



**VIRTUAL/TELECONFERENCE
OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD**

Virtual, 4822 Madison Yards Way, Madison

Contact: Valerie Payne (608) 266-2112

November 17, 2020

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of September 15, 2020 (4-5)**
- C. Conflicts of Interest
- D. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff and Board Updates
 - 2) Board Members – Term Expiration Dates
 - 3) Wis. Stat. s. 15.085(3)(b) – Biannual Meeting with the Medical Examining Board
- E. Legislative and Policy Matters – Discussion and Consideration
- F. Administrative Rule Matters – Discussion and Consideration (6)**
 - 1) Proposals for OT 1 to 6 – Telehealth **(7-10)**
 - 2) Administrative Rules Reporting Requirement Under 2017 Wisconsin Act 108
 - a. Review of Draft 2021 Report **(11-12)**
 - b. Scope Statement – OT 2 – Licensure Requirements **(13-14)**
 - 3) Pending and Possible Rulemaking Projects
 - a. OT 3, Relating to Continuing Education **(15-218)**
- G. Wisconsin Occupational Therapy Association (WOTA) Continuing Education – Discussion and Consideration**
- H. AOTA/NBCOT Occupational Therapy Licensure Compact Initiative – Discussion and Consideration**
 - 1) NBCOT Virtual Conference Update **(219-221)**
- I. COVID-19 – Discussion and Consideration**

- J. Discussion and Consideration of Items Added After Preparation of Agenda:
- 1) Introductions, Announcements and Recognition
 - 2) Administrative Matters
 - 3) Election of Officers
 - 4) Appointment of Liaisons and Alternates
 - 5) Delegation of Authorities
 - 6) Education and Examination Matters
 - 7) Credentialing Matters
 - 8) Practice Matters
 - 9) Legislative and Policy Matters
 - 10) Administrative Rule Matters
 - 11) Liaison Reports
 - 12) Board Liaison Training and Appointment of Mentors
 - 13) Informational Items
 - 14) Division of Legal Services and Compliance (DLSC) Matters
 - 15) Presentations of Petitions for Summary Suspension
 - 16) Petitions for Designation of Hearing Examiner
 - 17) Presentation of Stipulations, Final Decisions and Orders
 - 18) Presentation of Proposed Final Decisions and Orders
 - 19) Presentation of Interim Orders
 - 20) Petitions for Re-Hearing
 - 21) Petitions for Assessments
 - 22) Petitions to Vacate Orders
 - 23) Requests for Disciplinary Proceeding Presentations
 - 24) Motions
 - 25) Petitions
 - 26) Appearances from Requests Received or Renewed
 - 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

K. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 448.02(8), Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

L. Deliberation on Division of Legal Services and Compliance Matters

- 1) Stipulations, Final Decisions and Orders
 - a. 19 OTB 005 – Aaron D. Weber, O.T. **(222-227)**

M. Open Cases

N. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Order

- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

O. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

P. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

Q. Open Session Items Noticed Above Not Completed in the Initial Open Session

R. Delegation of Ratification of Examination Results and Ratification of Licenses and Certificates

ADJOURNMENT

ORAL EXAMINATION OF CANDIDATES FOR LICENSURE

VIRTUAL/TELECONFERENCE

10:00 A.M. OR IMMEDIATELY FOLLOWING FULL BOARD MEETING

CLOSED SESSION – Reviewing Applications and Conducting Oral Examinations of **Zero (0)** (at the time of agenda publication) Candidate for Licensure and Any Additional Examinations Added After Agenda Preparation – Laura O’Brien & Teresa Black

NEXT DATE: MARCH 9, 2021

 MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board’s agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD
MEETING MINUTES
SEPTEMBER 15, 2020**

PRESENT: Teresa Black, Terry Erickson, Randi Hanson, Laura O'Brien, Amy Summers

STAFF: Valerie Payne, Executive Director; Yolanda McGowan, Legal Counsel; Dale Kleven, Rules Coordinator; Megan Glaeser, Bureau Assistant; and other Department staff

CALL TO ORDER

Laura O'Brien, Chairperson, called the meeting to order at 9:35 a.m. A quorum was confirmed with five (5) board members present.

ADOPTION OF AGENDA

MOTION: Teresa Black moved, seconded by Randi Hanson, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

Amendments to the Minutes

- Remove redundant "Motion carried unanimously" from the first Scope Statement – OT 1 to 6 – Telehealth motion.

MOTION: Teresa Black moved, seconded by Terry Erickson, to approve the Minutes of June 9, 2020 as amended. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS

Proposals for OT 1 to 6 - Telehealth

MOTION: Terry Erickson moved, seconded by Randi Hanson, to designate Teresa Black to serve as liaison to DSPS staff for drafting OT 1 to 6, relating to telehealth. Motion carried unanimously.

Preliminary Rule Draft – OT 2 – Reciprocal Credentials for Service Members, Former Service Members, and Their Spouses

MOTION: Terry Erickson moved, seconded by Teresa Black, to approve the preliminary rule draft of OT 2, relating to reciprocal credentials for service members, former service members, and their spouses, for posting for economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

Administrative Rules Reporting Requirement Under 2017 Wisconsin Act 108

Proposals for 2021 Report

MOTION: Teresa Black moved, seconded by Randi Hanson, to designate Laura O'Brien to serve as liaison to DSPS staff for drafting the 2021 Act 108 report, relating to

administrative rules, and to authorize the Chairperson, or highest-ranking officer, or longest serving member of the board, in order of succession, to approve the report for submission to the Joint Committee for Review of Administrative Rules. Motion carried unanimously.

DELEGATION OF RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Teresa Black moved, seconded by Terry Erickson, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Terry Erickson moved, seconded by Randi Hanson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:25 a.m.

DRAFT

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Dale Kleven Administrative Rules Coordinator		2) Date When Request Submitted: 11/5/20 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Occupational Therapists Affiliated Credentialing Board			
4) Meeting Date: 11/17/20	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Proposals for OT 1 to 6 – Telehealth 2. Administrative Rules Reporting Requirement Under 2017 Wisconsin Act 108 a. Review of Draft 2021 Report b. Scope Statement – OT 2 – Licensure Requirements 3. Pending or Possible Rulemaking Projects a. OT 3, Relating to Continuing Education	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
Signature of person making this request <i>Dale Kleven</i>		Date <i>November 5, 2020</i>	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Chapter OT 6

TELEHEALTH

OT 6.01 Authority and purpose. The rules in this chapter are adopted by the board under the authority of ss. 15.085 (5) (b) and 448.965 (1) (c) and (2), Stats., to establish standards of practice, care, and conduct for providing occupational therapy services using a telehealth visit.

OT 6.02 Definitions. As used in this chapter:

(1) “HIPAA” means the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191.

(2) “Telehealth visit” means the provision of occupational therapy services using technology where the occupational therapist or occupational therapy assistant and the patient are not at the same physical location for the occupational therapy session.

OT 6.03 Technology and equipment. An occupational therapist or occupational therapy assistant who provides occupational therapy services using a telehealth visit shall utilize technology that is secure and HIPAA-compliant and that includes, at a minimum, audio and video equipment that allows two-way real-time interactive communication with the patient. Technology that is not real-time may be utilized to prepare for an occupational therapy session or to communicate with a patient between occupational therapy sessions.

OT 6.04 Standards of care and conduct.

(1) An occupational therapist or occupational therapy assistant shall be held to the same standards of care and professional conduct regardless of whether occupational therapy services are provided utilizing a telehealth visit or an in-person visit.

(2) A telehealth visit may not be utilized if the standard of care for the particular occupational therapy services provided cannot be met.

(3) An occupational therapist or occupational therapy assistant may provide an occupational therapy service using a telehealth visit only when the use of technology to provide the service is consistent with the education, training, and experience of the occupational therapist or occupational therapy assistant.

OT 6.05 Wisconsin license required. An occupational therapist or occupational therapy assistant who uses a telehealth visit to provide occupational therapy services to a patient located in this state shall be licensed by the board.

OT 6.06 Informed consent. Prior to an initial telehealth visit, an occupational therapist or occupational therapy assistant shall obtain informed consent from the patient specific to the occupational therapy services that will be provided using a telehealth visit. At a minimum, the informed consent shall specifically inform the patient of all the following:

(1) The risks and limitations of the use of a telehealth visit to provide occupational therapy services.

(2) The potential for unauthorized access to protected health information.

(3) The potential for disruption of technology during a telehealth visit.

OT 6.07 Recordkeeping. An occupational therapist or occupational therapy assistant shall identify in the clinical record when occupational therapy services are provided utilizing a telehealth visit.

Chapter OT 4 is being provided for the Board's review for possible updates related to telehealth. The notes relating to the highlighted code provisions were compiled by Teri Black when Governor Evers first issued an Executive Order that included telehealth.

Chapter OT 4

PRACTICE AND SUPERVISION

OT 4.01 Authority and purpose.
OT 4.02 Scope of practice.
OT 4.03 Standards of practice.

OT 4.04 Supervision and practice of occupational therapy assistants.
OT 4.05 Supervision of non-licensed personnel and therapy aides.

OT 4.01 Authority and purpose. The rules in this chapter are adopted by the board under the authority of ss. 15.085 (5) (b), 227.11 (2) and 448.965, Stats., to govern the standards of practice and supervision requirements for occupational therapists and occupational therapy assistants.

History: CR 02-026: cr. Register December 2002 No. 564, eff. 1-1-03.

OT 4.02 Scope of practice. (1) "Occupational therapy," as defined at s. 448.96 (5), Stats., may include the following interventions:

(a) Remediation or restitution of performance abilities that are limited due to impairment in biological, physiological, psychological or neurological processes.

(b) Adaptation of task, process or environment, or the teaching of compensatory techniques, in order to enhance performance.

(c) Disability prevention methods and techniques which facilitate the development or safe application of performance skills.

(d) Health promotion strategies and practices which enhance performance abilities.

(2) Occupational therapy interventions include the following:

***Note:** A comprehensive list of occupational therapy interventions can be found in the Model Practice Act of the American Occupational Therapy Association (AOTA). The AOTA may be contacted on the web at www.aota.org or by mail at American occupational therapy association, P.O. Box 31220, Bethesda, MD 20824-1220.

(a) Screening, evaluating, developing, improving, sustaining, or restoring skills in activities of daily living, work or productive activities, instrumental activities of daily living, play, leisure activities, rest and sleep, education and social participation.

(b) Evaluating, developing, remediating, or restoring sensorimotor, sensoriperceptual neuromusculoskeletal, emotional regulation, cognition, communication, social skills, or psychosocial components of performance.

(c) Designing, fabricating or training in the use of assistive technology, upper extremity orthotic devices and lower extremity positioning orthotic devices.

(d) Training in the use of prosthetic devices, excluding gait training.

(e) Adaptation of environments and processes, including the application of ergonomic principles, to enhance performance and safety in daily life roles.

