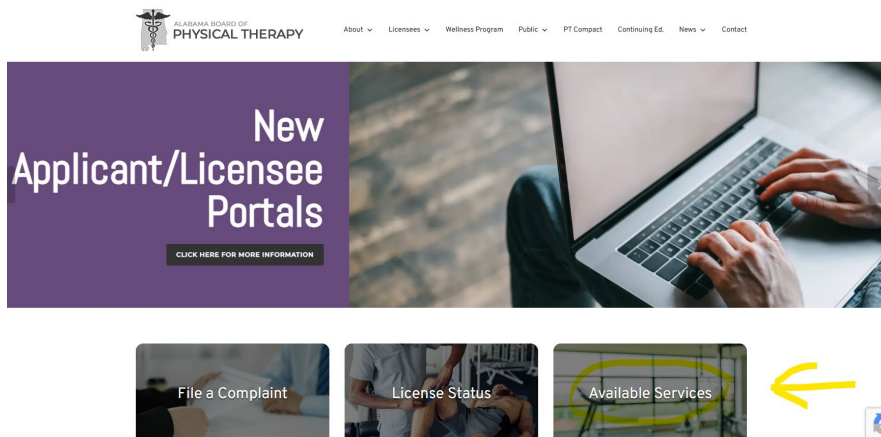


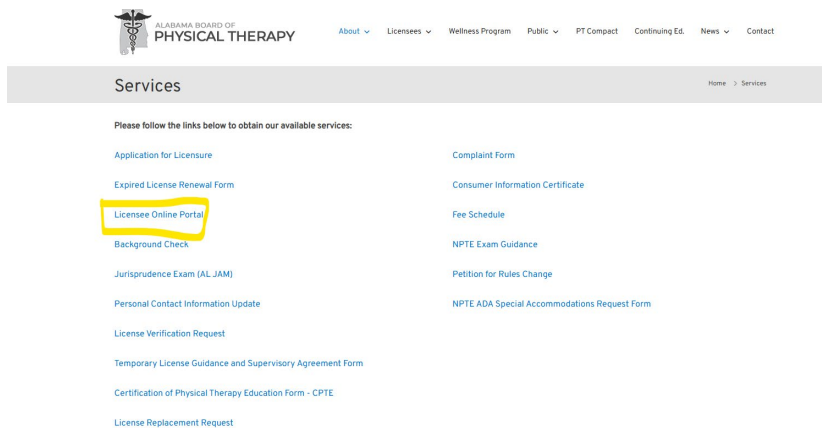
USING THENTIA TO RENEW YOUR LICENSE

This guide will help you navigate your annual renewal using Thentia Software. The major difference you may run into is the requirement **to enter your continuing education first** and then complete the renewal application. Below are screenshots that are intended to aid you in this process.

