

## **Certified Cervical & Temporomandibular Therapist (CCTT) - CEU Policy – Category 2 Criteria**

**Certified CCTTs** maintaining active certification for each biennial reporting period.

CEU requirements ensure that professionals:

- Stay current in **Craniofacial and Cervical Therapeutics**.
- Enhance clinical skills and professional judgment.
- Maintain competence beyond entry-level practice standards.

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### **Category 2: Criteria for the 30 CEUs (Biennial Renewal Requirement)**

#### **Purpose:**

Required for all CCTTs to maintain active status.

#### **Timeframe:**

- **30 CEUs** required every **2-year reporting period** (April 16 – April 15).
  - If a course ends after the April 15 deadline, this course will only count to the next biennial renewal period.
- Odd-year certifications: **15 CEUs** required for the first biennial period.
  - Newly certified CCTTs during an even year (2024, 2026, 2028, 2030, 2032 etc.) must complete 30 CEUs for their first biennial CEU reporting period.
  - Newly certified CCTTs in an odd year (2025, 2027, 2029, 2031 etc.) must complete 15 CEUs for their first biennial CEU reporting period.

#### **Instructor Requirements For Continuing Education Courses:**

- All instructors must be healthcare professionals with a **4-year degree** from an accredited university.

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**Topic Requirements:**

- **Category 2A: CEU course, conference, home studies, etc**
  - CEUs are based on contact hours. Contact hours are defined as the number of actual clock hours spent in direct participation in a structured education format as a learner. 1 CEU or .1 CEU is equivalent to 1 contact hour (60 minutes).
- **Minimum 15 CEUs** of the 30 CEUS must be in specialty-specific topics.  
Course content specific to our specialty includes,
  - Temporomandibular Disorders
  - Cervical Spine Disorders
  - Cervicothoracic Spine Disorders
  - Headache Disorders.
  - Orofacial Pain Disorders
  - Facial paralysis Disorders
  - Vocal Disorders
  - Swallow Disorders
  - Vestibular Disorders
  - Concussion Disorders
  - Breathing Disorders
  - Sleep Disorders
  - Ear, Nose, and Throat Disorders
  - Oral Myofunctional / Oral Cavity Disorders
  - Occlusal Disorders
  - Oral Appliance Therapy
  - Cancer of the Head/Neck
  - Head, Neck, TMJ, Nasopharyngeal, and Throat Anatomy
  - Body / Mind Stress Reduction Therapy for the purpose of de-sensitization of pain related to head, neck and orofacial areas.
  - Medication for the management of pain and biopsychosocial issues (anxiety and depression)
  - *All pre-conference and main conference lectures that were attended at the AAOP Scientific Conference.* (Certificate of Attendance is only required)
- The instructor(s) of all courses must be a healthcare professional that has a 4-year degree from an accredited university

- Each course submitted for approval must be accompanied by a Certificate of Attendance or a Certificate of Completion. The certificate must include the following:
  - Participants name
  - Course name
  - Course date
  - Course sponsor
  - Total number of CEUs
- Without a Certificate of Attendance, all CEUs will be denied.
- Each course submitted must be accompanied by course syllabus, course description and/or course handouts.
  - The section of the syllabus that applies to the CEUs claimed must be highlighted and/or delineated before uploading.
- If documentation is not provided, the course and CEUs will be denied.

Should 30 CEUs not be achieved in 2A, additional CEUs can be achieved in 2B, 2C and/or 2D

**Additional CEUs (max of 15 CEUs) can be earned through 2B, 2C, and 2D:**

- The content of possible activities listed below **must be** related to topics identified in 2A.
- **Professional Development (Category 2B):**
  - Speaking at conferences
  - Publishing articles, textbooks, or multimedia
  - Teaching new CEU courses
  - Serving as a panelist or exam item writer
- All possible activities must be done during the reporting period to receive CEU credit. The exceptions are publications whose writing began before the reporting period but must be published within the reporting period.