(f) Application of physical agent modalities. Application is performed by an experienced therapist with demonstrated and documented evidence of theoretical background, technical skill and competence.

Note: An example of standards for evaluating theoretical background, technical skill and competence is the position paper on physical agent modalities issued by the American occupational therapy association (AOTA). AOTA may be contacted on the web at www.aota.org, and by mail at American Occupational Therapy Association, P.O. Box 31220, Bethesda, MD 20824-1220.

(g) Evaluating and providing intervention and case management in collaboration with the client, family, caregiver or other involved individuals or professionals.

(h) Educating the client, family, caregiver, or others in carrying out appropriate nonskilled interventions.

(i) Consulting with groups, programs, organizations, or communities to provide population-based services.

(j) Therapeutic use of occupations, exercises, and activities.

(k) Training in self-care, self-management, health management and maintenance, home management, community work reintegration, and school activities and work performance.

(L) Therapeutic use of self, including one's personality, insights, perceptions and judgments, as part of the therapeutic process.

(m) Assessment, recommendation, and training in techniques to enhance functional mobility, including management of wheelchair and other mobility devices.

(n) Vision and low vision rehabilitation.

(o) Driver rehabilitation and community mobility.

(p) Management of feeding, eating, and swallowing to enable eating and feeding performance.

(q) Facilitating the occupational performance of groups, populations, or organizations through the modification of environments and adaptation processes.

(r) Use of a range of specific therapeutic procedures, including wound care management; techniques to enhance sensory, perceptual, and cognitive processing; and pain management, lymphedema management, and manual therapy techniques, to enhance performance skills.

History: CR 02-026: cr. Register December 2002 No. 564, eff. 1-1-03; CR 13-109: am. (2) (intro.), (a), (b), cr. (2) (j) to (r) Register September 2014 No. 705 eff. 10-1-14; CR 15-053: am. (2) (f) Register August 2016 No. 728, eff. 9-1-16.

OT 4.03 Standards of practice. Occupational therapists and occupational therapy assistants shall adhere to the minimum standards of practice of occupational therapy that have become established in the profession, including but not limited to the following areas:

(1) SCREENING. (a) An occupational therapist, alone or in collaboration with an occupational therapy assistant, when practicing either independently or as a member of a treatment team, shall identify individuals who present deficits or declines in performance of their occupations including occupational performance skills and performance patterns.

(b) Screening methods shall take into consideration the occupational performance contexts relevant to the individual.

(c) Screening methods may include interviews, observations, testing and records review to determine the need for further evaluation and intervention.

(d) The occupational therapist or occupational therapy assistant shall transmit screening results and recommendations to all appropriate persons.

(2) REFERRALS. Referrals may be accepted from advanced practice nurses, chiropractors, dentists, optometrists, physical therapists, physicians, physician assistants, podiatrists, psychologists, or other health care professionals.

(3) EVALUATION. (a) The occupational therapist directs the evaluation process. An occupational therapist alone or in collaboration with the occupational therapy assistant shall prepare an occupational therapy evaluation for each individual referred for occupational therapy services. The occupational therapist interprets the information gathered in the evaluation process.

(b) The evaluation shall consider the individual's medical, vocational, social, educational, family status, and personal and family goals, and shall include an assessment of how performance skills, and performance patterns and their contexts and environments influence the individual's functional abilities and deficits in the performance of their occupations.

(c) Evaluation methods may include observation, interviews, records review, and the use of structured or standardized evaluative tools or techniques.

(d) When standardized evaluation tools are used, the tests shall have normative data for the individual's characteristics. If normative data are not available, the results shall be expressed in a descriptive report. Collected evaluation data shall be analyzed and summarized to indicate the individual's current status.

(e) Evaluation results shall be documented in the individual's record and shall indicate the specific evaluation tools and methods used.

(f) Evaluation results shall be communicated to the referring health care professional, if any, and to the appropriate persons in the facility and community.

(g) If the results of the evaluation indicate areas that require intervention by other health care professionals, the individual shall be appropriately referred or an appropriate consultation shall be requested.

(h) Initial evaluation shall be completed and results documented within the time frames established by the applicable facility, community, regulatory, or funding body.

(4) PROGRAM PLANNING. (a) The occupational therapist is responsible for the development of the occupational therapy intervention plan. The occupational therapist develops the plan collaboratively with the client, and may include the occupational therapy assistant and team working with the client, including the physician — as indicated.

(b) The program shall be stated in measurable and reasonable terms appropriate to the individual's needs, functional goals and prognosis and shall identify short and long term goals.

(c) The program shall be consistent with current principles and concepts of occupational therapy theory and practice.

**** (d) In developing the program, the occupational therapist alone or in collaboration with the occupational therapy assistant shall also collaborate, as appropriate, with the individual, family, other health care professionals and community resources; shall select the media, methods, environment, and personnel needed to accomplish the goals; and shall determine the frequency and duration of occupational therapy interventions provided.**

(e) The program shall be prepared and documented within the time frames established by the applicable facility, community, regulatory, or funding body.

(5) PROGRAM IMPLEMENTATION. (a) The occupational therapy program shall be implemented according to the program plan previously developed. The occupational therapist may delegate aspects of intervention to the occupational therapy assistant dependent on the occupational therapy assistant's demonstrated and documented service competency.

(b) The individual's occupations, occupational performance, skills, occupational performance patterns, and occupational performance contexts and environments shall be routinely and systematically evaluated and documented.

(c) Program modifications shall be formulated and implemented consistent with the changes in the individual's occupational performance skills, occupational performance patterns and occupational performance contexts and environments.

(d) All aspects of the occupational therapy program shall be routinely and systematically reviewed for effectiveness and efficacy.

(6) DISCONTINUATION OF SERVICES. (a) Occupational therapy services shall be discontinued when the individual has achieved the program goals or has achieved maximum benefit from occupational therapy.

(b) A comparison of the initial and current state of functional abilities and deficits in occupational performance skills, and occupational performance patterns, affecting performance in the individual's occupations shall be made and documented.

(c) A discharge plan shall be prepared, consistent with the interventions provided, the individual's goals, and the expected prognosis. Consideration shall be given to the individual's occupational performance contexts and environments including appropriate community resources for referral, and environmental factors or barriers that may need modification.

(d) Sufficient time shall be allowed for the coordination and effective implementation of the discharge plan.

(e) Recommendations for follow-up or reevaluation shall be documented.

History: CR 02-026: cr. Register December 2002 No. 564, eff. 1-1-03; correction in (2) (e) made under s. 13.92 (4) (b) 6., Stats., Register November 2011 No. 671; CR 13-109: am. (1) (a), (2) (title), (a), (c) to (e), (3) (a), (b), (f), (4) (d), (5) (b), (c), (6) (b), (c) Register September 2014 No. 705, eff. 10-1-14; CR 15-053: am. (2) (title), r. (2) (a), am. (2) (b), r. (2) (c) to (e), am. (3) (a), (f) Register August 2016 No. 728, eff. 9-1-16; renun. (2) (b) to (2) under s. 13.92 (4) (b) 1., Stats., Register August 2016 No. 728.

OT 4.04 Supervision and practice of occupational therapy assistants.

(1) An occupational therapy assistant must practice under the supervision of an occupational therapist. Supervision is an interactive process that requires both the occupational therapist and the occupational therapy assistant to share responsibility for communication between the supervisor and the supervisee. The occupational therapist is responsible for the overall delivery of occupational therapy services and shall determine which occupational therapy services to delegate to the occupational therapy assistant or non-licensed personnel based on the establishment of service competence between supervisor and supervisee, and is accountable for the safety and effectiveness of the services provided.

(2) Supervision of an occupational therapy assistant by an occupational therapist shall be either close or general. The supervising occupational therapist shall have responsibility for the outcome of the performed service.

(3) When close supervision is required, the supervising occupational therapist shall have daily contact on the premises with the occupational therapy assistant. The occupational therapist shall provide direction in developing the plan of treatment and shall periodically inspect the actual implementation of the plan. The occupational therapist shall cosign evaluation contributions and intervention documents prepared by the occupational therapy assistant.

**** (4) (ad) In this subsection, "direct contact" means face-to-face communication or communication by means of telephone, electronic communication, or group conference.**

(ah) When general supervision is allowed, the supervising occupational therapist shall, except as provided under par. (ap), have direct contact with the occupational therapy assistant and face-to-face contact with the client by every tenth session of occupational therapy and no less than once per calendar month.

(ap) When general supervision is allowed, and occupational therapy services are provided to a client once per calendar month or less frequently than once per calendar month, the supervising occupational therapist shall have direct contact with the occupational therapy assistant and face-to-face contact with the client no less than every other session of occupational therapy.

(at) Direct contact with the occupational therapy assistant under pars. (ah) and (ap) shall include reviewing the progress and

effectiveness of treatment, and may occur simultaneously or separately from face-to-face contact with the client.

(b) The occupational therapist shall record in writing a specific description of the supervisory activities undertaken for each occupational therapy assistant. The written record shall include client name, status and plan for each client discussed.

(5) Close supervision is required for all rehabilitation, neonate, early intervention, and school system services provided by an entry level occupational therapy assistant. All other occupational therapy services provided by an occupational therapy assistant may be performed under general supervision, if the supervising occupational therapist determines, under the facts of the individual situation, that general supervision is appropriate using established professional guidelines.

History: CR 02-026: cr. Register December 2002 No. 564, eff. 1-1-03; CR 08-050: am. (3), renum. (4) to be (4) (a) and am., cr. (4) (b) and (c) Register January 2009 No. 637, eff. 2-1-09; CR 19-108: renum.(4) (a) to (4) (ah) and am., cr. (4) (ap), (at), renum. (4) (c) to (4) (ad) and am. Register February 2020 No. 770, eff. 3-1-20.

OT 4.05 Supervision of non-licensed personnel and therapy aides. (1) An occupational therapist or occupational therapy assistant must provide direct supervision of non-licensed personnel at all times. Direct supervision requires that the supervising occupational therapist or occupational therapy assistant be on premises and available to assist.

(2) When an occupational therapist or occupational therapy assistant delegates to non-licensed personnel maintenance or restorative services to clients, the occupational therapist or occupational therapy assistant must be in the immediate area and within audible and visual range of the client and the non-licensed personnel.

(3) An occupational therapist or occupational therapy assistant may delegate to non-licensed personnel only non-skilled, specific tasks which are neither evaluative, assessive, task selective nor recommending in nature, and only after ensuring that the non-licensed person has been appropriately trained for the performance of the task.

(4) Occupational therapists and occupational therapy assistants must exercise their professional judgment when determining the number of non-licensed persons they can safely and effectively supervise to ensure that quality care is provided at all times. A limit of 2 is recommended.

