

## Supporting Documentation for MOSC Activities

To ensure timely processing of your application please provide supporting documentation with your portfolio as indicated on the individual activity sheet. If selected for an audit, they must provide evidence of involvement in professional development activities such as time cards, W-2s, appointment letters, and letters of attestation, etc .

Please note that CVs and resumes are not accepted as supporting documentation or for application submission.

### CATEGORY 1

Approved Activity	Required for Application Submission or documents for Audit
Direct Patient Care hours in specialty area beyond the minimum eligibility requirement	Applicants are <u>not</u> required to submit original documentation with their application to verify employment history. However, if selected for audit, <i>applicants should be prepared to submit documentation to verify their practice experience (e.g. written verification from supervisors, time records W-2 forms.)</i>
Clinical Supervision of student/peers or clinical consultation with peers in a health care profession	Applicants are <u>not</u> required to submit original documentation with their application to verify Clinical Supervision. If application is selected for audit, <i>applicants should be prepared to submit documentation to verify or clarify Clinical Supervision (e.g. letter, schedule or time record)</i>
<i>The same hours cannot be counted for both clinical supervision and direct patient care.</i>	
<b>Professional Services:</b> Each worth 1 MOSC credit (maximum of 5 credits cumulative across subcategories in each 3-year cycle)	
Subject Matter Expert	A letter or other documentation from the organization verifying the dates of your service'  <i>Note: Provide a thorough description of services that were provided in the details below.</i>  Required for Audit
Committee Participation, <ul style="list-style-type: none"> <li>including ABPTS, specialty councils, and other specialty-related appointments</li> <li>Committee content experts (eg, CCE, appointed ABPTS position - must serve full term, unless term could not be completed due to professional advancement in another ABPTS position</li> </ul>	A letter or other documentation from the organization verifying the dates of your service  <i>Note: Provide a thorough description of services that were provided in the details below.</i>  Required for Audit
Item Writing (1 MOSC for every 10 items accepted by specialty council for board exam for ABPTS specialty certification)	<i>Supporting Documentation:</i> Certificate of items accepted for clinical specialist certification exam, specifying the number of items.

<p>Task force or work group (ABPTS, APTA section or component-sponsored; Knowledge translation group, or other professional organization)</p>	<p><b>Provide documentation of knowledge translation committee or task force participation. Can include APTA/ANPT and/or clinic/hospital/work environment knowledge translation activities. Provide a letter of support from the task force/work group chair.</b></p>
<p>Administration Activities</p> <ul style="list-style-type: none"> <li>• Related to Patient Care/Services</li> </ul>	<p><i>Note: Provide a thorough description of services that were provided in the details below and how it related to the Description of Specialty Practice.</i></p>
<p>Other Professional Services</p> <ul style="list-style-type: none"> <li>• Starting a residency or fellowship</li> <li>• Community services in clinical specialty area</li> <li>• Other</li> </ul>	<p><i>Note: Provide a thorough description of services that were provided in the details below. <b>Whenever possible provide documentation of involvement through a copy of a flyer, advertisement, link to website, etc</b></i></p>
<p><b>CATEGORY 2</b></p>	
<p>Completion of a continuing education course with specific goals and objectives related to specialty practice. 1 MOSC credit for every 10 contact hours (specialty-related CEU)</p>	<p><b>Certificate of completion</b></p> <p>Required for Application Submission</p> <p><i>Supporting Documentation: The specific course descriptions for each continuing education course attended (i.e. the certificate of completion, course outline, announcement, or objectives, etc.). For larger conferences like CSM, please include details on courses attended that are specific to the specialty area.</i></p>
<p><b>Completion of a CE Course/Residency/Fellowship:</b> Successful completion of an APTA-accredited residency or fellowship program in a designated specialty practice area meets all requirements for one 3-year MOSC cycle.</p>	<p><b>Supportive Documentation: Copy of certificate of completion or letter from residency director of an accredited residency or fellowship.</b></p>
<p>Satisfactory completion of a college/university course for credit or audit related to specialty area: 5 MOSC credit</p>	<p>An unofficial transcript for a university or college course, showing courses and grades, or syllabus with course description</p> <p><i>Supporting Documentation: Please list each college/university course. Also submit transcript/letter to verify successful completion. (Official transcripts are not required) Unofficial transcripts accepted.</i></p> <p>Required for Application Submission</p>
<p>Teaching a college/university course specific to the specialty area. Serving as primary instructor/coordinator – 5 MOSC credits</p> <ul style="list-style-type: none"> <li>• Serving as assistant for the course – 2 MOSC credits</li> </ul>	<p>Syllabus or course content outlines</p> <p><i>Supporting Documentation: Please provide a specific course description, and condensed course syllabi including contact hours, content description, goals, and</i></p>

