

INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS FOR THE FSBPT CREDENTIALING PROCESS

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What is “credentialing”?

Credentialing is the official process for confirming who your board **has elected** to serve as your delegates and funded administrator for multiple meetings in 2019. Credentialing precedes all registration processes, as registration cannot occur without credentialing being complete.

What happens after the credentialing process is complete?

In the months that follow, FSBPT staff will email those who have been credentialed to help them prepare for attending the Leadership Issues Forum and the Delegate Assembly & Annual Meeting.

When does the credentialing process need to be complete in the Members’ Area?

Before May 1, 2019.

Why do attendees need to be credentialed?

According to the Bylaws and Standing Rules, the physical therapy licensing board must elect all its delegates. Delegates can be members or administrators of the licensing board.

Who is credentialed?

Each jurisdiction is represented by

- one voting delegate
- one funded alternate delegate
- one board administrator

The board administrator can be a voting or funded alternate delegate.

Who completes the credentialing process?

The board administrator supplies the information to FSBPT ([see how](#)).

Who attends the FSBPT meetings?

The voting delegate and the board administrator attend the Leadership Issues Forum (LIF). The voting delegate, funded alternate delegate, and the board administrator attend the Delegate Assembly & Annual Meeting. *Please notify FSBPT if the voting delegate or board administrator will not be able to attend LIF.*

Who pays for credentialed individuals to attend the Leadership Issues Forum (LIF) and the Annual Meeting?

FSBPT funds the following:

Leadership Issues Forum

July 13-14, Alexandria, VA

- voting delegate
- board administrator

Delegate Assembly & Annual Meeting

October 24-26, Oklahoma City, OK

- voting delegate
- funded alternate delegate
- board administrator

Some states do not allow FSBPT to provide funding; those board administrators can indicate that during the credentialing process.

Where does the board administrator supply information?

The Members' Area of the FSBPT website.



How does a new administrator gain access to the Members' Area?

Email communications@fsbpt.org

How does the board administrator credential?

1. Go to [the Members' Area](#) and log in
2. Click "Membership Directories," then "Update Board Info" on the left side
3. Update your board information (if your membership has changed)
4. Click "Delegate Designation" to begin the credentialing process

Delegate Designation

Note: Once you've designated your delegates, you cannot change them in the system. If you need to make a change, email communications@fsbpt.org.