



## Message From Board President Joni Kalis, P.T.

Since the last newsletter publication in January of 2008, it has been a busy and eventful several months for the Board of Physical Therapy. We hired a new executive director, we're in the process of hiring a new investigator, we've had both new and departing board members, licensed or certified 350 new applicants, adjudicated 42 complaints, and released a significant new rule package in October of 2008. We've also prepared another rule package, which was temporarily delayed by the Governor's rule-writing moratorium; however, following receipt of the Governor's approval, we are now in the process of moving forward with those rules with an estimated implementation date of October 2009. Challenges have included surviving the loss of \$100,000 from the Board's fund balance due to fund sweeps used the help balance the State budget, a proposal for board consolidation, and a temporary disruption of our efforts to hire a new executive director based in part on the discussion of board consolidation.

The idea of consolidating boards is not a new concept, but has never been aggressively pursued because of prohibitive costs, inefficiencies and the possible jeopardizing of public safety. However, in 2009, eleven boards faced possible consolidation including the Board of Physical Therapy, Podiatry, Chiropractic, Acupuncture, Naturopathic, Optometry, Homeopathic, Dispensing Opticians, and Occupational Therapy.

Numerous meetings were called to discuss consolidation. These meetings were diligently and consistently attended by our executive director and board staff. Several board members also attended occasional meetings as their schedule allowed. Initially the 11 boards fully cooperated with the Governor's office plan for consolidation as the boards could appreciate the potential cost savings of sharing some administrative functions such as sharing copy machines, a front desk receptionist, etc. However, as the plan began to unfold, inefficiencies and public safety questions began to emerge.

The plan for consolidation included all 11 boards sharing one executive director, licensing staff, administrative services, and investigative functions. Additionally, the consolidation plan included the renovation of new office space large enough to accommodate staff. Estimated renovation costs ranged from \$88,000 to \$108,000. Rent in the newly renovated office space was estimated to cost approximately \$21 per foot, which is \$5 per square foot more than our Board currently pays.

Obviously disadvantages to consolidation for our board included not only the financial burden of the considerable up-front renovation costs, increased rent costs, and all associated moving costs, but sharing one executive director would result in considerably less focus on the needs of our board. Sharing licensing and administrative functions may have resulted in less efficient and/or personalized service, and shared investigators may not have the expertise or training required to investigate PT cases.

The make-up of the proposed board varied. One plan included having 2 individuals from each of the 11 professions would make-up the new Board. I, for one, struggle with the concept of a 22 member board, and wonder how a dispensing optician or an acupuncturist would be able to assist in the adjudication of a physical therapy case, and vice-versa. As the meetings continued and concerns with the proposed plan continued to surface, the Board of Physical Therapy politely declined participation in consolidation.

At about the same time, our former executive director, Ms. Heidi Herbst Paakkonen announced her intent to resign. When we began the process to replace her, the hiring process was "on hold" for several months while the consolidation plan was under further consideration. The leader of the consolidation effort informed me that our board would be allowed to share the executive director of another health regulatory board. Our Board could not agree to this because our board needs a full time executive director, and the other board was not interested in sharing their current full-time director. Our board decided to wait-it-out and fortunately the board finally received approval to move forward with the hiring process and the Board hired our new executive director, Mr. Chuck Brown in January 2009. I encourage all licensees to read the extensive board discussion in the November 20, 2008 minutes, which is available on the Board website. The consolidation discussion has dissipated for the time being.

The Board felt fortunate to have the input of our legislative liaison, Mr. Stuart Goodman, and to have the support of the AzPTA while the Board of Physical Therapy addressed its many challenges over the past year.