(5) Any duties assigned to non-licensed personnel must be determined and appropriately supervised by an occupational therapist or occupational therapy assistant and must not exceed the level of training, knowledge, skill and competence of the individual being supervised. The licensed occupational therapist or occupational therapy assistant is responsible for the acts or actions performed by any non-licensed person functioning in the occupational therapy setting.

(6) An occupational therapist or occupational therapy assistant may delegate to non-licensed personnel duties or functions, including the following services:

- (a) Transportation of clients.
- (b) Preparation or setting up of treatment equipment and work area.
- (c) Attending to clients' personal needs during treatment.
- (d) Clerical, secretarial or administrative duties.

(7) Duties or functions that an occupational therapist or occupational therapy assistant may not delegate to non-licensed personnel include, but are not limited to, the following:

- (a) Interpretation of referrals or orders for occupational therapy services.
- (b) Evaluative procedures.
- (c) Development, planning, adjusting or modification of treatment procedures.
- (d) Acting on behalf of the occupational therapist or occupational therapy assistant in any matter related to direct client care which requires judgment or decision making.

History: CR 02-026: cr. Register December 2002 No. 564, eff. 1-1-03; CR 13-109: am. (6) (intro.), (7) (a) Register September 2014 No. 705, eff. 10-1-14.

* I believe this statement is broad permission for OTs to do all the practice that AOTA has defined in its official documents. It was placed in here by the OTACB in 2014 when they updated the rules to be current (rules in some parts were 30 years old) They included this statement so they didn't have to make changes to the administrative rules every time practice changed. AOTA has an official comprehensive position paper on the use of telehealth by OTs/OTAs. It gives a great deal of guidance on the use of telehealth.

** The OT is responsible for choosing the media that they will use which could include telephone, electronic communication or group conference.

Laura M. O'Brien
Chairperson

Teresa L. Black
Vice Chairperson

Terry Erickson
Secretary

**WISCONSIN OCCUPATIONAL THERAPISTS
AFFILIATED CREDENTIALING BOARD**



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March ??, 2021

Senator Stephen Nass, Senate Co-Chairperson
Joint Committee for Review of Administrative Rules
Room 10 South, State Capitol
Madison, WI 53702

Representative Joan Ballweg, Assembly Co-Chairperson
Joint Committee for Review of Administrative Rules
Room 210 North, State Capitol
Madison, WI 53702

RE: Report Submitted in Compliance with s. 227.29 (1), Stats.

Dear Senator Nass and Representative Ballweg:

This report has been prepared and submitted in compliance with s. 227.29 (1), Stats.

I. Unauthorized rules, as defined in s. 227.26 (4) (a):

After careful review of the Board's administrative rules, the Board has determined that no promulgated rules are unauthorized.

II. Rules for which the authority to promulgate has been restricted:

After careful review of the Board's administrative rules, the Board has determined that no promulgated rules have restricted authority.

Status of rules listed in the Board's report submitted in March of 2019:

Rule	Description of the legislation that restricted the authority	Status of action taken to address
OT 3.06 (5)	The Board's authority to request verification of compliance with continuing education requirements has been restricted by 2017 Act 59, s. 1929.	Final draft rules (CR 20-016) have been submitted to the Legislature for approval.

III. Rules that are obsolete or that have been rendered unnecessary:

After careful review of the Board’s administrative rules, the Board has determined that no promulgated rules are obsolete or have been rendered unnecessary.

IV. Rules that are duplicative of, superseded by, or in conflict with another rule, a state statute, a federal statute or regulation, or a ruling of a court of competent jurisdiction:

Rule	Citation or the text of the statute, regulation, or ruling.	Action taken to address or reason for not taking an action
OT 2.02 (1) (b)	This section is in conflict with s. 448.963, Stats., which requires initial certification with the National Board for Certification in Occupational Therapy (NBCOT) for licensure. Section OT 2.02 (1) (b) requires current certification with NBCOT for licensure.	A scope statement for a rule that will revise s. OT 2.02 (1) (b) was approved by the Board at its November 17, 2020 meeting.

V. Rules that are economically burdensome:

After careful review of the Board’s administrative rules, the Board has determined that no promulgated rules are economically burdensome.

Thank you.

Sincerely,

Laura O’Brien
Chairperson
Occupational Therapists Affiliated Credentialing Board

STATEMENT OF SCOPE

Occupational Therapists Affiliated Credentialing Board

Rule No.: Chapter OT 2

Relating to: Licensure requirements

Rule Type: Permanent

1. Finding/nature of emergency (Emergency Rule only):

None.

2. Detailed description of the objective of the proposed rule:

The objective of the rule is to update s. OT 2.02 (1) (b) to reflect the requirements for licensure under s. 448.963, Stats.

3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:

Section OT 2.02 (1) (b) requires an applicant to provide evidence that the applicant is certified as an occupational therapist or occupational therapy assistant by the National Board for Certification in Occupational Therapy (NBCOT). This requirement conflicts with the licensure provisions of s. 448.963, Stats., which require initial certification from NBCOT but do not require the certification be current.

4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):

Section 15.085 (5) (b), Stats., provides that an affiliated credentialing board, such as the Occupational Therapists Affiliated Credentialing Board, “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.”

Section 227.11 (2) (a), Stats., sets forth the parameters of an agency’s rule-making authority, stating an agency “may promulgate rules interpreting provisions of any statute enforced or administered by the agency. . .but a rule is not valid if the rule exceeds the bounds of correct interpretation.”

5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:

60 hours

6. List with description of all entities that may be affected by the proposed rule:

Individuals applying for a license to practice occupational therapy.

7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:

None.

8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):

The proposed rule is likely to have minimal or no economic impact on small businesses and the state's economy as a whole.

Contact Person: Dale Kleven, (608) 261-4472, DSPSAdminRules@wisconsin.gov

Approved for publication:

Approved for implementation:

Authorized Signature

Authorized Signature

Date Submitted

Date Submitted

At its September 15, 2020 meeting, the Board received a presentation from the Wisconsin Occupational Therapy Association (WOTA). Part of WOTA's presentation was a request that, using language in ch. PT 9 as a model, the Board add a requirement to ch. OT 3 that continuing education coursework be obtained from WOTA-approved providers. Attached for the Board's consideration are the following:

- The continuing education requirements in ch. OT 3 with marked changes that are pending Legislative approval
- WOTA's September 15, 2020 presentation
- A summary of states continuing education requirements, compiled by the American Occupational Therapy Association

Chapter OT 3

BIENNIAL REGISTRATION LICENSE RENEWAL

OT 3.01 Authority and purpose. The rules in this chapter are adopted by the board under the authority of ss. 15.085 (5) (b), 227.11 (2), and 448.965, Stats., to govern biennial registration renewal requirements for occupational therapists and occupational therapy assistants.

OT 3.02 Registration Renewal required; method of registration renewal. Each licensee shall register renew biennially with the board. ~~Prior to June 1 of each odd numbered year, the department shall mail to each licensee at his or her last known address as it appears in the records of the board an application form for registration.~~ Each licensee shall complete the submit a completed renewal application form and ~~return it with~~ the required renewal fee to the department by the date specified in s. 440.08 (2) (a) 52. or 53., Stats., as applicable. The board shall notify a licensee within 30 business days of receipt of a completed renewal application whether renewal is approved or denied.

OT 3.03 Initial registration renewal. ~~Any A~~ licensee who is initially granted and issued a license ~~during a given calendar year~~ shall register for that biennium renew the license as provided under s. OT 3.02 by the date specified in s. 440.08 (2) (a) 52. or 53., Stats., as applicable. ~~The board shall notify the licensee within 30 business days of receipt of a completed registration form whether the application for registration is approved or denied.~~

OT 3.04 Registration Renewal prohibited. ~~Any~~ The license of an occupational therapist or occupational therapy assistant required to comply who has not complied with the provisions of s. OT 3.06, and s. 448.967, (2), Stats., ~~and who has not so complied, will may~~ not be permitted to register renewed.

OT 3.05 Late renewal and reinstatement. Failure to renew ~~a license by June 1 of an odd numbered year to~~ as required under s. OT 3.02 shall cause ~~the a~~ a license to expire. A licensee who allows ~~the a~~ a license to expire may apply to the board for late renewal or reinstatement of the license by completing one of the following:

(1) LATE RENEWAL BEFORE WITHIN 5 YEARS. If ~~the a~~ a licensee applies for renewal ~~of the license less than within~~ within 5 years after ~~its expiration the renewal date,~~ the license shall be renewed upon payment submission of the renewal completed application and fee required under s. OT 3.02, payment of the late fee under s. 440.08 (3) (a), Stats., and fulfillment of the continuing education requirements under s. OT 3.06.

(2) LATE RENEWAL AFTER 5 YEARS. If ~~the a~~ a licensee applies for renewal ~~of the license~~ more than 5 years after ~~its expiration the renewal date,~~ the board shall make such inquiry as it finds necessary to determine whether the applicant is competent to practice under the license in this state, ~~and~~ Subject to s. 440.08 (3) (b), Stats., the board shall impose any reasonable conditions on the renewal of the license, including oral examination, as the board deems appropriate. All applicants under this ~~section subsection~~ shall be required to pass the open book examination on statutes and rules, which is the same examination given to initial applicants. ~~This~~ Except as provided under sub. (3) (a), this subsection does not apply to licensees who have unmet disciplinary requirements or whose licenses have been denied at renewal, surrendered, or revoked.

(3) REINSTATEMENT. A licensee who has unmet disciplinary requirements and failed to renew within 5 years of the renewal date or whose license has been denied at renewal, surrendered, or revoked, may apply to have the license reinstated. ~~in accordance with~~ An application for reinstatement shall include all of the following:

(a) Evidence of ~~the~~ completion of the requirements under sub. (2).

- (b) Evidence of completion of disciplinary requirements, if applicable.
- (c) Evidence of rehabilitation or change in circumstances warranting reinstatement of the license.

OT 3.06 Continuing education. The purpose and intent of continuing education in occupational therapy is to assure the public of the expectation and obligation that practitioners maintain currency, knowledge levels, and professional competence. Occupational therapists and occupational therapy assistants shall complete continuing education as follows:

- (1) Each holder of a license as an occupational therapist shall, at the time of applying for renewal of a the license of registration under s. 448.967, Stats., certify that he or she the licensee has, in the 2 years preceding the renewal application, completed at least 24 points of acceptable continuing education during the 2-year period immediately preceding the renewal date under s. 440.08 (2) (a) 52., Stats.
- (2) Each holder of a license as an occupational therapy assistant shall, at the time of applying for renewal of a the license of registration under s. 448.967, Stats., certify that he or she the licensee has, in the 2 years preceding the renewal application, completed at least 24 points of acceptable continuing education during the 2-year period immediately preceding the renewal date under s. 440.08 (2) (a) 53., Stats.
- (3) At least 12 ~~of the~~ points of the continuing education required under subs. (1) and (2) shall be accumulated through 2 or more professional development activities listed under Table OT 3.06 that are related to occupational therapy in the following categories set forth in the following table. In Table OT 3.06, “contact hour” means not less than 50 minutes of actual professional activity.