	<p><i>outline of schedule for each course taught.</i></p> <p>Required for Application Submission</p>
<p>Teaching a continuing education course specific to the specialty area. (may count each course only once in each 3-year cycle) 2 MOSC credits for every hour of teaching (maximum of 5 MOSC credits in each 3-year cycle)</p>	<p>Syllabus or course content outlines</p> <p><i>Supporting Documentation: Please provide a specific course description, and condensed course syllabi including contact hours, content description, goals, and outline of schedule for each course taught.</i></p> <p>Required for Application Submission</p>
<p><b>CATEGORY 3</b></p>	
<p><b>Professional Presentations</b> (Maximum of 5 credits cumulative across subcategories in each 3-year cycle.)</p> <ul style="list-style-type: none"> <li>● Peer-reviewed presentations (each worth 2 MOSC credits): <ul style="list-style-type: none"> <li>- platform or poster presentation</li> <li>- invited speaker</li> </ul> </li> <li>● Non-peer reviewed presentations (each worth 1 MOSC credit): <ul style="list-style-type: none"> <li>- in-service presentations</li> <li>- presentation to professional groups</li> <li>- presentation to client-based groups</li> <li>- presentation to community groups</li> <li>- panelist at forum</li> <li>- Participation in a journal club</li> <li>- Other</li> </ul> </li> </ul>	<p>Poster platform: Copy of poster/platform, program or letter verifying participation</p> <p><i>Supporting Documentation: A copy of the poster/platform presentation and/or abstract, email or letter of acceptance for presentation at meeting</i></p> <p>Invited speaker (peer or non-peer reviewed): Portion of presentation, letter from sponsoring institution or host organization, handout, sign-in sheet, or brochure/program</p> <p><i>Supporting Documentation: A copy of the flyer, sign in sheet, handouts, presentation, or letter from host organization</i></p> <p>Required for Application Submission</p>
<p><b>Research Activities:</b> <i>Each worth 1 MOSC credit (maximum of 5 credits cumulative across subcategories in each 3-year cycle)</i></p> <ul style="list-style-type: none"> <li>● Contributions to PT Outcomes Database <i>Example: Contributing data to FOTO or APTA Registry on topics specific to the specialty area of practice</i></li> <li>● Contributions to PT research project</li> <li>● Participation in an ABPTS revalidation study</li> <li>● Research Summit participation</li> <li>● Other</li> </ul>	<p><i>Note: Please provide the dates of participation; a brief description of your role; the name of the database; and supporting documentation such as a letter/email from supervisor, screenshot of database after log-in etc.</i></p> <p><i>Contributions to a research project: Note (!): If you have claimed points for a (Primary/Co-Investigator of Grant Proposal), you will need to specify how the contributions listed here are separate/distinct if you are using the same project here.</i></p> <p><i>Supporting Documentation: Submit description of research and dates supported by a letter from the primary investigator of the research project.</i></p>
<p><b>Professional Writing: (Authorship/Editorship)</b> (maximum of 5 credits cumulative across subcategories in each 3- year cycle)</p> <ul style="list-style-type: none"> <li>● Peer-Reviewed Writing (each worth 3 MOSC credits): <ul style="list-style-type: none"> <li>- Book chapter</li> </ul> </li> </ul>	<p><i>Candidate can be a primary author, co-author, editor as defined in accordance with the ICMJE "Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals"</i></p>

<ul style="list-style-type: none"> <li>- Peer-reviewed journal article</li> <li>- Editor or editorial board member (journal, book)</li> <li>- Grant proposal, primary investigator or co-investigator (funded/unfunded) <i>Non-research grants are included in this activity such as a grant written to obtain clinical equipment specific to specialty area</i></li> <li>- Case study or case report</li> <li>- Home-study module</li> <li>- Other</li> </ul> <ul style="list-style-type: none"> <li>● Non-Peer Reviewed Writing (each worth 1 MOSC credit):             <ul style="list-style-type: none"> <li>- Non-peer reviewed article/publication</li> <li>- Reviews or commentaries</li> <li>- Manuscript reviewer</li> <li>- Abstract reviewer for professional conference</li> <li>- Hooked on evidence</li> <li>- Other</li> </ul> </li> </ul>	<p>Supportive Documentation:</p> <ul style="list-style-type: none"> <li>● Copy of article (portion of)</li> <li>● Title page of publication and table of contents containing name of author, or copy of non-peer reviewed article or commentary</li> <li>● A copy of the first page of each chapter written and/or table of contents. (Book chapter)</li> <li>● <i>A letter of appointment</i></li> <li>● Editor: <i>Please provide a description including the name of publication, titles of manuscripts reviewed and the number of manuscripts.</i></li> </ul> <ul style="list-style-type: none"> <li>● A copy of the article/publication or grant</li> <li>● grant title, description of role and responsibilities, number of hours spent in role, and submission date</li> </ul> <p>Required for Application Submission</p>
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If you have any questions about the activities and supporting documents or have other supporting documents you would like approval to submit, please contact us at [spec-recert@apta.org](mailto:spec-recert@apta.org).