### 2009 Board of Physical Therapy

#### Joni Kalis, P.T.

##### President

Physical Therapist

Tucson

Term Expires: 01/18/2010

#### Mark Cornwall, P.T., PhD

##### Vice President

Physical Therapist

Flagstaff

Term Expires: 01/19/2013

#### Randy Robins

##### Secretary

Public Member

Casa Grande

Term Expires: 01/21/2012

#### James Sieveke, P.T.

Physical Therapist

Tucson

Term Expires: 01/17/2011

#### Lisa Akers, P.T.

Physical Therapist

Maricopa

Term Expires: 01/17/2011

#### Kris Ohlendorf, P.T.A.

Physical Therapist Assistant

Litchfield Park

Term Expires: 01/17/2011

### INSIDE THIS ISSUE:

Message from Executive Director	2
Message from Peggy Hiller	2
Info on Nonpayment of Child	3
Policy Statements	3
Board Calendar	4
Discipline Information	4-6
Important Reminders	7
Board Staff	7

## Message From The Executive Director



I would like to take this opportunity to introduce myself, Charles (Chuck) Brown, to the stakeholders of the physical therapy profession in Arizona. As a matter of background, I am a native of Michigan and moved to Arizona in 2000 following service in the United States Marine Corps. Since my move to this great State, I have had the privilege of working for the Maricopa County Attorney's Office, the Arizona Board of Chiropractic Examiners as the Deputy Director and Board Investigator, and now the Arizona State Board of Physical Therapy. In addition, I am a graduate of Grand Canyon University in Phoenix. I look forward to continuing my public service in this great State for many years to come.

Since the Board published its last Newsletter in January of 2008 and since my arrival at the Board, there have been some changes that you may be interested in hearing. The most obvious is the departure of the Board's Executive Director, **Ms. Heidi Herbst Paakkonen** who left the Board office to continue her long-standing connection with the profession of physical therapy by becoming the executive director of the AzPTA. Ms. Herbst Paakkonen did a tremendous job over the years and provided for a very smooth transition in staff leadership. **Ms. Peggy Hiller, P.T.** has retired from her position as investigator and compliance specialist for the Board in March of this year, ending a decade of outstanding State service to the citizens of Arizona and the physical therapy profession. In the absence of Ms. Hiller and a replacement, the Executive Director position will absorb the investigative functions of the Board until a replacement for Ms. Hiller can be hired; currently it is estimated to occur in July of this year.

Board Member changes: **Mr. Merle Gossman**, public member of the Board since March 29, 2004, who retired in March of 2008; **Ms. Kris Ohlendorf, P.T.A.**, the newest professional member of the Board. The Governor appointed Ms. Ohlendorf in March of 2008. She has worked as a P.T.A. in this state since 1998.

The Board and Board staff have used the recent transition in staff as an opportunity to evaluate some Board operations. The Board has ceased all committee activities on a temporary basis until the Board can gain statutory authority to form committees and taskforces. The Board is also undertaking the process of creating and requesting approval of a volunteer program to allow members of the public and profession to dedicate time to necessary Board functions. As the Board's new Executive Director, I welcome and encourage any member of the profession to contact me and the other Board staff regarding any questions related to the physical therapy profession in Arizona. While we cannot provide legal advice and may not be the place that will have the answer you are looking for, we are usually the best place to start looking for the answer.

In my short time with the Board, I have found the physical therapy professionals of Arizona a very ethical, respectful, and service oriented profession. I look forward to participating in some of the profession's discussions I see coming in the near future, such as business entity regulation, supervision of assistive personnel, foreign educated physical therapist licensure and continuing competence.

## Farewell From Peggy Hiller, P.T.

It has been an extraordinary privilege to serve for the past 10 years as the investigator and compliance specialist for the Arizona Board of Physical Therapy. I came to this job with a solid understanding of physical therapy practice and the complexity of health care delivery in the current marketplace without realizing how much I didn't know about the state and national standards of professional practice. My admiration for the role physical therapists play in the health and recovery of our patients has grown as my knowledge of the intricacies of legal and ethical practice has expanded. The law may seem complex but the underlying purpose of regulation is quite simple: to make sure that our patients, their families, our colleagues and our organizations receive our best efforts towards clinical and professional excellence.