Table OT 3.06

PROFESSIONAL DEVELOPMENT ACTIVITIES	PROFESSIONAL DEVELOPMENT POINTS
(a) Attendance at academic credit courses.	4 points per academic credit.
(b) Attendance at seminars, workshops, lectures, professional conferences, interactive online courses, and video courses.	1 point per contact hour of attendance.
(c) Satisfactory completion of a self-study course approved by the American occupational therapy association (AOTA) <u>Occupational Therapy Association</u> or other related recognized professional associations.	4 points per continuing education unit.
(d) Satisfactory completion <u>Review</u> of an <u>AOTA American Occupational Therapy Association</u> continuing education article (review and successful completion of the associated examination).	1 point per article.
(e) Attendance at employer-provided continuing education, including video and non-interactive online courses.	1 point per contact hour of attendance.
(f) Initial completion of specialty board certification in occupational therapy, including but not limited to certification in neurorehabilitation, pediatrics, hand therapy,	12 points.

gerontology, driver rehabilitation, advanced practice, neuro-developmental treatment, case management, and rehabilitation counseling.	
(g) Authorship of a book in occupational therapy or a related professional area.	12 points.
(h) Publication of one or more chapters of a book in occupational therapy or a related professional area.	6 points.
(i) Publication of an article in a non-peer-reviewed publication, such as OT Practice, SIS Quarterly, and Advance.	4 points.
(j) Publication of an article in peer-reviewed professional publications, including journals, book chapters, and research papers.	6 points.
(k) Development of alternative media materials, including computer software, programs, and video instructional material.	6 points.
(L) Development of a quality assurance study for clinical program improvement.	6 points.
(m) Clinical or theoretical research as the principal researcher where an abstract is prepared.	12 points.
(n) Professional presentations. Note: No additional points are given for subsequent presentations of the same content.	2 points per contact hour. <u>No additional points are given for subsequent presentations of the same content.</u>
(o) Providing or pursuing professional mentoring for skill advancement in occupational therapy.	1 point for each 2 contact hours.
(p) Student fieldwork supervision – Level I <u>fieldwork.</u>	2 points.
(q) Student fieldwork supervision – Level II <u>fieldwork.</u>	8 points.
(r) Reimbursement or ethics courses.	1 point per contact hour.

~~Note: "Contact hour" as used in the table means not less than 50 minutes of actual professional activity.~~

(4) ~~Evidence Certificates of completion or other evidence~~ of compliance with this section ~~such as certificates of completion~~ shall be retained by each license holder ~~through the biennium for at least 2 years~~ following the biennium ~~for in~~ which ~~credit is required for renewal of license~~ the continuing education was completed.

(5) The board ~~may require~~ shall audit any ~~license holder to submit evidence of~~ licensee who is under investigation by the board for alleged misconduct for compliance with this section ~~to the board for an audit at any time during the biennium following the biennium for which credit is required for license renewal.~~

(6) During the time between initial licensure and commencement of a full 2-year licensure period, new licensees shall not be required to meet continuing education requirements.

(7) A licensee may apply to the board for a postponement or waiver of the requirements of this section on the grounds of prolonged illness, disability, or other grounds constituting hardship. The board shall consider each request individually on its merits and may grant a postponement, partial waiver, or total waiver of the requirements.



PUBLIC AGENDA REQUEST FORM

Instructions:

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3. Attach your completed “Public Agenda Request” form and send.

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Last Name: Welch

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Subject: Continuing Education for Occupational Therapy

Issue to Address: WOTAs role as an approval agent for CE opportunities

SEPTEMBER 15, 2020



Continuing Education Quality for Occupational Therapists

WISCONSIN OCCUPATIONAL THERAPY ASSOCIATION

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SITUATION

OTs/OTAs practice in varied settings with diverse continuing educational needs, currently provide by unregulated providers.

- Occupational Therapy has very broad practice areas, including: traditional medical model, hospital, outpatient, skilled nursing facilities, school systems, mental health, community based, prevention and wellness
- OT Ch. 3. states that OTs/OTAs must obtain 24 CE points every 2 years.
- 12 points must relate to the practice of OT.
- 12 points can “relate to your job.”

This allows for a very broad range of education that OTs can use to meet their 24 points requirement.

PROBLEM

The lack of quality control for OT CE presents a potential patient safety risk.

- OTs currently get their CE from a wide range of unregulated sources.
- OTs CE is based on an honor system that is rarely audited.
- The practice of OTs varies widely, making it difficult to keep track of all potential sources of CE that could apply to practice areas.
- Providers of continuing education already call the WOTA office on a routine basis, asking for advice on how to offer CE and guidance on clinical quality.
- Physicians and Physical Therapists have had an approval process in place for many years, and Occupational Therapy should require an equivalently high standard for its practitioners.

EXAMPLES OF PROBLEMATIC CE:

- Courses without specific **academic objectives** in their descriptions
- OT courses taught by anyone other than an instructor with **masters' level credentials** or higher
- **Essential Oils** classes taught by someone who is not an OT, and does not carry a medical certification
- **Yoga** classes that explain yoga, but do not focus on the "medical or therapeutic" purposes for various stretches
- "**Hobby-style**" classes that focuses on the development of the hobby, without attention to proper hand positioning, etc. for OT purposes

SOLUTION

WOTA becomes an approval agent with the responsibility of evaluating and approving all OT/OTA CE opportunities.

- WOTA will ensure that all CE opportunities are up to date with current practice, high-quality, relevant to the practice of OT, evidence-based, and add to the body of knowledge of the OT profession.
- WOTA will establish a group of OTs/OTAs highly qualified to review the applications and provide the approval.
- WOTA will implement and maintain a CE tracking database (e.g. the CE Locker program used by WPTA) to be used by both licensees and CE providers.
- OTACB will add a requirement to the Ch. 3 Rules for CE, that OTs/OTAs obtain their CE coursework from WOTA approved providers.

PROPOSED FRAMEWORK FOR APPROVAL OF OT/OTA CE OPPORTUNITIES BY WOTA

Requirements for CE Approval

Prospective Provider will submit an application for approval for a specific offering to WOTA via an the WOTA website and pay an application fee.

- **The Application must include the following:**

- Course Description
- Course Objectives
- Time Schedule and Program Content for Each Segment
- Instructor(s) Names, Credentials and Biography
- Course Evaluation Form (to be developed by WOTA)
- Course Fees (See attached Fees)
- List of References (at least 3 current sources to support the material to be presented published within the last 7 years)

- **The Offer must meet the following criteria:**

- Constitute an organized program of learning that contributes to the professional competency of the licensee
- Be evidence-based, drawing on proven research with current within last 7 years with relevant sources listed in the application
- Directly relates to the practice of Occupational Therapy
- Delivered by individuals who are Subject Matter Experts, demonstrated by specialized education, training or experience concerning the subject matter of the offering.
- Fulfills stated goals and objectives.
- Provides proof of attendance by licensees.
- When/If an offering is approved WOTA will issue a unique course approval number.
- WOTA will maintain and make available a list of up-to-date and approved courses.

PT'S MODEL:

Language used in Chapter 9 PT Administrative Code:

"Attendance at seminars, workshops, lectures, symposia, and professional conferences which are sponsored or approved by acceptable health-related or other organizations including the American Physical Therapy Association and the Wisconsin Physical Therapy Association."

https://docs.legis.wisconsin.gov/code/admin_code/pt/9.pdf#page=2

TABLE PT 9.04

ACTIVITY	CONTACT HOUR LIMITS
(a) Successful completion of relevant academic coursework.	No limit. One semester credit equals 10 contact hours, and one quarter credit equals 6.6 contact hours.
(b) Attendance at seminars, workshops, lectures, symposia, and professional conferences which are sponsored or approved by acceptable health-related or other organizations including the American Physical Therapy Association and the Wisconsin Physical Therapy Association.	No limit.
(c) Successful completion of a self-study course or courses offered via electronic or other means which are sponsored or approved by acceptable health-related or other organizations including the American Physical Therapy Association and the Wisconsin Physical Therapy Association.	No limit.
(d) Earning a clinical specialization from the American Board of Physical Therapy Specialties or other recognized clinical specialization certifying organizations.	Up to 12 contact hours for initial certification or for recertification.
(e) Authorship of a book about physical therapy or a related professional area.	Up to 12 contact hours for each book.
(f) Authorship of one or more chapters of a book about physical therapy or a related professional area.	Up to 6 contact hours for each chapter.
(g) Authorship of a presented scientific poster, scientific platform presentation, or published article.	Up to 6 contact hours for each poster, platform presentation, or refereed article.
(h) Presenting seminars, continuing education courses, workshops, lectures, or symposia which have been approved by recognized health-related organizations including the American Physical Therapy Association and the Wisconsin Physical Therapy Association.	No limit for the initial presentation. No additional hours are given for subsequent presentations of the same content. Substantive course revisions may be counted, but are limited to the extent of the revision.

CEU LOCKER:

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CEU LOCKER

PROGRAM ADMINS CEU HOLDERS CEU PROVIDERS

CEU Management All In One Place

CEU Application Review & Approvals for Your Industry, plus storage capability for your membership to manage their CEU credits, all online.

Program Admins Get Details Here

Users Register/Login Here



Thank you!

The Wisconsin Occupational Therapy Association

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OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

State	Continuing Competence Requirements ¹
Alabama	<p>Statute: Alabama Code §34-39-13, Expiration and renewal of licenses; fee; continuing education; late fee. (a) All licenses under this chapter shall be subject to renewal and shall expire unless renewed in the manner prescribed by the rules and regulations of the board upon the payment of a renewal fee. The board may set a required number of continuing education units for license renewal. The board may provide for a late renewal of license upon payment of a late renewal fee. Any license which has not been restored within three years following its expiration may not be renewed, restored, or reissued thereafter. The holder of such an expired license may apply for and obtain a valid license only upon compliance with all relevant requirements for issuance of a new license.</p> <p>Regulation: Alabama Administrative Code 625-X-5-.02. Requisites for Renewal. (b) An application for renewal must be accompanied by proof of completion of continuing education requirements which are as follows:</p> <p style="padding-left: 40px;">(1) An Occupational Therapist must obtain 1.5 CEUs (or 15 contact hours) annually or 3.0 CEUs (or 30 contact hours) biennially. No more than 1/3 of continuing education credits may be administration/management/academic related with the remainder related to direct patient treatment. No more than a 1/3 hours can be generated by the therapist’s professional presentations.</p> <p style="padding-left: 40px;">(2) An Occupational Therapy Assistant must obtain 1.0 CEU (or 10 contact hours) annually or 2.0 CEUs (or 20 contact hours) biennially. No more than 1/3 of continuing education credits may be administration/management/academic related with the remainder related to direct patient treatment. No more than a 1/3 hours can be generated by the therapist’s professional presentations.</p> <p>Board Website Information: Continuing Education</p> <ul style="list-style-type: none"> • All continuing education must be relevant to occupational therapy or coursework approved by another health profession board or organization. For courses approved by other boards, we will honor the approved hours for the other professionals. • All coursework and in-services required by your employer are acceptable except corporate compliance or any in-service or course specific to your employment i.e.: employee handbook, leave, etc. • Proof of attendance (certificates, letters or transcripts) with course title, date(s) and contact hours/CEUs/PDUs must be submitted. Proof of attendance without noted hours will only be allowed .5 contact hour (1/2 hour) of credit. • One CPR course is acceptable each renewal period. A copy of your card is proof for one contact hour. • Level II student fieldwork supervision is acceptable to meet continuing education requirements (limited hours– see below). A letter from the student’s school or a copy of the AOTA student form with your name and signature indicating you as one of the primary supervisors will be required for proof.

