you) from mistakes that can occur if a procedure is not followed and the order is incorrectly transcribed and communicated. With a procedure in place, you will know who can take an order over the phone, and who to contact if you have a question about the order.

The Board has not established any other specific requirements for verbal orders. Many PTs and PTAs believe that they are following the PT Board Rules when in reality, they are following rules put in place by their employer, Medicare or some other reimbursement entity. For example, the Board’s rules do not require you to get a signature from the referral source on a verbal order – though a signature may be required by your employer, a reimbursement source, or your referral source. An entity other than the Board (your employer, Medicare, a referral source, for example) may set other requirements, but they are not part of the licensure rules and do not directly affect your license. You should contact those entities for help with those requirements.

**Q: Can a PT accept a referral from a physician outside the US?**

**A:** Yes. The Board amended §321.1, Provision of Services, several years ago to allow a PT to accept a referral from “qualified healthcare practitioner licensed by the appropriate licensing board.” The PT accepting the referral is responsible for ensuring that the practitioner is legally able to practice in that country, legally authorized to write a referral for treatment in the country. This is no different than what is required if you accept a referral from a source in the U.S., but it does leave it up to the PT to determine the country’s requirements.

**Q: Can I use the initials “MPT” or “DPT” after my name to indicate that I am a licensed physical therapist?**

**A:** No. The only letters that legally signify licensure as a physical therapist in Texas are the letters “PT”. If you wish to highlight your degree, it is appropriate to put them after the letters “PT” – for example, Jane Doe, PT, DPT, or John Deer, PT, PhD. Also, if you have a DPT or a PhD, you may call yourself “Doctor” if you choose, but it must be clear that you are a licensed PT with a doctorate granted by an education institution, not by the Board.

All previous Q&As can be found at <http://www.ecptote.state.tx.us/pt/questions.html>.  
Check them out!



## Disciplinary Action Taken By the Board from September 2002 through March 2004

### SEPTEMBER 2002 THROUGH AUGUST 2003:

- (1) **Ariel Reyes, PT #1079374 (El Paso)** – practiced in a facility that was not properly registered. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required thirty (30) hours of community service.**
- (2) **Allen Wadja, PT #1074227 (El Paso)** – practiced in a facility that was not properly registered. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required thirty (30) hours of community service.**
- (3) **Joel King, PT #1056117 (Austin)** – violated the terms of a prior Board Order. Violation of Section 453.351 of the Act and chapter 343 of the Board Rules. **Board Order allowed the surrender of the license in lieu of revocation.**
- (4) **Nancy Rohlack, PT #1049278 (Taylor)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order suspended her license for fifteen (15) days and required sixty (60) hours of community service.**
- (5) **Kelli Smith, PTA #2033074 (Richmond)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order required thirty (30) hours of community service and CE.**
- (6) **Jon Schultz, PT #1116937 (Fort Worth)** – failed to properly renew his license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order required thirty (30) hours of community service.**
- (7) **Jackie Bryan, PT #1085819 (Frisco)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order required thirty (30) hours of community service.**
- (8) **Jose Santos, PT #1087211 (San Antonio)** - failed to properly renew his license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order required fifteen (15) hours of community service.**
- (9) **US West Physical Therapy #633570000 (Houston)** - failed to properly renew and maintain facility registration. Violation of Section 453.213 of the Act and chapter 347 of the Board rules. **Board Order fined facility \$300.**
- (10) **Katherine Muller, PT #1029601 (San Antonio)** - practiced with an expired license. Violation of Section 453.351 of the Act and chapter 322 of the Board rules. **Board Order suspended her license for fifteen (15) days.**
- (11) **Colleen Wallace, PT #1003887 (Dallas)** – failed to properly renew her license. Violation of Section 435.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order allowed the surrender of the license in lieu of revocation.**
- (12) **Mary Van Hoorn, PT #1004547 (Woden)** – failed to properly renew her license. Violation of Section 435.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order required TPTA approval of prior courses taken in lieu of additional disciplinary action.**
- (13) **Patricia Crean, PT #1002863 (Prescott, AZ)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapter 341 of the Board Rules. **Board Order required thirty (30) hours of community service and CE.**
- (14) **Royce Bowman, PT #1118990 (Houston)** – practiced in a facility that was not properly registered. Violation of Section 435.351 of the Act and chapter 322 of the Board Rules. **Board Order required ninety (90) hours of community service.**
- (15) **Stephanie Brubaker, PT #1132298 (Austin)** – practiced in a facility that was not properly registered. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required thirty (30) hours of community service.**
- (16) **Nona Woods, PTA #2027167 (Tyler)** - failed to properly renew her license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order required fifteen (15) hours of community service.**
- (17) **Carolyn Tyler, PTA #2014346 (Bay City)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapters 322 and 341