1. Proceed to our website – www.pt.alabama.gov and select “Available Services”.

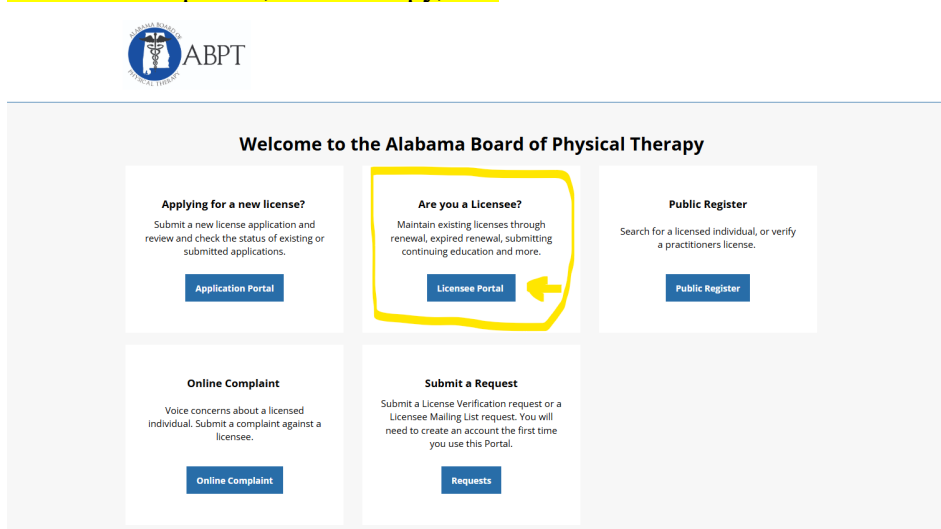


2. Select Licensee Online Portal.



USING THENTIA TO RENEW YOUR LICENSE

3. Select Licensee Portal for renewals, document requests, name change requests, information updates, license copy, etc.



4. First time users, select “Reset Password”. IMPORTANT – the email address you enter MUST match what we have on file for you. If you need to update your email address, please email info@pt.alabama.gov and wait for confirmation that your email has been updated before selecting “Reset Password”.



Licensee Portal

Email or License Number

Password

Sign In

Or

Forgot Password? If you are new to Thentia, please click "Reset Password" to be sent a link with a temporary password to create your account. [Reset Password](#)

5. Once you have entered your email address and received a temporary password, you will be prompted to set up a permanent password of your choice. Please make note of it, as you will need it for any functions that flow through the Licensee Portal – including downloading a copy of your license.
6. After you have successfully logged in, you will see a summary screen – see below.

USING THENTIA TO RENEW YOUR LICENSE



Home

Profile

- Personal Information
- Employment Information
- License Certificate & Wallet Card
- Other Licenses

License

- Document Upload
- Continuing Education** 1st Upload CEs and save
- License Renewal 2nd Complete Renewal App

Requests

- Name Change Request
- Document Request

Wellness Program

- My Inbox
- Fees & Receipts
- Account Settings

Home

Your Information

Legal First Name: Angela
Legal Last Name: Warr
Legal Middle Name: [Redacted]
Telephone: [Redacted]
E-mail address: angela.warr@pt.alabama.gov

Licenses

This table lists the details of all licenses that have been issued to you by the board, including their current statuses and effective dates.

License Type	License Number	License Status	License Effective Date	License Expiration Date
Physical Therapist Assistant	PTA00012	Active	04/14/2025	06/24/2026

7. **FIRST**, navigate to **Continuing Education** from the left side of the window and then click “View” next to your active license.

Continuing Education

This page lists the Continuing Education courses that apply to the license you hold. Click **View** to see more details about any Continuing Education courses listed here.

The continuing education period is two years. For example, if you renew in 2025, you may submit hours earned between October 1, 2023 - September 30, 2025. The compliance period for 2026 is October 1, 2024 - September 30, 2026, etc.

Ten hours of CE are required yearly, unless you are a PT offering Direct Access, then 12 hours are required. There are certain exceptions, such as being a new graduate or an expired renewal, that may change the number of hours to be submitted. Please see CE Exemptions section on the next page.

License Period	License Type	License Status	Status
[Redacted]	[Redacted]	[Redacted]	[Redacted]
04/14/2025 - 06/24/2026	Physical Therapist Assistant	Active	Open Q View
[Redacted]	[Redacted]	[Redacted]	[Redacted]

USING THENTIA TO RENEW YOUR LICENSE

- Next, you will see a summary of CE guidelines. Scroll to the bottom and click “+Add New Records”.

Continuing Education Summary

Continuing education certificates must be uploaded with your renewal application. Continuing education certificates must clearly show the course date of completion; times of instruction or activity (contact hours); objectives/goals; and identify the target audience or describe the prerequisite level of experience needed. Courses must be conducted by experts in the subject matter (either by education, training, or experience). Please see https://pt.alabama.gov/wp-content/uploads/2024/09/Con_Ed_General_GuidelinesDirectAccess.pdf for a list of acceptable continuing education activities.