¹ **DISCLAIMER:** This chart is provided for informational and educational purposes only and is not a substitute for legal advice or the professional judgment of health care professionals in evaluating and treating patients. Contact your state licensing board, committee, or agency with any questions regarding this information or to verify the accuracy of this information.

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<ul style="list-style-type: none"> • There is no limit to the amount of hours you may obtain with self-study (home study, online or webinars). • No more than a 1/3 of your total required hours may be academic, administrative, management, supervision of level II student fieldwork or presentation hours with the remainder being direct patient care objectives. A copy of transcripts will be required for academic courses. Conference materials or letter from conference provider noting presentation is required for presentation hours (presentation time only, no preparation time, and the course may be used only one time for CE credit). 10 Contact Hours = 1 Continuing Education Unit = 1 Academic Hour = 1 Professional Development Unit
<p>Alaska</p>	<p><u>Statute:</u> Alaska Statutes §08.84.100, Renewal of license.</p> <p>(b) If the license remains lapsed for more than three years, the board may require the applicant to submit proof, satisfactory to the board, of continued competency.</p> <p>(c) A license may not be renewed unless the applicant submits proof of continued competence to practice physical therapy or occupational therapy in a manner established by the board in regulations adopted under AS 08.84.010(b).</p> <p><u>Regulation:</u> Alaska Administrative Code Title 12, Chapter 54, Article 6 Occupational Therapy License Renewal and Continuing Competency Requirements</p> <p>Sec. 700 OCCUPATIONAL THERAPY LICENSE RENEWAL REQUIREMENTS.</p> <p>An applicant for renewal of an occupational therapist license or an occupational therapy assistant license shall submit:</p> <ol style="list-style-type: none"> (1) a complete renewal application on a form prescribed by the board; (2) the license renewal fee established in 12 AAC 02.320; (3) proof of continuing competency by submitting documentation verifying that the applicant has completed <ol style="list-style-type: none"> (A) the continuing occupational therapy professional practice requirements or an alternative under 12 AAC 54.705; and (B) the continuing education contact hours required under 12 AAC 54.710; and (4) a completed jurisprudence questionnaire prepared by the board covering the provisions of AS 08.84 and this chapter. <p>Sec. 710. OCCUPATIONAL THERAPY CONTINUING EDUCATION REQUIREMENTS.</p> <p>(a) Except as provided in 12 AAC 54.725, an applicant for renewal of an occupational therapist or an occupational therapy assistant license who has been licensed for 12 months or more of the concluding licensing period shall have</p> <ol style="list-style-type: none"> (1) completed, during that period, 24 contact hours of continuing education; or (2) evidence of current certification by the National Board for Certification in Occupational Therapy (NBCOT). <p>(b) An applicant for renewal of an occupational therapist or an occupational therapy assistant license who has been licensed for less than 12 months of the concluding licensing period shall have</p> <ol style="list-style-type: none"> (1) completed, during that period, 12 contact hours of continuing education; (2) passed the national occupational therapy examination during the 12 months immediately before the date that the applicant's license is due to lapse; or (3) evidence of current certification by the National Board for Certification in Occupational Therapy (NBCOT). <p>(c) An applicant shall complete at least one-half of the required contact hours in courses or programs offered by an accredited academic institution or a professional organization approved by the board under 12 AAC 54.715(a).</p>

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

- (d) For the purposes of this section,
 - (1) one “contact hour” equals a minimum of 50 minutes of instruction;
 - (2) one continuing education unit awarded by a professional health care association equals 10 contact hours;
 - (3) one academic semester credit hour equals 15 contact hours; and
 - (4) one academic quarter credit hour equals 10 contact hours.
- (e) An applicant for renewal is responsible for maintaining adequate and detailed records of all continuing education contact hours claimed and shall make the records available to the board upon request under 12 AAC 54.720. Records must be retained for three years from the date the contact hours were obtained.
- (f) The following activities will not be accepted for continuing education contact hours under this section:
 - (1) routine staff meetings attended by the applicant;
 - (2) rounds conducted by the applicant;
 - (3) routine courses required for employment, including courses on cardiopulmonary resuscitation, first aid, and training related to Occupational Safety and Health Administration requirements.
- (g) The board recognizes the maintenance of NBCOT certification as fulfilling the requirements of (a) and (b) of this section.
- (h) To document current certification with the NBCOT, the applicant shall submit a photocopy of the front and back of the applicant’s current NBCOT certificate.

Sec. 715. APPROVED OCCUPATIONAL THERAPY COURSES AND ACTIVITIES.

- (a) The following continuing education activities are approved for continuing education credit if they meet the requirements of (c) of this section:
 - (1) courses recognized by
 - (A) the Alaska Occupational Therapy Association;
 - (B) the American Occupational Therapy Association;
 - (C) the World Federation of Occupational Therapy;
 - (D) the National Board for Certification in Occupational Therapy (NBCOT);
 - (E) other state occupational therapy associations; or
 - (F) other state occupational therapy licensing boards;
 - (2) continuing education activities sponsored by a professional organization or university approved by the Alaska Occupational Therapy Association or the American Occupational Therapy Association.
- (b) Repealed 9/29/2019
- (c) To be accepted by the board, a continuing education course or activity must contribute directly to the professional competency of an occupational therapist or occupational therapy assistant and must be directly related to the skills and knowledge required to implement the principles and methods of occupational therapy.

Sec. 720. AUDIT OF OCCUPATIONAL THERAPY CONTINUING COMPETENCY REQUIREMENTS.

- (a) After each renewal period the board will, in its discretion, audit renewal applications to monitor compliance with the continuing competency requirements of 12 AAC 54.700 - 12 AAC 54.720.

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<p>(b) A licensee selected for audit shall, within 30 days after the date of notification, submit documentation that verifies completion of the contact hours claimed under 12 AAC 54.710 and occupational therapy service hours or an alternative required under 12 AAC 54.705.</p> <p>(c) Refusal to cooperate with an audit will be considered an admission of an attempt to obtain a license by material misrepresentation under AS 08.84.120(a)(1).</p> <p>Sec. 725. EXEMPTION FROM CONTINUING EDUCATION REQUIREMENTS FOR ACTIVE DUTY MILITARY SERVICE.</p> <p>(a) An occupational therapist or occupational therapy assistant who meets the requirements of this section is exempt from the continuing education requirements of 12 AAC 54.700 – 12 AAC 54.720 as specified in this section for renewal of an occupational therapist or occupational therapy assistant license for the biennial licensing period immediately following a period of service by an occupational therapist or occupational therapy assistant during which an occupational therapist or occupational therapy assistant was engaged in active duty military service in the armed forces of the United States.</p> <p>(b) To obtain an exemption under this section, an occupational therapist or occupational therapy assistant must submit official documentation satisfactory to the board of active duty military service.</p> <p>(c) The board will waive half of the continuing education hours required in 12 AAC 54.710, if the board determines that the applicant was engaged in active duty military service in the armed forces of the United States for at least six consecutive months during the concluding licensing period.</p> <p>(d) The board will waive all continuing education hours required in 12 AAC 54.710, if the board determines that the applicant was engaged in active duty military service in the armed forces of the United States for 12 or more months during the concluding licensing period.</p> <p>(e) In this section, "engaged in active duty military service" means military personnel serving in an active capacity, including</p> <ol style="list-style-type: none"> (1) active duty personnel in the United States Army, Navy, Air Force, Marine Corps, or Coast Guard; and (2) reservists and National Guard personnel in a combat zone for a named United States military conflict; in this paragraph, "combat zone" means an area that the President of the United States designates by executive order as an area in which the armed forces of the United States are engaging or have engaged in combat.
<p>Arizona</p>	<p>Statute: Arizona Revised Statutes § 32-3426, Renewal of license</p> <p>A. Except as provided in section 32-4301, a license issued under this chapter is subject to renewal every two years and expires unless renewed. The board may reinstate an expired license if the licensee:</p> <ol style="list-style-type: none"> 1. Complies with board rules for renewal of licenses. 2. Is not in violation of this chapter or board rules or orders. 3. Pays the fees prescribed pursuant to section 32-3427. <p>B. A licensee may request and the board may grant inactive status to a licensee who ceases to practice as an occupational therapist or occupational therapy assistant.</p> <p>C. The board may establish by rule additional requirements for license renewal to require the successful completion of a prescribed number of hours of continuing education as a condition of licensure renewal.</p> <p>D. A licensee must report to the board in writing a name change and any change in business or home address within thirty days after the change.</p>