I am hugely grateful for the support and inspiration of the board members and board staff over these years, especially my former bosses Delores DeBaca, Heidi Herbst Paakkonen, and most recently Chuck Brown. Their unwavering dedication to the practitioners and recipients of physical therapy care is truly remarkable. I have enjoyed the daily pleasure of working with Paula Brierley and Kellye Daldrup as we carried out the work of state licensure and regulation. And most especially I have been honored to interact with physical therapists, assistants, program faculty, administrators, employers and the public across Arizona in my efforts to make each person more knowledgeable about the requirements and rewards of truly professional practice. I have received far more than I have given to the profession and the state.



Front row: Joni Kalis, P.T.; James Sieveke, P.T.  
Back row: Mark Cornwall, P.T., PhD; Lisa Akers, P.T.  
Kris Ohlendorf, P.T.A.; Randy Robins

## Nonpayment of Child Support Implementation



Arizona Revised Statute 25-518 (D) (E)

Legislation was effective September 20, 2007, requiring individuals who are at least six months in arrears in making child support payments, periodic payments on a support arrearage or periodic payments pursuant to a court order of support, the title IV-D agency (Department of Economic Security/Division of Child Support Enforcement) may issue a notice to the obligor that the obligor's professional or occupational license may be suspended or revoked. If the obligor does not respond to the notice or exhausts all remedies available through the Department of Economic Security/Division of Child Support Enforcement and is still found to have willfully not paid the child support, an administrative order of non compliance will be sent to the Arizona

State Board of Physical Therapy to order the suspension or revocation of the professional or occupational license. The function of the Board of Physical Therapy is ministerial. The Board will therefore comply with the directions given by the Department of Economic Security, Division of Child Support Enforcement. Individuals who have a license suspended or revoked will be required to submit a statement as to their current employment. The Board staff will notify the employer of the date of the suspension or revocation. In order for the suspension or revocation to be lifted and the license reinstated, the individual must make arrangements with Department of Economic Security/Division of Child Support Enforcement and submit documentation to the Board regarding clearance of the non compliance. The current licensure status of the licensee may be determined by accessing the Web site [www.azbn.gov](http://www.azbn.gov) and verifying the status of licensure.

### ~ Policy Statements ~

Your Board has developed these statements as advisory tools only. They do not impose additional requirements or penalties on regulated parties. The full text of each statement can be found at the end of the Arizona Revised Statutes/Rules/Code of Ethics booklet available for review from the drop down box at Licensees (left hand side of the home page) at our website [www.ptboard.az.gov](http://www.ptboard.az.gov). It is also published in the Statutes and Rules booklet that may be obtained for a fee of \$5.00. At publication of this newsletter, your Board has approved 6 statements.

1. **Use of Titles:** clarifies the proper use of titles, academic designations, and professional certifications used by an AZ P.T. (2004-01)
2. **Graduates of Programs Not Yet Licensed:** clarifies what patient care activities a graduate from a physical therapist education program may engage in prior to being granted Arizona licensure. (2005-01)
3. **ADA Accommodations:** Clarification of the requirements for filing a request for accommodations for the NTPE and the AZLAW (jurisprudence) examinations in accordance with Title II of the Americans with disabilities Act (ADA). (2006-01)
4. **Supervision: Patient Care Management:** Clarifies the requirements for patient care management and supervision of assistive personnel by a physical therapist. This document also clarifies patient care documentation requirements for a P.T. and a P.T.A. (2006-02)
5. **Interim Permit and Supervised Clinical Practice Period (SCPP) Requirements:** Clarifies the requirements for a P.T. who is supervising an interim permit holder who is completing an SCPP. (2007-01)
6. **Continuing Competence Requirements:** clarifies continuing competence requirements for P.T. licensure renewal. (2008-01)

### ~ Numbers of Interest ~

Licensure:

The statistics for physical therapist in the state of Arizona from January 2008 to December 2008 are:

Licensees	Applications Received	Licenses Issued
3476	353	260

The statistics for physical therapist assistants for the same time period are:

Certificate Holders	Applications received	Certificates Issued
644	120	90

Complaints:

Since January 2008 the Board oversaw

Initial Reviews	Informal Hearings	Dismissed Cases	Advisory Letters
42	12	15	12



## Dates to Remember

Event	Date	Time
Applicant Submission Deadline for June	June 12, 2009	5:00pm
Board Meeting	June 23, 2009	8:30am to 5:00pm
Applicant Submission Deadline for July	July 17, 2009	5:00pm
Board Meeting	July 28, 2009	8:30am to 5:00pm
Applicant Submission Deadline for August	August 14, 2009	5:00pm
Board Meeting	August 25, 2009	8:30am to 5:00pm
Applicant Submission Deadline for September	September 11, 2009	5:00pm
Board Meeting	September 22, 2009	8:30am to 5:00pm
Applicant Submission Deadline for October	October 16, 2009	5:00pm
Board Meeting	October 27, 209	8:30am to 5:00pm
Applicant Submission Deadline for November	TBA	5:00pm
Board Meeting	TBA	8:30am to 5:00pm
Applicant Submission Deadline for December	TBA	5:00pm
Board Meeting	TBA	8:30am to 5:00pm

\* Please check board website [www.ptboard.az.gov](http://www.ptboard.az.gov) > calendar > complete calendar for any changes in date, time or location.

## Disciplinary Action Taken by the Board Since January of 2008

CASE #	Name	Lic #	Type of Action	Date Action Taken	Statute or Rule Violated
CC-07-05	Tara Kempers, PT	3698	5 Day Suspension, \$500 Civil Penalty	1/22/2008	ARS §32-2044(1) AAC R4-24-401 - R4-24-403
07-17	Luke Holiday, P.T.	4021	3 Month Suspension	1/22/2008	ARS §32-2044(1)
07-18 08-05	William Perry, P.T.	4408	6 Month Minimum Suspension, Hire Practice Management Company, Notice to Payers After Suspension: 36 Month Probation, Ethics Course, Board Documentation Review	3/2/2008	ARS §32-2044(1)(4)(6) (12)(13)(14)(16)(18)(20) ARS §32-2043(F)
07-09	Alicia Peavey, P.T.	6894	1 Year Probation Coding and Billing Course	3/25/2008	ARS §32-2044(13) ARS §32-2043(J)
08-02	Margaret Gurnett, P.T.	7537	Voluntary Surrender Due to Lack of Compliance with Board Order	4/8/2008	ARS §32-2044(1)
CC-08-01	Susan Hillman, P.T.	1046	6 Months Probation \$500 Civil Penalty, JP Exam	5/21/2008	ARS §32-2044(12)(1) AAC R4-24-4-1(G)(2)
06-17 UPI	Jillian Andersen, P.T.	6971	Voluntary Surrender Due to Lack of Compliance with Board Order	5/21/2008	ARS §32-2044(1)
07-15	Emmerson Salamat, P.T.	2781	Decree of Censure	6/28/2008	ARS §32-2044(23)
N/A	Ryan Hough, P.T.	8127	Decree of Censure	7/3/2008	ARS §32-2044(1) ARS §32-2001(11) ARS §32-2042(C) ARS §32-2048(A)
CC-08-02	Darcy Norman, P.T.	6064	1 Year Probation \$300 Civil Penalty, JP Exam	7/25/2008	ARS §32-2044(1)(12) AAC R424-401(G)(2)
08-03	Anthony Granger, P.T.	4382	1 year probation, Work with a Clinical Mentor	10/2/2008	ARS §32-2044(1)(4)(12)
08-02-UPI	Madilyn Slade, P.T.	6903	90 Day Probation \$100 Civil Penalty, JP Exam, Notice to Payers	10/20/2008	ARS §32-2044(1) ARS §32-2048(A) ARS §32-2027
08-04-UPI	Dianne Smith, P.T.A.	7681A	90 Day Probation \$50 Civil Penalty, JP Exam, Notice to Payers	10/21/2008	ARS §32-2044(1) ARS §32-2048(A) ARS §32-2027