Active licenses:

- Ten (10) hours of continuing education are required with each renewal application.
- Twelve (12) hours of continuing education are required for qualified PTs seeking to provide Direct Access.
- Licensees who are recent graduates, renewing for the first time, must only submit two (2) hours of Alabama Jurisprudence continuing education with their first renewal.
- Licensees licensed by endorsement must submit two (2) hours of Alabama Jurisprudence continuing education and an additional eight (8) hours of continuing education (10 hours total) with their first renewal.
- After your initial renewal, two (2) hours of jurisprudence covering Alabama's Practice Act and the Administrative Code will be required in years that end in "0" or "5" (2025, 2030, 2035, etc.).

Inactive licenses:

- For each year a license is in 'inactive' status, up to 5 years, 10 more CE hours are required.
- During the first year of the 'inactive' status, a person needs to submit 10 CE hours. During the second year of the 'inactive' status, a person needs to submit 20 CE hours. During the third year of the 'inactive' status, a person needs to submit 30 CE hours. During the fourth year of the 'inactive' status, a person needs to submit 40 CE hours. During the fifth year of the 'inactive' status, a person needs to submit 50 CE hours.
- After 5 years or more have passed since the license expiration date, if a licensee wants to submit their Expired Renewal, they need to submit 10 CE hours.

Status: Open

License Type	License Period	Minimum Required	Total Submitted this CE Period	Total Carry Over	Total Remaining
Physical Therapist Assistant	04/14/2025 - 06/24/2026	10	0	0	10

Program Activities

CE Category	Organization	Class Name	Date of Completion	Number of Hours
No activity records have been added. Click + Add New to add a new activity.				

+ Add New Records

CE Exemptions

Use this section to specify any exemptions to your Continuing Education requirements that apply to you.

New Graduates - First Renewal
Check this box if you are a new graduate licensed within 12 months of graduation, first renewal. You are required to submit two (2) hours total of jurisprudence continuing education.

Licensees licensed by endorsement - First Renewal
Check this box if this is your first time renewal in Alabama (endorsements). You are required to submit ten (10) hours of continuing education out of which two (2) must be Alabama jurisprudence.

Save Exemptions

- DO NOT CLICK AN EXEMPTION UNLESS IT APPLIES TO YOU.**
 - Exemption 1 applies to recent graduates who are renewing for the first time. Those licensees are required to only submit 2 hours of Alabama Jurisprudence Continuing Education (NOT THE AL JAM).
 - Exemption 2 applies to first time renewals for those licensed by endorsement from another state. These licensees are required to submit 2 hours of Alabama Jurisprudence Continuing Education and 8 hours of other continuing education.

USING THENTIA TO RENEW YOUR LICENSE

10. Enter your CE information for each course and upload each certificate until you have reached the appropriate number of hours. Click “Save and Back”.

New Continuing Education

Note: All information with an asterisk (*) is required.

CE Category * Other

Organization * Other

Class Name * Alabama

Date of Completion * 01/02/2026

Number of Hours * 10

Speaker/Author * Other

Please upload any supporting documentation * Choose Files

Licensee Search.pdf

< Cancel Save & Back >

11. After entering your CE for the renewal season, select License Renewal from the left-hand side of the window.

Continuing Education Summary

Continuing education certificates must be uploaded with your renewal application. Continuing education certificates must clearly show the course date of completion; times of instruction or activity (contact hours); objectives/goals; and identify the target audience or describe the prerequisite level of experience needed. Courses must be conducted by experts in the subject matter (either by education, training, or experience). Please see https://pt.alabama.gov/wp-content/uploads/2024/09/Con_Ed_General_GuidelinesDirectAccess.pdf for a list of acceptable continuing education activities.

Active licenses:

- Ten (10) hours of continuing education are required with each renewal application.
- Twelve (12) hours of continuing education are required for qualified PTs seeking to provide Direct Access.
- Licensees who are recent graduates, renewing for the first time, must only submit two (2) hours of Alabama Jurisprudence continuing education with their first renewal.
- Licensees licensed by endorsement must submit two (2) hours of Alabama Jurisprudence continuing education and an additional eight (8) hours of continuing education (10 hours total) with their first renewal.
- After your initial renewal, two (2) hours of jurisprudence covering Alabama's Practice Act and the Administrative Code will be required in years that end in "0" or "5" (2025, 2030, 2035, etc.).