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

<p>Regulation: Arizona Administrative Code R4-43-203, Continuing Education for Renewal of License</p> <p>A. A licensee shall complete continuing education for renewal of a license as follows:</p> <ol style="list-style-type: none">1. Occupational Therapist, 20 clock-hours for renewal of a 2-year license; and2. Occupational Therapy Assistant, 12 clock-hours for renewal of a 2-year license. <p>B. A licensee shall complete the continuing education clock hours in subsection (A) within the 2-year period before the date the licensee’s license expires, or if requesting a return to active status license, within the 2-year period before the date the licensee submits the return to active status request to the Board.</p> <p>C. Continuing education shall contribute to professional competency and the practice of occupational therapy. The Board shall determine if continuing education hours contribute directly to the professional competency and if the continued education hours relate to the clinical practice of occupational therapy.</p> <p>D. A licensee may fulfill the licensee’s continuing education requirement by completing any of the following:</p> <ol style="list-style-type: none">1. A professional workshop, seminar, or conference and submitting proof of attendance as follows:<ol style="list-style-type: none">a. The American and Arizona Occupational Therapy Association’s original check-in sheet displaying the organization’s name, official stamp, hours, and licensee’s name; orb. Photocopy of a signed certificate or letter issued by the sponsoring organization or instructor displaying the clock-hours, date of attendance, name of the workshop, seminar, or conference, licensee’s name, and information necessary to contact the sponsoring organization or instructor for verification of attendance;2. Self-study or formal study through course work and submitting a photocopy of a signed certificate or letter issued by the sponsoring organization or instructor displaying the clock hours, dates of attendance, name of the study or course work, licensee’s name, and information necessary to contact the sponsoring organization or instructor for verification of attendance;3. Viewing a taped video presentation and submitting a photocopy of a signed certificate or letter issued by the sponsoring organization or instructor displaying the clockhours, dates of attendance, name of the study or course work, licensee’s name, and information necessary to contact the sponsoring organization or instructor for verification of attendance;4. Undergraduate, graduate college, or university course work of a grade “C” or better and submitting a course completion notification sheet and a statement describing how the course extends the licensee’s professional skill and knowledge;5. Publishing:<ol style="list-style-type: none">a. A book, for a maximum credit of 10 clock-hours, and submitting a copy of the book;b. An article, for a maximum credit of 4 clock-hours, and submitting a copy of the article;c. A chapter of a book, for a maximum of 5 clockhours, and submitting a copy of the chapter or book;d. A film, for a maximum of 6 clock-hours, and submitting a copy of the film; ore. A videotape, for a maximum of 6 clock-hours, and submitting a copy of videotape;6. Presenting a program, workshop, seminar, or conference of not less than 1.5 hours in duration for a maximum of 4 clock-hours and submitting a brochure, agenda, or similar printed material describing:<ol style="list-style-type: none">a. The content of the presentation, workshop, seminar, or conference;b. The date, duration, and location of the presentation conference, workshop, or seminar; and
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OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<p>c. The name of the presenting licensee or a signed certificate or letter from the program organizer if other than the presenting licensee; or</p> <p>7. In-service training related to clinical occupational therapy services excluding safety, fire evacuation, and cardiopulmonary resuscitation (CPR), for a maximum of 4 clockhours and submitting:</p> <p>a. A letter from the supervising occupational therapist or other immediate supervisor; and</p> <p>b. A licensee’s statement consisting of:</p> <ul style="list-style-type: none"> i. Specific topics, ii. Presenters, iii. Dates, iv. Times, v. Location, and vi. How the training or in-service relates to the clinical practice of occupational therapy or contributes to professional competency.
<p>Arkansas</p>	<p><u>Statute: Arkansas Medical Practices Act §17-88-307, Re-registration.</u></p> <p>(a) (1) A renewal or re-registration fee, which shall be determined by the Committee, shall be paid to the board by each occupational therapist who holds a license to practice occupational therapy in the State of Arkansas. (2) The committee will also establish additional requirements for license renewal which provide evidence of continued competency.</p> <p>(b) The re-registration fee shall be paid before or during the birth month of the license holder beginning in 1998, and each year thereafter. During the implementation year of 1998, fees shall be prorated.</p> <p>(c) (1) Failure to re-register and pay the re-registration fee by the last day of the birth month of the license holder shall cause the license of any person so failing to pay the registration fee to expire automatically. (2) Any delinquent license of less than five (5) years may be reinstated by paying all delinquent fees and a penalty, to be determined by the committee, for each year or part of a year it has been delinquent. (3) Any person who shall fail to re-register and pay the annual license fee for five (5) consecutive years shall be required to be reexamined by the board before his or her license may be reinstated.</p> <p><u>Regulation: Arkansas State Medical Board Rule No. 6, Section 3.3 – RENEWAL</u></p> <p>C. Each occupational therapist and occupational therapy assistant shall be required to complete ten (10) continuing education credits each year, as a prerequisite for license renewal in the State of Arkansas. Credit for continuing education requirements may be earned in the following manner:</p> <p>(1) Workshops, refresher courses, professional conferences, seminars, or facility-base continuing education programs designated for occupational therapists. Hour for hour credit on program content only.</p> <ul style="list-style-type: none"> (a) Evaluate professional skills using the NBCOT online Self-Assessment tool or similar professional skills assessment tool; limited to one (1) continuing education credit. (b) Volunteer for an organization that enhances one’s practice roles; limited to two (2) continuing education credits. Five (5) hours of volunteer work equals one (1) continuing education credit. Hours will need to be verified from the organization on their letterhead. Letter will confirm hours and the overall outcome of service.

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	<p>(c) Mentoring an occupational therapist or occupational therapy assistant colleague to improve skills; limited to two (2) credits. Form on the NBCOT website must be completed and submitted to the Board.</p> <p>(d) Receive mentoring from a current licensed occupational therapist or occupational therapy assistant. Form from NBCOT's website must be completed and submitted to the Board; limited to two (2) continuing education credits.</p> <p>(e) Participation in a professional occupational therapy study group/online study group designed to expand one's knowledge; limited to two (2) continuing education credits.</p> <p>(f) Level I fieldwork equals two (2) continuing education credits; Level II fieldwork supervision equals four (4) continuing education credits; and Level III field work/doctoral capstone experience equals six (6) continuing education credits.</p> <p>(2) Professional presentation at a state, national, or international workshop, seminar, or conference. One-time presentation per topic; time spent on presentation cannot be included. Limited to ten (10) continuing education credits.</p> <p>(3) Formal academic coursework related to the field of occupational therapy. One (1) to two (2) semester hour class equivalent to five (5) continuing education credits. Three (3) to four (4) semester hour class equivalent to ten (10) continuing education credits.</p> <p>(a) Serve as adjunct faculty teaching an occupational therapy course (must not be one's primary role); limited to ten (10) continuing education credits.</p> <p>(4) Publications/Media; Research/Grant activities. A request to receive credit for these activities must be submitted in writing, for approval, to the Arkansas State Occupational Therapy Examining Committee thirty (30) days prior to the expiration of the license. Ten (10) continuing education credits earned however grant must be complete and the Committee must provide pre-approval before being accepted for continuing education credits.</p> <p>(a) Developing training manuals, multimedia, or software programs that advance the professional skills of occupational therapist (must not be one's primary role); limited to five (5) continuing education credits for non-peer review and ten (10) continuing credits for published peer review.</p> <p>(b) Author of a practice-area related article in a non-peer reviewed professional publication; limited to five (5) continuing education credits.</p> <p>(c) Author of a practice-area related article in a peer-reviewed professional publication; limited to ten (10) continuing education credits.</p> <p>(d) Author of a practice-area related article in a newsletter or community newspaper; limited to one (1) continuing education credit.</p> <p>(e) Author of a chapter in a practice-area related professional textbook; limited to ten (10) continuing education credits.</p> <p>(5) Self study.</p> <p>(a) Book, journal or video reviews. Must be verified by submission of a one (1) page typewritten review of the material studied, including application to clinical practice, one (1) continuing education credit per review; two (2) hour maximum per year.</p> <p>(b) Self-study coursework verified by submission of proof of course completion. The number of contact hours credited will be determined by the Arkansas Occupational Therapy Examining Committee. Course outline and proof of completion must be submitted to the Committee thirty (30) days prior to the expiration of the license.</p>
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	<p>(6) Any deviation from the above continuing education categories will be reviewed on a case by case basis by the Committee. A request for special consideration or exemption must be submitted in writing sixty (60) days prior to the expiration of the licensee.</p> <p>(7) All continuing education programs shall directly pertain to the profession of occupational therapy. The Committee will not pre-approve continuing education programs. All occupational therapists licensed by the Board in the State of Arkansas must complete annually ten (10) continuing education hourly units as a condition for renewal of a license. Each licensee will sign his or her renewal application verifying that he or she has completed said ten (10) hours and will maintain for a period of three (3) years proof of the courses taken, should it be requested by the Board for audit purposes. Acceptable documentation to maintain on file is as follows:</p> <ul style="list-style-type: none"> (a) Official transcripts documenting completion of academic coursework directly related to the field of occupational therapy. (b) A signed verification by a program leader or instructor of the practitioner’s attendance in a program, by letter on letterhead of the sponsoring agency, certificate, or official continuing education transcript, accompanied by a brochure, agenda, program or other applicable information indicating the program content. (c) A letter from a practitioner’s supervisor on the agency’s letterhead, giving the names of the continuing education programs attended, location, dates, subjects taught, and hours of instruction. <p>(8) Therapists receiving a new license will not be required to submit for continuing education credit during the first partial year of licensure. Failure to submit verification of continuing education for renewal will result in issuance of a “failure to comply” notification. If the continuing education submitted for credit is deemed by the Committee to be unrelated to the profession of occupational therapy the applicant will be given three (3) months to earn and submit replacement hours. These hours will be considered as replacement hours and cannot be counted during the next licensure period. If the applicant feels the continuing education credit has been denied inappropriately, the applicant may appeal the issue to the Board for a determination within thirty (30) days of the date of receiving notice from the Committee. The Board will be responsible for maintaining all of the records involved in the continuing education requirements set forth in this regulation. The re-registration fee and proof of continuing education completed, as set forth above, shall be presented to the Board and the Committee before or during the birth month of the license holder each year. Failure to re-register and comply with the continuing education requirements by the last day of the birth month of the license holder of that year shall cause the license of the occupational therapist or occupational therapy assistant in question to automatically expire. This requirement becomes effective 1993 with the first submission of continuing education credits being required in January of 1994.</p>
<p>California</p>	<p><u>Statute: California Business and Professions Code §2570.10</u></p> <p>(a) Any license or certificate issued under this chapter shall be subject to renewal as prescribed by the board and shall expire unless renewed in that manner. The board may provide for the late renewal of a license as provided for in Section 163.5.</p> <p>(b) In addition to any other qualifications and requirements for licensure or certification renewal, the board may by rule establish and require the satisfactory completion of continuing competency requirements as a condition of renewal of a license.</p>

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

Regulations: California Code of Regulations Title 16, Division 39, Article 7 Continuing Competency Requirements

§4160. Definitions

For the purpose of this section:

- (a) "Continuing competency" means an ongoing process in which an occupational therapy practitioner maintains the knowledge, skills, and abilities necessary to perform his or her professional responsibilities.
- (b) "Continuing education unit (CEU)" is an assigned unit of measure for each professional development activity.
- (c) "Professional development activity" means an activity (except participation in a course of study leading to an entry-level academic degree or normal and routine employment responsibilities) engaged in subsequent to professional education, primarily concerned with maintaining and increasing the occupational therapy practitioner's knowledge, skill and ability.
- (d) "Professional development unit (PDU)" is an assigned unit of measure for each professional development activity.
- (e) "Level II occupational therapy and occupational therapy assistant students" are those participating in the fieldwork requirements of the entry-level academic degree program.

