

Certified Functional Manual Therapist™

Recertification Guidelines

Thank you for your dedication to the CFMT recertification process. We have worked hard to try to make this as easy as possible for you to complete, and **to update your skills to the current material**. Should you have any questions, please feel free to contact IPA at (970) 870-9521.

Our first certification was held in 1997 and we presently have over **225** PT's who have successfully met the challenge. We remember those first few certifications, with our dear friend and colleague Jeff Ellis, when it required multiple nights with minimal sleep to prepare for the next day's review or testing. Thankfully, we now have the organization and preparation in-place that allows those of us who are Board Members to find time for fellowship and sleep.

Most major certification programs require periodic recertification and we are acutely aware of the necessity for an appropriate process. While necessary to maintain credibility, the concept of recertification is primarily driven by the continuous revisions of the IPA curriculum to reflect the faculty's new techniques and knowledge of advanced evidence for clinical application. This necessary and exciting evolution of the courses keeps the IPA on the cutting edge of manual therapy and necessitates a periodic update and review by all Certified Functional Manual Therapists.

Note that we have recently added the FMT-Foundations course as a requirement, replacing LPI/CTI. See section 2E below for more information.

Your due date for recertification will be **December**, ten years after your graduation date. Please see the attached chart for the appropriate due dates.

Recertification Guidelines:

1. First, 2 years prior to your recertification date, send IPA a formal written communication (email, letter, etc.) stating your intention to recertify by the due date in the chart below. This communication should include:

- A. Name, highest degree level, any additional certifications or achievements
- B. Current work status, work name, physical address, phone number and email address and updated, current personal information. NOTE: We do not require personal information like family names and such, but it is nice to have.
- C. Write a brief paragraph outlining the value of CFMT to you both professionally and personally.
- D. Time frame and plans for recertification.

2. Update your knowledge and skills in the following courses:

CFS, PNF, FM II, FMUQ, and FMLQ. One of the options below can satisfy this requirement.

- A. Review the course as a **lab assistant** within one year of your recertification date and write a summary of the new material you learned. The board encourages you to utilize this option with as many courses as possible. Also, effective 10/1/2012, to lab assist you must have taken the course or lab assisted the entire course within three years. **Alternately, you may "audit" the course for \$100 (includes new manual and CEU certificate).**

1. Once you confirm your intent to recertify, you will be given access to the online precourse work PNFI, FMI and CFS free of charge. For PNFI and FMI you are specifically asked to review the videos and complete the quizzes (identical to the requirements of those currently taking these courses). CFS is provided for “FYI” purposes only.
2. PNFI and CFS: To assist you with PNFI and CFS, attached are points (*review questions*) you’re specifically asked to address in you write-ups for these courses.

- B. Watch a DVD of a **recorded course** and write a summary of the new material you learned. **Rental price is \$50 per course plus shipping and handling.**
- C. Teach a course at the level of Teaching Level I or above a minimum of two times within two years of recertification fulfills the review requirement for that course and no summary is required.
- D. Having completed the Functional Manual Therapy Fellowship within two years of your re-certification date meets the review requirements for recertification for the first cycle following the completion of the Fellowship. The Fellows only have to submit a letter of intention and a portfolio review along with the appropriate fees. However, the Board encourages all fellows to be responsible in keeping updated with all new course material. Subsequent to this renewal, the Fellow will be required to review the material and submit a summary as noted above.

- E. **FMT-Foundations. Complete the new FMT Foundations Course. We would strongly recommend that you complete this course as soon as possible as the information is going to be very meaningful to the Functional Manual Therapy approach. Developed by Kent Keyser and Tim Crunk, this 3-day course covers pathology, special tests, red and yellow flags, functional anatomy, and palpation skills for the entire spine. Register at www.crunkpt.com.**

3. Produce a portfolio with the following components **along with a copy of your completion certificate:**

- A. Primary patient population and changes in that patient population since your certification.
- B. Average number of hours per week providing patient care.
- C. Details of any teaching, lab assisting, or in-services related to Functional Manual Therapy (FMT) material.
- D. Any mentoring or training of student PT’s during your clinical time. Please note an estimate of how many you have trained and describe your experience.
- E. Other continuing education you have completed and the value of the most relevant courses.
- F. Any research projects you have been involved in since your certification.
- G. Relevant literature reviews you have performed since certification.
- H. Any published professional articles, chapters, case studies or reports.
- I. APTA involvement including section memberships and any committee meetings.
- J. Please note any type of uncompensated community service.