<b>Possible Activities</b>	<b>Number of CEUs</b>	<b>Required Documentation</b>
Speaker at a conference or study club attended by healthcare professionals	15 CEUs per lecture. Lecture to be no less than 45 minutes	Letter of acknowledgement from the conference coordinator or chairperson of the study club (date of presentation must be included in the letter). Course syllabus and objectives.
Speaker at a conference or study club attended by non-healthcare professionals	10 CEUs per lecture. Lecture to be no less than 45 minutes	Letter of acknowledgement from the conference coordinator or chairperson of the study club (date of presentation must be included in the letter). Course syllabus and learning objectives.
Panelist at a conference attended by healthcare professionals	1 CEU per topic for a max of 3 topics	Letter of acknowledgement from the conference coordinator (date and title of presentation must be included in the letter)
Created and taught for the first time a course presented in person or online to healthcare professionals. The course must offer CEUs to the participants.	>3-8 hour course - 5 CEUs 9 - 15 hour course - 10 CEUs >16 hour course - 15 CEUs	Course objectives, course syllabus, course outline to include timetable and topics covered, course certificate provided to participants and bio of the instructor. If the course was presented in a state that requires CEU approval, a letter from the state's physical therapy association showing that the course was approved for CEUs. The same course cannot be used for future reporting periods.
Author of an article in a peer reviewed journal	Primary = 15 CEUs per article Secondary = 10 CEUs per article	Guidelines for authors and copy of article
Author of an abstract in a peer reviewed journal	Primary = 5 CEUs per abstract Secondary = 5 CEUs per abstract	Guidelines for authors and copy of abstract

Author of a published textbook	Primary = 15 CEUs per book Secondary = 10 CEUs per book	Copy of title page, including the publication date
Primary author of a chapter in a published textbook	15 CEUs per book	Copy of title page, including the publication date and table of contents or list of contributors
Author of a poster presentation at a conference- peer reviewed or refereed	Primary = 10 CEUs per presentation Secondary = 5 CEUs per presentation	Letter of acknowledgement from the conference coordinator. Title of poster presentation.
Primary author of published multimedia material (CD-ROM, audio or video)	15 CEUs per publication	Copy of publication and copy of multimedia CD, CDROM or DVD, etc.
Primary author of a home study course	5 CEUs	Copy of syllabus and learning objectives
Primary author of a Pilot Study published in a peer reviewed journal	10 CEUs	Guidelines for authors and copy of article
Primary author of a Guest editorial published in a peer reviewed journal	10 CEUs	Guidelines for authors and copy of article
Exam item writer (4)	5 CEUs per year of active item writing	Letter of acknowledgment from exam company

● **Post-Certification College/University Coursework (Category 2C):**

- The content of possible activities listed below **must be** related to topics identified in 2A.

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- The college/university attended must be accredited by an agency recognized by the US Department of Education.
- In order to be eligible, a course must be assigned credit hours and listed on an official transcript.
- In order for practicum courses, clinical and internship experiences to be eligible, credit hours must be earned and listed as such on an official transcript.
- 1 classroom hour of lecture or lab = 1 CEU, submit course syllabus indicating how many hours course met per semester.
- Teaching a college course is acceptable for CE credit. 1 classroom hour of lecture or lab = 1 CEU, if you can show this is the first time you have taught the course or if the course is updated since it was previously offered, proper documentation is required. The course must be relevant to topics as identified in 2A.
- Non-credit college courses are not acceptable for CE credit.

<b>Possible Activities</b>	<b>Number of CEUs</b>	<b>Documentation Required</b>
College/university official course	1 CEU=1 hour of classroom time, as pertains to college/university	Official transcript from accredited college/university
Residency as defined by the PTBCCT domain, must pertain to Cervical Spine, TMD, OFP, Headaches, Oral surgery, neuropathic pain, sleep disorders, biopsychosocial issues and related dental/medical pathology)	15 CEUs per year as determined by residency program	Official transcript from accredited college/university or letter from residency program coordinator

- **Individualized Options (Category 2D):**

- A maximum of 15 CEUs can be achieved in this category
- The content of possible activities listed below **must be** related to topics identified in 2A.
- Healthcare professional with whom the observation is occurring with must have a 4-year degree from an accredited university
- Possibly activities must have an educational component. Possible activities are not for the sole purpose of marketing.
- CE credit is NOT earned for viewing educational multimedia (e.g., videotapes, DVDs).

Possible Activities	Number of CEUs	Required Documentation
Observation of a medical/dental professional (office or surgery) or at CCTT (office)	maximum of 1 CEU per observation. Observation time to be $\geq$ one hour	Letter or email (that contains the healthcare professional's name and address) verification from the medical/dental professional (office or surgery) or CCTT outlining the therapist's experience, patient(s) diagnosis and treatment that was observed.

**Instructor Requirements:**

- Observed or taught by a healthcare professional with a **4-year degree** from an accredited university.

**Documentation Required:**

- Certificate + supporting syllabus or outline.
- For professional development: letters of acknowledgment, copy of the publications, copy of the chapter/textbook, or transcripts as applicable.

## Important Notes

- All CEUs must be approved by the PTBCCT Application Review/CEU Committee.
- Improper or missing documentation will result in denial until revisions are made.
- CEU review timelines: The Committee reserves the right to request revisions and charge a \$20 fee for repeated resubmissions.

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### Related Documents:

- **Full Eligibility Requirements**
- **Non-Compliance & Reinstatement Policy** (for CEU shortfalls or missed deadlines)