§4161. Continuing Competency

- (a) Each licensee renewing a license under Section 2570.10 of the Code shall submit evidence of meeting continuing competency requirements by having completed 24 professional development units (PDUs) during the preceding renewal period, or in the case of a license delinquently renewed, within the two years immediately preceding the renewal, acquired through participation in professional development activities.
 - (1) One hour of participation in a professional development activity qualifies for one PDU;
 - (2) One academic credit equals 10 PDUs;
 - (3) One Continuing Education Unit (CEU) equals 10 PDUs.
- (b) Topics and subject matter shall be pertinent to the practice of occupational therapy and course material must have a relevance or direct application to a consumer of occupational therapy services. Except as provided in subsection (c), professional development activities acceptable to the board include programs or activities sponsored by the American Occupational Therapy Association (AOTA) or the Occupational Therapy Association of California; post-professional coursework completed through any approved or accredited educational institution; or otherwise meets all of the following criteria:
 - (1) The program or activity contributes directly to professional knowledge, skill, and ability; and
 - (2) The program or activity must be objectively measurable in terms of the hours involved.
- (c) PDUs may also be obtained through any or a combination of the following:
 - (1) Involvement in structured special interest or study groups with a minimum of three participants. Three hours of participation equals one PDU, with a maximum of six PDUs credited per renewal period.
 - (2) Structured mentoring with an individual skilled in a particular area. For each 20 hours of being mentored, the practitioner will receive three PDUs, with a maximum of six PDUs credited per renewal period.
 - (3) Structured mentoring of a colleague to improve his/her skills. Twenty hours of mentoring equals three PDUs, with a maximum of six PDUs credited per renewal period.
 - (4) Supervising the fieldwork of Level I and Level II occupational therapist and occupational therapy assistant students shall be credited as follows:

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<p>(A) Supervising the fieldwork of a Level I student. For each student supervised the practitioner will receive one PDU.</p> <p>(B) Supervising the fieldwork of a Level II student. For each 40 hours of supervision the practitioner will receive one PDU.</p> <p>(C) A maximum of 12 PDUs of credit for supervising Level II and/or Level I students shall be allowed per renewal period.</p> <p>(D) The supervision shall not be the primary responsibility of the licensee's employment.</p> <p>(E) Credit for PDUs shall only be earned for the dates of supervision occurring during the renewal period.</p> <p>(F) Fieldwork supervision hours of a single student may be divided between licensees. Total weekly hours claimed by more than one licensee sharing supervision of a single student shall not exceed 40 hours per week.</p> <p>(5) Publication of an article in a non-peer reviewed publication. Each article equals five PDUs, with a maximum of 10 PDUs credited per renewal period.</p> <p>(6) Publication of an article in a peer-reviewed professional publication. Each article equals 10 PDUs, with a maximum of 10 PDUs credited per renewal period.</p> <p>(7) Publication of chapter(s) in occupational therapy or related professional textbook. Each chapter equals 10 PDUs, with a maximum of 10 PDUs credited per renewal period.</p> <p>(8) Making professional presentations at workshops, seminars, and conferences. For each hour presenting, the practitioner will receive two PDUs, with a maximum of six PDUs credited per renewal period.</p> <p>(9) Attending a meeting of the California Board of Occupational Therapy. Each meeting attended equals two PDUs, with a maximum of six PDUs credited per renewal period.</p> <p>(10) Attending board outreach activities. Each presentation attended equals two PDUs, with a maximum of four PDUs credited per renewal period.</p> <p>(d) Partial credit will not be given for the professional development activities listed in subsection (c) and a maximum of 12 PDUs may be credited for the activities listed in subsection (c).</p> <p>(e) This section shall not apply to the first license renewal following issuance of the initial license.</p> <p>(f) Of the total number of PDUs required for each renewal period, a minimum of one half of the units must be directly related to the delivery of occupational therapy services, which may include: models, theories, or frameworks that relate to client/patient care in preventing or minimizing impairment, enabling function within the person/environment or community context. Other activities may include, but are not limited to, occupation based theory assessment/interview techniques, intervention strategies, and community/environment as related to one's practice.</p> <p>(g) Applicants who have not been actively engaged in the practice of occupational therapy within the past five years completing continuing competency pursuant to section 2570.14(a) of the Code to qualify for licensure shall submit evidence of meeting the continuing competency requirements by having completed, during the two year period immediately preceding the date the application was received, 40 PDUs that meet the requirements of subsection (b). The 40 PDUs shall include:</p> <ol style="list-style-type: none">(1) 37 PDUs directly related to the delivery of occupational therapy services, which may include the scope of practice for occupational therapy practitioners or the occupational therapy practice framework;(2) Three PDUs related to ethical standards of practice in occupational therapy.
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OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<p>§4162. Completion and Reporting Requirements</p> <p>(a) The occupational therapy practitioner shall record the following information for each activity on the renewal form:</p> <ul style="list-style-type: none"> (1) the date each course or activity was completed; (2) the provider, course number, and course title, if applicable; (3) a description of the course; and (4) the total number of PDUs. <p>(b) Records showing participation in each professional development activity must be maintained by the occupational therapy practitioner for four years following the renewal period.</p> <p>(c) A maximum of six PDUs in excess of the required 24 PDUs may be carried over to the next renewal period.</p> <p>(d) Any occupational therapy practitioner who is unable to provide records documenting completion of the continuing competency requirements is subject to citation and/or administrative fine or disciplinary action.</p> <p>(e) Any occupational therapy practitioner who supervises a Level I and/or Level II student shall document said supervision, immediately upon conclusion of the supervision period, using the Fieldwork Education PDU Attestation form (Form FEA New 6/2016), hereby incorporated by reference, and shall contain a statement under penalty of perjury regarding the truthfulness of the information contained therein.</p> <p>§4163. Exemption from Continued Competency Requirements</p> <p>At the time of applying for renewal of a license, an occupational therapy practitioner may request an exemption from the continuing competency requirements. The renewal application must provide the following information:</p> <ul style="list-style-type: none"> (a) Evidence that during the renewal period prior to the expiration of the license, the practitioner was residing in another country for one year or longer, reasonably preventing completion of the continuing competency requirements; or (b) Evidence that the practitioner was absent from California because of military service for a period of one year or longer during the renewal period, preventing completion of the continuing competency requirements; or (c) Evidence that the practitioner should be exempt from the continuing competency requirements for reasons of health or other good cause, which include: <ul style="list-style-type: none"> (1) Total physical and/or mental disability and inability to work for one year or more during the renewal period and the inability to work during this period has been verified by a licensed physician or surgeon or licensed clinical psychologist; or (2) Total physical and/or mental disability for one year or longer of an immediate family member for whom the practitioner had total responsibility, as verified by a licensed physician or surgeon or licensed clinical psychologist. (d) An exemption under this section shall not be granted for two consecutive renewal periods. In the event a licensee cannot complete continuing competency requirements following an exemption, the licensee may only renew the license in an inactive status.
<p>Colorado</p>	<p>Statute: Colorado Revised Statutes 12-40.5-109.3, Continuing professional competency--definition</p> <p>(1) (a) Each occupational therapist and occupational therapy assistant shall maintain continuing professional competency to practice occupational therapy.</p>

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<p>(b) The director shall establish a continuing professional competency program that includes, at a minimum, the following elements:</p> <ul style="list-style-type: none">(I) A self-assessment of the knowledge and skills of a licensee seeking to renew or reinstate a license;(II) Development, execution, and documentation of a learning plan based on the self-assessment described in subparagraph (I) of this paragraph (b); and(III) Periodic demonstration of knowledge and skills through documentation of activities necessary to ensure at least minimal ability to safely practice the profession; except that an occupational therapist or occupational therapy assistant licensed pursuant to this article need not retake the examination required by section 12-40.5-106(3) or 12-40.5-106.5(3), respectively, for initial licensure. <p>(2) A licensee satisfies the continuing competency requirements of this section if the licensee meets the continuing professional competency requirements of one of the following entities:</p> <ul style="list-style-type: none">(a) An accrediting body approved by the director; or(b) An entity approved by the director. <p>(3) (a) After the program is established, a licensee must satisfy the requirements of the program in order to renew or reinstate a license to practice occupational therapy. (b) The requirements of this section apply to individual occupational therapists and occupational therapy assistants, and nothing in this section requires a person who employs or contracts with an occupational therapist or occupational therapy assistant to comply with this section.</p> <p>(4) Records of assessments or other documentation developed or submitted in connection with the continuing professional competency program:</p> <ul style="list-style-type: none">(a) Are confidential and not subject to inspection by the public or discovery in connection with a civil action against an occupational therapist, occupational therapy assistant, or other professional regulated under this title; and(b) May be used only by the director and only for the purpose of determining whether a licensee is maintaining continuing professional competency to engage in the profession. <p>(5) As used in this section, “continuing professional competency” means the ongoing ability of a licensee to learn, integrate, and apply the knowledge, skill, and judgment to practice occupational therapy according to generally accepted standards and professional ethical standards.</p> <p><u>Regulation:</u> Colorado Revised Code 3 CCR 715-1, Rule 8 Continuing Professional Competency</p> <p>A. Definitions</p> <ul style="list-style-type: none">1. Continuing Professional Competency (CPC): The ongoing ability of an occupational therapist or occupational therapy assistant to learn, integrate, and apply the knowledge, skill, and judgment to practice occupational therapy according to generally accepted standards and professional ethical standards.2. Continuing Professional Development (CPD): The Director’s program through which a licensee can satisfy the continuing professional competency requirements in order to renew, reinstate, or reactivate a license.3. Deemed Status: A licensee who satisfies the continuing professional competency requirements of an accrediting body or entity approved by the Director pursuant to § 12-40.5-109.3(2), C.R.S., may qualify for deemed status.
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	<p>4. Learning Plan: The Director-approved form through which a licensee documents his/her goals and plans of learning that were developed from his/her Reflective Self-Assessment (RSAT), which is defined below. A licensee shall execute his/her learning plan by completing professional development activities (PDA) as required before a license is renewed.</p> <p>5. Military Exemption: As set forth in § 12-70-102, C.R.S., a licensee who has been called to federally funded active duty for more than 120 days for the purpose of serving in a war, emergency or contingency may request an exemption from the continuing professional competency requirements for the renewal, reinstatement, or reactivation of his/her license for the renewal period that falls within the period of service or within six months following the completion of service.</p> <p>6. Professional Development Activities (PDA): Learning activities undertaken to increase a licensee's knowledge and skill or hone existing knowledge and skill for the purpose of continuing professional competency. Professional development activities are equivalent to clock hours; one PDA is equal to one (1) clock hour (60 minutes).</p> <p>7. Program Manual: An instructional guide to assist a licensee in understanding the continuing professional competency requirements and the CPD program.</p> <p>8. Reflective Self-Assessment (RSAT): A reflective practice tool in which a licensee can reflect upon his/her knowledge and skills pertaining to the foundational areas of occupational therapy taking into account a licensee's current level and area of practice.</p> <p>B. Continuing Professional Competency Requirements</p> <p>1. Effective after the 2015 renewal of a license, or upon the completion of the first renewal of a license thereafter, the licensee shall demonstrate CPC in order to renew by:</p> <ul style="list-style-type: none">a. Participation in the CPD program;b. Participation in a program of CPC through an accrediting body or an entity approved by the director as set forth in § 12-40.5-109.3(2), C.R.S. This status is hereafter known as "Deemed Status" as defined herein; orc. Receiving an exemption for military service as defined in § 12-70-102, C.R.S. Military exemptions must be approved by the Director of the Division of Professions and Occupations. A licensee seeking a military exemption shall submit a request in writing with evidence that his/her military service meets the criteria established in § 12-70-102, C.R.S., and Section E of this Rule. <p>2. A licensee shall attest at the time of the renewal of a license to his/her compliance with CPC requirements.</p> <p>C. Continuing Professional Development Program</p> <p>1. The CPD Program entails the following:</p> <ul style="list-style-type: none">a. The licensee shall complete the RSAT once per renewal period. A licensee shall use the form approved by the Director.b. The execution of a Learning Plan once per renewal period that is based upon the licensee's RSAT. The licensee shall use the form approved by the Director.c. Accrual of twenty-four (24) PDA during each Renewal Period. <p>2. Professional Development Activities</p> <ul style="list-style-type: none">a. PDA must be relevant to the licensee's practice of occupational therapy and pertinent to his/her learning plan. The Director will not pre-approve specific courses or providers. The licensee shall
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	<p>determine which activities and topics will meet his/her Learning Plan and select appropriate courses and providers.</p> <p>b. PDA are organized into the following eight (8) categories. One (1) PDA is granted per one (1) clock hour of qualifying activity with the exception of the category “presentations” in which two (2) PDA are credited for every one (1) hour of presentation delivered. This 2:1 ratio acknowledges the preparation of the presentation. PDAs are credited only once per presentation.</p> <ul style="list-style-type: none">i. Volunteer serviceii. Fieldwork supervisioniii. Mentoringiv. Presentationsv. Publishingvi. Courseworkvii. Independent learningviii. Group study <p>c. PDA must be earned through a minimum of two (2) categories with no more than twelve (12) hours in any one category.</p> <p>d. PDA will be accepted if the activity is included in the current program manual. The manual will be available to all licensees through the program and will set forth accepted PDA within each category. The Director has sole discretion to accept or reject PDA that are not identified in the current manual.</p> <p>e. The total required PDA must be earned within the same renewal period in which credit is requested. PDA will be credited toward only one (1) renewal period.</p> <p>3. Audit of Compliance.</p> <ul style="list-style-type: none">a. The following documentation is required for an audit of compliance of a licensee’s participation in the CPD program:<ul style="list-style-type: none">i. A signed learning plan that contains the licensee’s learning goals in the form and manner set forth in the current program manual as approved by the Director.ii. Documentation of the required PDA in compliance with the current program manual and this rule.iii. The Director has sole discretion to accept or reject PDA that do not meet the criteria established by the Director as defined in the current program manual and this rule.b. As set forth in § 12-40.5-109.3(4), C.R.S., records of assessments or other documentation developed or submitted in connection with the continuing professional competency program:<ul style="list-style-type: none">i. Are confidential and not subject to the inspection by the public or discovery in connection with a civil action against an occupational therapist, occupational therapy assistant, or other professional regulated under this title, andii. May be used only by the Director and only for the purpose of determining whether a licensee is maintaining CPC to engage in the profession.c. The current program manual will set forth the documentation methods and standards for compliance with this rule.
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OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