\* JP =Jurisprudence

*Continued on next page*

<b>CASE #</b>	<b>Name</b>	<b>Lic #</b>	<b>Type of Action</b>	<b>Date Action Taken</b>	<b>Statute or Rule Violated</b>
08-01-UPI	Cynthia Guth, P.T.	3754	90 Day Probation \$100 civil penalty, JP Exam, Notice to Payers	11/12/2008	ARS §32-2044(1) ARS §32-2048(A) ARS §32-2027
08-06-UPI	Holly Augustine, P.T.	8144	90 Day Probation \$150 Civil Penalty, Notice to Payers	11/17/2008	ARS §32-2044(1) ARS §32-2048(A) ARS §32-2027
08-03-UPI	Gary Smith, P.T.	3899	Decree of Censure, 90 Day Probation JP Exam, Notice to Payers, 8 Hours Community Service	11/20/2008	ARS §32-2044(1)(23) ARS §32-2048(A) ARS §32-2027
08-08-UPI	Stephanie Dunn, P.T.	6058	Decree of Censure, 90 Day Probation \$150 Civil Penalty, JP Exam, Notice to Payers	12/9/2008	ARS §32-2044(1)(12)(23) ARS §32-2048(A) ARS §32-2027
08-07-UPI	Blas Herrera, P.T.	7322	90 Day Probation \$150 Civil Penalty, JP Exam, Notice to Payers	12/11/2008	ARS §32-2044(1) ARS §32-2048(A) ARS §32-2027
08-09-UPI	Michael Branson, P.T.	6591	90 Day Probation \$250 Civil Penalty, JP Exam, Notice to Payers, 10 Hours Community Ser- vice	12/13/2008	ARS §32-2044(1) ARS §32-2048(A) ARS §32-2027
08-05-UPI	Brooke Olson, P.T.	5466	90 Day Probation JP Exam, Notice to Payers, 8 Hours Community Service	12/18/2008	ARS §32-2044(1) ARS §32-2048(A) ARS §32-2027
08-20	Tammy Grownwald, P.T.	8051	1 Year Probation Course Development and Presentation	12/29/2008	ARS §32-2044(1)(12) (14)(17)(18)
08-03-CC	Cathleen Cunningham, P.T.	5942	Decree of Censure, 6 Month Probation \$750 Civil Penalty, JP Exam	1/7/2009	ARS §32- 2044(1)(3)(12)(14)
08-21	Jared Kitamura, P.T.	7515	Decree of Censure, 1 Year Probation Course Development and Presentation, JP Exam, Ethics Course	1/9/2009	ARS §32-2044(1)(6) (12)(14)(16)(17)(18) ARS §32-2043(C)(H)(I)
08-04-CC	Kimberly Grundy, P.T.	5382	Decree of Censure, 6 Month Probation \$750 Civil Penalty, JP Exam	1/12/2009	ARS §32- 2044(1)(3)(12)(14)
08--09	Jennifer Berg, P.T.	6252	1 Year Probation, Coding and Billing Course, Documentation Course, PT Professionals Course, Board Review of Charts	1/29/2009	ARS §32-2044(1)(4) (12)(13)(20) ARS §32-2043(I) AAC R4-24-303(A)(5)
08-13	Allan Billyard, P.T.	5681	Possible Reinstatement of License with Pre- determined Board Conditions	2/12/2009	ARS §32-2044(10)(12)
08-10	Laurie Stratton, P.T.	6794	Decree of Censure, 18 Month Probation, Work with Documentation Mentor	3/4/2009	ARS §32-2044(1)(4)(20) ARS §32-2043(I)
08-14	Allan Wade, P.T.	5065	Surrender of License In Lieu of Investigation	3/9/2009	ARS §32-2044
09-05	Miguel Godoy, P.T.	5675	\$500 Civil Penalty, JP Exam	4/2/2009	ARS §32-2044(3)(12)(14)
09-04	Jennifer Wright, P.T.	4444	\$500 Civil Penalty, JP Exam	4/14/2009	ARS §32- 2044(1)(3)(12)(14)
08A-02-PTA	Sharon Louthan, P.T.	8177	Revocation	5/1/2009	ARS §32-2044(1)