of the Board rules. **Board Order required fifteen (15) hours of community service.**

(18) **Maria Abesamis, PTA #2040681 (Houston)** - practiced in a facility that was not properly registered. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required thirty (30) hours of community service.**

(19) **Jason Marquardt, PT #1141703 (Houston)** - practiced in a facility that was not properly registered. Violation of Section 435.351 of the Act and chapter 322 of the Board Rules. **Board Order required thirty (30) hours of community service.**

(20) **Carol Cervi, PTA #2017810 (San Antonio)** – provided patient treatment without a physician’s order, resulting in injury to the patient. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order suspended her license for thirty (30) days.**

(21) **Dawn Florek, PT #1145233 (Rockville, MD)** - failed to properly renew her license. Violation of Section 453.351 of the Act and chapter 341 of the Board Rules. **Board Order required thirty (30) hours of community service.**

(22) **Jesse Richardson, PT #1091031 (Montgomery, AL)** – failed to properly renew his license. Violation of Section 453.351 of the Act and chapter 341 of the Board Rules. **Board Order required thirty (30) hours of community service.**

(23) **Stephen Sandin, PT #1121895 (Arlington)** – failed to properly renew his license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order required fifteen (15) hours of community service.**

(24) **Cindy Hsi, PT #1077469 (Austin)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order required sixty (60) hours of community service.**

(25) **Kelly Jackson, PT #1120954 (Abilene)** – failed to properly renew his license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order required sixty (60) hours of community service.**

(26) **Deborah Kendall, PT #1104040 (Houston)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order required forty-five (45) hours of community service.**

(27) **Ronald Short, PT #1014009 (Longview)** – failed to properly renew his license. Violation of Section

453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board issued Letter of Reprimand.**

(28) **Loy Smith, PT #1061521 (Gonzales)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order required thirty (30) hours of community service.**

(29) **Patricia Velez, PT #1068302 (Richardson)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order required thirty (30) hours of community service.**

(30) **Louise Stern, PT #1027936 (Dallas)** - practiced in a facility that was not properly registered. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required forty-five (45) hours of community service.**

(31) **Dennis Curnyn, PT #1054716 (Fort Worth)** - practiced in a facility that was not properly registered. Violation of Section 435.351 of the Act and chapter 322 of the Board Rules. **Board Order suspended his license for fifteen (15) days.**

(32) **Pamela McDowell, PT #1012789 (Corpus Christi)** – practiced in a facility that was not properly registered. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required sixty (60) hours of community service.**

(33) **Curtis Newby, PT #1069482 (Tyler)** - practiced in a facility that was not properly registered. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order suspended his license for thirty (30) days.**

(34) **Margaret Schultz, PT #1114759 (Dallas)** – practiced in a facility that was not properly registered. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required forty-five (45) hours of community service.**

(35) **Antoinette Watson, PT #1014009 (Frisco)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board Order required ninety (90) hours of community service.**

(36) **Regina Bautista, PT #1058543 (Katy)** – practiced in a facility that was not properly registered. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required sixty (60) hours of community service.**