Inactive licenses:

- For each year a license is in 'Inactive' status, up to 5 years, 10 more CE hours are required.
- During the first year of the 'Inactive' status, a person needs to submit 10 CE hours. During the second year of the 'Inactive' status, a person needs to submit 20 CE hours. During the third year of the 'Inactive' status, a person needs to submit 30 CE hours. During the fourth year of the 'Inactive' status, a person needs to submit 40 CE hours. During the fifth year of the 'Inactive' status, a person needs to submit 50 CE hours.
- After 5 years or more have passed since the license expiration date, if a licensee wants to submit their Expired Renewal, they need to submit 10 CE hours.

Status: Open

License Type	License Period	Minimum Required	Total Submitted this CE Period	Total Carry Over	Total Remaining
Physical Therapist Assistant	04/14/2025 - 06/24/2026	10	10	0	0

12. Now that you have entered your CE, click “Start Renewal” next to your license. See below.

(Note: if you already began your renewal app, it would say “Continue” instead of start, as seen in the screenshot below.)

USING THENTIA TO RENEW YOUR LICENSE

License Renewal

This page lists licenses that are currently eligible to be renewed, as well as previously completed renewals. Click on **Start Renewal** to begin a renewal application.

As you work on a renewal application, your progress will be saved whenever you move between steps. You can leave an in-progress renewal application at any time, and continue it later by returning to this page.

Your license information is listed below.

License Type	License Number	Status	Expiration Date	Renewal Status
Physical Therapist Assistant	PTA00012	Active	06/24/2026	New

Continue

Review Past Renewal

License Type	License Number	Current Status	Destination Status	Renewal Status	Submitted Date
No past renewal.					

13. Navigate through each screen updating information as needed.

14. Once you reach screen 3, CE Summary, you will be given CE exemption options. **DO NOT CLICK AN EXEMPTION UNLESS IT APPLIES TO YOU.** This was also an option when entering CE in the beginning.

- Exemption 1 applies to recent graduates who are renewing for the first time. Those licensees are required to only submit 2 hours of Alabama Jurisprudence Continuing Education (NOT THE AL JAM).
- Exemption 2 applies to first time renewals for those licensed by endorsement from another state. These licensees are required to submit 2 hours of Alabama Jurisprudence Continuing Education and 8 hours of other continuing education.

License Renewal

3 Continuing Education Summary Step 3 of 8

Below is your Continuing Education Summary for the most recent CE period.
To add or change a continuing education activity, please visit the [Continuing Education](#) page.

Status: Open

License Type	License Period	Minimum Required	Total Submitted this CE Period	Total Carry Over	Total Remaining
Physical Therapist Assistant	04/14/2025 - 06/24/2026	10	10	0	0

Program Activities

CE Exemptions

Use this section to specify any exemptions to your Continuing Education requirements that apply to you.

- New Graduates - First Renewal
Check this box if you are a new graduate licensed within 12 months of graduation, first renewal. You are required to submit two (2) hours total of jurisprudence continuing education.
- Licensees licensed by endorsement - First Renewal
Check this box if this is your first time renewal in Alabama (endorsements). You are required to submit ten (10) hours of continuing education out of which two (2) must be Alabama jurisprudence.

< Previous Save & Continue >

15. Continue to navigate through each screen updating info as you go.
16. Verify your education information is correct, if not correct, please update by clicking “+Add New Records”.

License Renewal

5 Educational Background Step 5 of 8

Enter the details of your educational history.

Degree	Graduation Date	School Name	City	
Associate	12/01/2024	Sesame Street U	Montgomery	<input type="button" value="Update"/>
Doctorate	12/01/2024	Sesame Street U	Montgomery	<input type="button" value="Update"/>

17. Complete the application by navigating through each page, updating info, and paying the appropriate fee by debit or credit card. Once completed, you will receive an email that your license has been renewed. You may download/print an updated copy of your license in the Licensee Portal.

We hope this guide answers most of your questions. But, as always, please email us at info@pt.alabama.gov or call us at (334) 242-4064 if you need assistance.

-ABPT Staff