4. Cost of recertification

- A. \$200 Administrative and processing fee with portfolio ***
- B. Any cost for completing review, attending courses, or renting DVD's

**** The \$200 Administrative fee is reduced to \$100 for participation in any of the following committee activities.

5. Committees – There are many areas within the Institute and FMT Foundation in which we could use your assistance. If you would be willing to serve on one of these committee's to defray your recertification costs, please write us a letter of intention.

- A. Research: If you are actively involved in a publishable research project within 18 months of your recertification, you can apply to have the recertification fee waived. You must be a primary author and or reviewer and the topic must have been approved by the FMT Foundation.
- B. Literature review: This must be a publishable meta-analysis or systematic review of material pertinent to Functional Manual Therapy.
- C. APTA meetings booths: If you participate in either an IPA or FMT Foundation Booth at a major convention within two years of your recertification, your fee can be waived. This requires a minimum of one full day of independent coverage at the convention.
- D. Expanding residency and fellowship programs: If you are actively involved in either a Fellowship or Residency program as a Program Director or Primary on site faculty *.your fee is reduced to \$100 for recertification*
- E. Yearly FMT seminars for graduates: This requires you to develop and present a seminar for CFM Therapists or coordinate an outside instructor such as Barral Institute. This activity can be carried forward from anytime within your ten year period to your recertification date. HOWEVER, this must be approved at the time of the coordination or presentation.
- F. Serving on one of the following: FMT Foundation Board, The Research Board, or service for IPA India. This requires a minimum of two years service on a Board and/or one year service in India.

Bless you,

The CFMT Board

Kent Keyser, President
Tim Crunk, Vice President

Vicky Johnson, Treasurer
Gregg Johnson, Secretary

Following is a schedule for you to use as a guideline for your recertification:

Year of Graduation	Due Date for Letter of Intent to Recertify	Due Date for Portfolio	Completion Dates
2004	12/01/2012	12/01/2014	
2005	12/01/2013	12/01/2015	
2006	12/01/2014	12/01/2016	
2007	12/01/2015	12/01/2017	
2008	12/01/2016	12/01/2018	
2009	12/01/2017	12/01/2019	
2010	12/01/2018	12/01/2020	
2011	12/01/2019	12/01/2021	
2012	12/01/2020	12/01/2022	
2013	12/01/2021	12/01/2023	
2014	12/01/2022	12/01/2024	

***** NOTE: New requirements for class of 2003 and beyond as described in number 3 above.**

PNF Recertification Review Questions

1. What are the primary dysfunctions observed in the scapula and pelvic patterns and how do these correlate to function? Please explain each separately.
2. What is the plane of reference for the scapula and pelvic patterns in side lying?
3. What information does the spring test give to the therapist? When does this test indicate that a stretch stimulus would not be appropriate?
4. Explain the stretch zone as described by the colors of green, red, blue and purple.
5. Explain the process of tonic spread for training core facilitation as taught in PNF.
6. How does current research support the use of tonic spread?
7. Explain the purpose of the Lower Trunk and Lower extremity series that is now taught on Saturday
8. What is the most important principle for facilitating the core response of a pattern?

CoreFirst Strategies Review Questions

1. Please discuss the process for determining the proper FTH and what are the common mistakes.
2. Please discuss the new IPA Postural Classification System (include a description of efficient and the three most common inefficient) and the rationale behind this system.
3. Please discuss the use of tonic spread in both weigh acceptance training and in core facilitation.
4. How do we teach our acute patients to assume the hook lying position and which principle does this incorporate?
5. What are the two primary dysfunctions in lifting and how do we train the patient to prevent these dysfunctions?
6. Discuss the current literature and how it supports the CoreFirst principles.
7. Discuss the difference between a support and a fulcrum.
8. Define the terms: PUP and PEP and why we incorporate these principles into our training.
9. Explain the technique KCT and why it is used.
10. Identify the progression of home exercises for an acute patient who needs to develop their core response.