(37) **Darren Gerber, PT #1146170 (San Antonio)** – practiced in a facility that was not properly registered. Violation of Section 453.351 of the Act and chapter 322

of the Board Rules. **Board Order suspended his license for fifteen (15) days.**

(38) **Scott Swinney, PT #1091148 (San Antonio)** – practiced in a facility that was not properly registered. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order suspended his license for fifteen (15) days.**

(39) **Katherine Muller, PT #1029601 (San Antonio)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required thirty (30) hours of community service.**

(40) **Shawn Spanihel, PT #1032134 (Weslaco)** – practiced in a facility that was not properly registered. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required sixty (60) hours of community service.**

SEPTEMBER 2003 THROUGH MARCH 2004:

(1) **Jennifer Zimmermann, PT #1069649 (Dallas)** – practiced in a detrimental manner by abandoning patients. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order suspended her license for forty-five (45) days.**

(2) **Debra Haddad, PT #1053924 (Crawford)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapter 341 of the Board Rules. **Board Order required thirty (30) hours of community service and CE.**

(3) **Kerry Maclean, PTA #2020426 (Seabrook)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapter 341 of the Board Rules. **Board Order required thirty (30) hours of community service and CE.**

(4) **Bruce Castro, PT #1096162 (Houston)** – inaccurately recorded treatment notes – documenting notes for a date when the patient was not treated. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order suspended his license for thirty (30) days.**

(5) **Casey Brown, PTA #2015368 (Lubbock)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board issued Letter of Reprimand.**

(6) **Michelle Kean, PTA #2007340 (Frisco)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapters 322 and 341 of the Board Rules. **Board issued Letter of Reprimand.**

(7) **Suzanne Goslin, PT #1023488 (Bay City)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapter 341 of the Board Rules. **Board Order required sixty (60) hours of community service and CE.**

(8) **Cynthia LaFleur, PT #1030526 (Friendswood)** - failed to properly renew her license. Violation of Section 453.351 of the Act and chapter 341 of the Board Rules. **Board Order required sixty (60) hours of community service and CE.**

(9) **Victor Maestas, PTA #2029239 (Amarillo)** - failed to properly renew his license. Violation of Section 453.351 of the Act and chapter 341 of the Board rules. **Board Order required thirty (30) hours of community service and CE.**

(10) **Tracy Sutherlin, PTA #2043131 (Carrollton)** - failed to properly renew her license. Violation of Section 453.351 of the Act and chapter 341 of the Board rules. **Board Order suspended her license for thirty (30) days.**

(11) **Catherine White, PTA #2016986 (Denver)** – failed to properly renew her license. Violation of Section 435.351 of the Act and chapter 341 of the Board Rules. **Board Order required completion of approved CE ethics course.**

(12) **Roberta Clements, PTA #2016788 (Waco)** – failed to properly renew her license. Violation of Section 435.351 of the Act and chapter 341 of the Board Rules. **Board Order required fifteen (15) hours of community service and CE.**

(13) **Edward Summers, PT #1021467 (Austin)** – convicted of a second felony for DWI. Violation of Section 453.351 of the Act and chapter 343 of the Board Rules. **Board Order required compliance with Court sentence and all conditions of probation; with quarterly confirmation to the Board.**

(14) **Ryan Goodwin, PT #1135283 (Houston)** – practiced in a detrimental manner by impersonating the board's chief investigator. Violation of Section 435.351 of the Act. **Board Order suspended his license for sixty (60) days.**

(15) **William Hawkins, PTA #2007498 (Humble)** – inaccurately recorded treatment notes – documenting notes for patient treatments not rendered. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order suspended his license for thirty (30) days.**

(16) **Terry Sergison, PT #1007904 (Sunnyvale)** - practiced with an expired license. Violation of Section

453.351 of the Act and chapter 322 of the Board Rules. **Board Order suspended her license for thirty (30) days and required sixty (60) hours of community service.**