\* JP =Jurisprudence

### Denials of Licensure or Certification Since January 2008

<b>Case #</b>	<b>Name</b>	<b>Lic #</b>	<b>Type of Action</b>	<b>Date Action Taken</b>
N/A	Louella Bellon	N/A	Denial of Licensure	8/27/2008
N/A	Frances Wright	N/A	Denial of Certification	5/16/2008
N/A	April Coldiron	N/A	Denial of Licensure	10/28/2008

## Description of Each Punishable Offense and Number of Violations Since January 2008

<b>A.R.S.</b>	<b>Grounds for Disciplinary Action</b>	<b># of Violations</b>
1	Violating this chapter, board rules or a written board order	23
2	Practicing or offering to practice beyond the scope of the practice of physical therapy	0
3	Obtaining or attempting to obtain a license or certificate by fraud or misrepresentation	4
4	Engaging in the performance of substandard care by a physical therapist.	4
5	Engaging in the performance of substandard care by a physical therapist assistant.	0
6	Failing to supervise assistive personnel, physical therapy students or interim permit holders.	2
7	Committing a felony, whether or not involving moral turpitude, or a misdemeanor involving moral turpitude.	0
8	Practicing as a physical therapist or working as a physical therapist assistant when physical or mental abilities are impaired.	0
9	Having had a license or certificate revoked or suspended or other disciplinary action taken or an application for licensure or certification refused, revoked or suspended by the proper authorities of another state, territory or country.	0
10	Engaging in sexual misconduct.	1
11	Requesting, receiving or participating in the dividing, transferring, assigning, rebating or refunding of an unearned fee or profiting by means of any credit or other valuable consideration in connection with the furnishing of physical therapy services.	0
12	Failing to adhere to the recognized standards of ethics of the physical therapy profession.	13
13	Charging unreasonable or fraudulent fees for services performed or not performed.	4
14	Making misleading, deceptive, untrue or fraudulent representations.	7
15	Having been adjudged mentally incompetent by a court of competent jurisdiction.	0
16	Aiding or abetting a person who is not licensed or certified in this state and who directly or indirectly performs activities requiring a license or certificate.	2
17	Failing to report to the board any direct knowledge of an unprofessional, incompetent or illegal act that appears to be in violation of this chapter or board rules.	2
18	Interfering with an investigation or disciplinary proceeding.	3
19	Failing to maintain patient confidentiality without prior written consent of the patient or unless otherwise required by law.	0
20	Failing to maintain adequate patient records.	3
21	Promoting an unnecessary device, treatment intervention or service for the financial gain of the practitioner or of a third party.	0
22	Providing treatment intervention unwarranted by the condition of the patient or treatment beyond the point of reasonable benefit.	0
23	Failing to report to the board a name change or a change in business or home address within thirty days after that change.	3
§32-2027	A licensee or certificate holder shall renew the license or certificate pursuant to board rules.	9
§32-2042(C)	A person or business entity or its employees, agents or representatives shall not use in connection with that person's name or the name or activity of the business any words, abbreviations or insignia indicating or implying directly or indirectly that physical therapy is provided or supplied, including the billing of services labeled as physical therapy, unless these services are provided by or under the direction of a physical therapist licensed pursuant to this chapter.	1
§32-2043(C)	A physical therapy aide and other assistive personnel shall perform designated routine tasks only under the on-site supervision of a licensed physical therapist who is present in the facility.	1
§32-2043(F)	A physical therapist is responsible for managing all aspects of the physical therapy care of each patient.	1
§32-2043(H)	For each patient on each date of service, a physical therapist must provide and document all of the therapeutic intervention that requires the expertise of a physical therapist and must determine the use of physical therapist assistants and other assistive personnel to ensure the delivery of care that is safe, effective and efficient.	1
§32-2043(I)	A physical therapist's responsibility for patient care management includes accurate documentation and billing of the services provided.	5
§32-2048(A)	It is unlawful for any person to practice or in any manner to claim to practice physical therapy or for a person to claim the designation of a physical therapist unless that person is licensed pursuant to this chapter.	10
<b>A.A.C.</b>		
R4-24-303(A)(5)	Ensure that services reported for billing, whether billed directly to the patient or through a third party, are accurate and consistent with information in the patient's physical therapy record.	1
R4-24-401(C)	The continuing competence compliance period for a licensee begins on September 1 following the issuance of an initial license or a license renewal and ends on August 31 of even-numbered years.	1
R4-24-401(D)	A licensee shall not carry over contact hours from one compliance period to another.	1
R4-24-401(G)(2)	Within 30 days of receipt of a notice of audit, a licensee shall submit evidence to the Board that shows compliance with the requirements of continuing competence.	4