(17) **Suzanne Wylie, PTA #2022978 (Houston)** – practiced with an expired license. Violation of Section 453.351 of the Act and chapter 322 of the Board rules. **Board Order required sixty (60) hours of community service.**

(18) **Eleazar Garcia, PTA #2011656 (Mission)** - practiced with an expired license. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required thirty (30) hours of community service.**

(19) **Maria Elisa Miranda, PT #1038099 (Pasadena)** - practiced in a facility that was not properly registered. Violation of Section 435.351 of the Act and chapter 322 of the Board Rules. **Board Order suspended her license for sixty (60) days.**

(20) **Grzegorz Weiss, PT #1082253 (Denison)** – failed to properly renew his license. Violation of Section 453.351 of the Act and chapter 341 of the Board Rules. **Board Order required sixty (60) hours of community service and CE.**

(21) **Lynn Wisniewski, PT #1110997 (Austin)** - failed to properly renew her license. Violation of Section 453.351 of the Act and chapter 341 of the Board Rules. **Board Order required sixty (60) hours of community service and CE.**

(22) **Jesse Lopez, PT #1023687 (El Paso)** – convicted of mail fraud and of aiding and abetting to commit mail fraud. Violation of Section 453.351 of the Act. **Board Order suspended his license for one (1) year.**

(23) **Jodi Kohlscheen, PTA #2010021 (Hewitt)** – failed to properly renew her license. Violation of Section 453.351 of the Act and chapter 341 of the Board Rules. **Board Order suspended her license for forty-five (45) days.**

(24) **Jennifer Cunningham, PT #1023281 (Lubbock)** – practiced with an expired license. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order suspended her license for sixty (60) days.**

(25) **Patrick Brandon, PT #1054278 (El Paso)** – practiced with an expired license. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required thirty (30) hours of community service.**

(26) **Dick Aligsao, PT #1075216 (Pearland)** – inaccurately recorded treatment notes – documenting vital signs for a patient when not taken. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required thirty (30) hours of community service.**

(27) **Cheryl Dawes, PT #1037067 (Wylie)** – practiced in a facility that was not properly registered. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order suspended her license for thirty (30) days.**

(28) **Melesa Yager, PT #1032134 (San Marcos)** – practiced with an expired license. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required thirty (30) hours of community service.**

(29) **Tisha Sharp, PT #1100873 (Texarkana)** – practiced with an expired license. Violation of Section 453.351 of the Act and chapter 322 of the Board Rules. **Board Order required thirty (30) hours of community service.**

## Miss the list of expired licenses or expired facilities?

It is easy to check to see if your license or facility is expired now, via the agency website. Go to [www.ecptote.state.tx.us](http://www.ecptote.state.tx.us), and click on “License Verification” in the navigation bar on the left of the page.

If you or your facility are not listed in on the verification page, contact the Board to clear up any doubt.



## ONLINE RENEWALS - PITFALLS AND PRATFALLS

Online renewal is a wonderful thing – it's easy, you can pay with a credit card or check, and it can be done right up until the minute your license expires. All you have to do is take the online jurisprudence exam, log in to the Texas Online system with your license number and key code, check the box that says you have completed your board-approved CE, enter your credit card or check information, and bingo! You can print out the transaction receipt and walk off with the right to keep working as a PT or PTA. What could be simpler?

It really is that smooth most of the time. But there's an exception to every rule, and if you're that exception – especially on the last day your license is good – you may not think it's simple at all. Pay attention to a few small details, and you can avoid the pitfalls - or at least glide through them gracefully with no loss of work time or money.

Here are the stumbling blocks that trip licensees up, with a few tips on how to avoid trouble six months later during the CE audit.