## Rules Update!

NOTICE OF REVISED ADMINISTRATIVE RULES: The Board has revised several rules in Arizona Administrative Code Chapter 24, Article 2 (Licensing Provisions) and in Article 3 (Practice of Physical Therapy). The revised rules include R4-24-302, Use of Titles; R4-24-305, Complaints and Investigations; R4-24-309, Disciplinary Actions; and R4-24-312, Reporting Requirements. Additionally, the Board has adopted a new rule -- R4-24-304 -- that prescribes the requirements for Adequate Patient Records. The current rules reflecting these revisions became effective October 4, 2008 and can be found on the Board's website [www.ptboard.az.gov](http://www.ptboard.az.gov). Remember, you are responsible to know the laws governing the practice of physical therapy in Arizona. Take a few minutes to review the new laws; these few moments of study may save you hours and hours of work responding to Board complaints; not to mention some serious cash.

### Changing address? Changing name? Did you notify the Board?

As a reminder, when a licensee or certificate holder has a new business or home address, the change must be made within 30 days of the move to the new location, please do not send a change of address prior to moving or changing jobs. For home and/or business address, the required information includes address and phone number. It is helpful to include the new facility name as well. The change of address form can be downloaded from our website at [www.ptboard.az.gov](http://www.ptboard.az.gov) > Publications > Forms.

A change of name requires a copy of the document that changed the name (e.g. marriage license / divorce decree) and the name change form that must be notarized. The name change document is also on our website under Forms.

Confidential information includes home address or home telephone number unless the address or telephone number is the only address or telephone number of record. Also included with public information is an email address. It has been suggested that an individual may wish to have two email accounts, one is private for friends and family, and one is kept on our database as public information.

### License or Certificate Verification Request

To ensure a successful and timely verification of your PT license or PTA certificate please make sure that all of the following is provided to Board staff:

- Written request for verification, which can be submitted in two ways
  1. The license verification form found on our website, [www.ptboard.az.gov](http://www.ptboard.az.gov) > Publications > Forms.
  2. A letter from you stating your name, license number and contact information (address and phone number) along with the name of the agency, company or individual to whom you want the verification to be sent and their address.
- Personal check, business check, money order or certified check for \$15 sent with the request for verification. We cannot guarantee that funds arriving separately from requests can be matched.

The document that Board staff sends includes the license/certificate number, date of original issue, expiration date, current status and notice of any disciplinary action. It will take approximately 5 to 7 business days to process the verification request.

### 2009 Board of Physical Therapy Staff

- Executive Director:** Charles Brown [charles.brown@ptboard.az.gov](mailto:charles.brown@ptboard.az.gov)  
Contact regarding agency administrative questions, complaint, investigation, compliance, continuing competence and scope of practice information questions
- Licensing Administrator:** Paula Brierley [paula.brierley@ptboard.az.gov](mailto:paula.brierley@ptboard.az.gov)  
Contact with questions regarding the application process for licensure or certification and state and national exams
- Office Manager:** Kellye Daldrup [kellye.daldrup@ptboard.az.gov](mailto:kellye.daldrup@ptboard.az.gov)  
Contact with questions regarding verification of current license of certificate, public records or directory requests, change of address or general information.
- Investigator:** Coming Soon!