### **Waiting until the last possible moment to renew.**

It's *possible* to renew your license at 11:59 p.m. on the day before it expires, but that doesn't mean it's a good idea. If you have a problem, or the State's payment system is down, you may be trouble. You won't be able to get help until the morning – when you will be late and unable to renew online. You will owe a late fee and be unable to work until you get the renewal certificate we mail you the old-fashioned way. If the system is down or for some reason you cannot get into the system, you do not get an extension on your renewal. Just because you *can* wait until the last minute doesn't mean it's a smart thing to do.

### **Not entering your license number or exam key code correctly.**

*License numbers do not include dashes* (1-11111-1). Those dashes were replaced years ago – the first dash is now a zero, and the last one was eliminated (1011111). Your login will not work if you use dashes.

*Exam key codes are either numbers or capital letters.* If you aren't sure whether a digit is a number or a letter, it is a number. If you write out the code, be sure you write it down correctly. You will not be able to log on without that key code. You cannot get the key code, even after you have taken the exam, from the Board.

### **Checking the CE affirmation box when you haven't met the requirements.**

This sounds like a no-brainer: If you haven't completed the CE, or you aren't sure you have met the requirements, don't check the box that says you have. The Board looks especially unkindly on those who say their CE meets the requirements without having made sure it does. If you choose to count your chickens before they are hatched – in other words, you submit your renewal before you have actually completed your CE, you do so at your own risk. The Board does not grant extensions on renewals for any reason.

### **Canceling payment or entering incorrect payment information.**

If your renewal process completes successfully, the Board is notified and issues your renewal certificate. If your check bounces, your payment is rejected by your credit card company, or you cancel payment for any reason (including not recognizing the agency identifier listed on your credit card statement), it has the logical side effect of voiding your renewal. That means you are practicing without a license. To remedy lack of payment, you will need to send a money order or certified check to the agency – with an

additional late fee, because this time you are renewing late. When you get your credit card statement, before you cancel payment on a charge you don't recognize, make sure it is not to the PT/OT Boards!

## HOW TO AVOID THE CONSEQUENCES OF A BAD AUDIT

- **ALWAYS** check the Approved CE list at [www.tpta.org](http://www.tpta.org).
- **Count your CE hours only after you checked that your courses are approved.**
- **Don't forget an approved ethics course.**
- **Pay attention to dates and details. See §341.2, CE Requirements, if you need a refresher on the requirements.**

*The Texas Dept. of Health asked that the Board print the following article, so that PTs and PTAs would be aware of this program. We were happy to oblige.*

### **Texas Department of Health Case Management for Children and Pregnant Women**

On September 1, 2003, the Texas Health Steps Medical Case Management and Targeted Case Management for High Risk Pregnant Women and Infants merged to become Case Management for Children and Pregnant Women (CPW). CPW is a case management program that provides health related case management services to eligible children and pregnant women.

#### **Eligibility for CPW**

A person must be Medicaid eligible and a:

Child (birth through age 20) with a health condition or health risk. Health condition or health risk is defined as a medical condition, illness, injury or disability that results in limitation of function, activities or social roles in comparison with same age peers in the general areas of physical, cognitive, emotional or social growth and development. There must also be a need for services to prevent illness(es) or medical condition(s), to maintain function or to slow further deterioration of the condition and desire health related case management services.

#### **OR**

Pregnant woman with a high-risk condition during pregnancy. There must also be a need for services to prevent illness(es) or medical condition(s), to maintain function or to slow further deterioration of the condition and desire health related case management services.

CPW case managers must provide services directly with the client or with the parent/legal guardian if the client is under the age of 18.

CPW case managers submit requests to the Texas Department of Health for determination of eligibility for case management services. Licensed social workers and registered nurses provide CPW services.

To make a referral, call the THSteps Outreach and Informing line 1-877-THSTEPS (1-877-847-8377) or call a CPW case management provider in your area. A list of CPW providers can be found on the TDH Case Management Website, [www.tdh.state.tx.us/caseman/caseman.htm](http://www.tdh.state.tx.us/caseman/caseman.htm).