- D. Deemed Status.
1. Qualification. In order to qualify for deemed status upon renewal, the licensee shall:
 - a. Attest to his/her deemed status and:
 - b. Attest that the requested CPC program is substantially equivalent to the CPD program administered by the Director and must include, at a minimum each renewal period, the following components:
 - i. An assessment of knowledge and skills;
 - ii. Twenty four (24) hours of continuing education or learning activities per renewal period; and
 - iii. Demonstration of completion of continuing competency activities.
 2. Administrative Approval. The Director has sole discretion to administratively approve accrediting bodies and/or entities meeting the criteria established in this section. Once an accrediting body and/or entity is approved, such approval will be publically published.
 3. Audit of Compliance. Licensees claiming deemed status are subject to an audit of compliance. To satisfy an audit of compliance, the licensee shall submit appropriate evidence of participation in a qualifying program through submission of:
 - a. A letter from the accrediting body or entity approved by the Director specifying that the licensee has completed the CPC program, or
 - b. Other documentation approved by the Director which reflects the licensee’s completion of a program of CPC.
- E. Military Exemption.
1. Military exemptions must be approved by the Director of the Division of Professions and Occupations. A licensee seeking a military exemption shall submit a request in writing with evidence that his/her military service meets the criteria established in § 12-70-102, C.R.S.
 2. After being granted a military exemption, in order to complete the renewal process, a licensee shall attest to his/her military exemption.
- F. Records Retention. A licensee shall retain documentation demonstrating his/her compliance for two (2) complete renewal periods.
- G. Non-Compliance. Falsifying an attestation or other documentation regarding the licensee’s compliance with CPC requirements constitutes the falsification of information in an application and may be ground for discipline pursuant to § 12-40.5-110(2)(b), C.R.S.
- H. Reinstatement and Reactivation. A licensee seeking to reinstate or reactivate a license shall meet the CPC requirements detailed in Rule 3, Rule 12, Rule 13, and this Rule.
- Board CPC Resources:**
- All Occupational Therapists and Occupational Therapy Assistants must begin to demonstrate Continuing Professional Competency (CPC) to practice occupational therapy in the state of Colorado after renewing their initial license. If your first license was issued during the middle of the DORA license cycle, you do not have to start working on your CPC requirements until AFTER you renew your license for the first time.

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	<p>Occupational therapists and occupational therapy assistants must satisfy the requirements of CPC in order to renew or reinstate a license to practice occupational therapy by one of the following three methods:</p> <ul style="list-style-type: none"> • The Continuing Professional Development (CPD) program <ol style="list-style-type: none"> 1. Complete the Reflective Self-Assessment. 2. Execution of a Learning Plan. 3. Accrual and documentation of 24 Professional Development Activities (PDA). • Deemed Status: A licensee who satisfies the continuing professional competency requirements of an accrediting body or entity approved by the Director (see CPC Program Manual for details). • Military Exemption: If you were called to federally-funded active duty for more than 120 days for the purpose of serving in a war, emergency or contingency, you may be eligible for an exemption from CPC requirements.
<p>Connecticut</p>	<p><u>Statute: Connecticut General Statutes §20-74h</u> License renewed. Licenses issued under this chapter shall be subject to renewal once every two years and shall expire unless renewed in the manner prescribed by regulation upon the payment of two times the professional services fee payable to the state treasurer for Class B as defined in section 33-1821. The department shall notify any person or entity that fails to comply with the provisions of this section that his license shall become void ninety days after the time for its renewal unless it is so renewed. Any such license shall become void upon the expiration of such ninety-day period. The commissioner shall establish additional requirements for licensure renewal which provide evidence of continued competency. The holder of an expired license may apply for and obtain a valid license only upon compliance with all relevant requirements for issuance of a new license. A suspended license is subject to expiration and may be renewed as provided in this section, but such renewal shall not entitle the licensee, while the license remains suspended and until it is reinstated, to engage in the licensed activity, or in any other conduct or activity in violation of the order or judgement by which the license was suspended. If a license revoked on disciplinary grounds is reinstated, the licensee, as a condition of reinstatement, shall pay the renewal fee.</p> <p><u>Statute: Connecticut General Statutes §20-74i</u> Regulations. The commissioner of public health shall adopt rules and regulations, pursuant to chapter 54, establishing application and examination procedures, standards for acceptable examination performance, waiver of the examination requirement, continued competency and any other procedures or standards necessary for the administration of this chapter.</p> <p><u>Regulation: Title 20, Section 20-74i, Continued Competency Requirements for Biennial License Renewal by Occupational Therapists and Occupational Therapy Assistants</u> Sec. 20-74i-1. Definitions For the purpose of these regulations, the following definitions shall apply. (a) "Department" means the Department of Public Health. (b) "Licensee" means an occupational therapist or occupational therapy assistant licensed pursuant to Connecticut General Statutes, Chapter 376a. (c) "License renewal due date" means the last day of the month of July during an odd-numbered year in which licenses expire.</p>

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- (d) "Registration period" means the two-year period during which a license which has been renewed in accordance with Connecticut General Statutes, Section 20-74h, is current and valid and which two-year period terminates on the license renewal due date.
- (e) "Active practice" means the treatment in Connecticut of one or more patients by a licensee during any given registration period.
- (f) "Provider" means an individual health care provider or educator, organization, educational institution or other entity conducting a continued competency activity. Providers shall include but not necessarily be limited to: educational institutions accredited by the Accreditation Council for Occupational Therapy Education or its successor organization and its constituent organizations; and the Veterans Administration and Armed Forces when conducting programs at United States governmental facilities.
- (g) "Participant" means a licensee who completes a continued competency activity.
- (h) "Contact hour" means a minimum of 50 minutes of continued competency activity.
- (i) "Face-to-face instruction" means in-person, live instruction which a participant physically attends, either individually or as a part of a group of participants.
- (j) "Home study program" means continued competency activities clearly related to maintaining skills necessary for the safe and competent practice of occupational therapy that require successful completion of a proficiency examination, and may include distance learning and internet-based educational programs.
- (k) "Certificate of completion" means a document issued to a participant by a provider which certifies that said participant has successfully completed a continued competency activity.

Sec. 20-74i-2. Number of continued competency contact hours required

- (a) Each licensee applying for license renewal in and after 1991 shall have completed a minimum of 12 units of qualifying continued competency activity for occupational therapists, or a minimum of 9 units of qualifying continued competency activity for occupational therapy assistants, during the preceding registration period. For registration periods commencing on and after January 1, 2011, each licensee applying for license renewal shall have completed a minimum of 24 four contact hours of qualifying continued competency activity for occupational therapists, or a minimum of 18 contact hours of qualifying continued competency activity for occupational therapy assistants, during the preceding registration period.
- (b) Continued competency activities completed in one registration period shall not be allowed to carry-over to a subsequent registration period.
- (c) Each licensee applying for license renewal shall sign a statement attesting that the licensee satisfies the continued competency requirements specified in section 20-74i-1 through 20-74i-8, inclusive, of the Regulations of Connecticut State Agencies.

Sec. 20-74i-3. Award of continued competency contact hours

- (a) Continued competency contact hours shall be awarded as follows:
- (1) Academic courses, institutes, seminars, programs, structured didactic inservice training and scientific meetings directly related to the practice of occupational therapy: one contact hour for each hour of attendance.
 - (2) A maximum of 6 continued competency contact hours per registration period, shall be awarded for courses taught as an appointed faculty member at a school of occupational therapy accredited by the Accreditation

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	<p>Council for Occupational Therapy Education or its successor organization, provided that teaching is not the licensee's primary role.</p> <p>(3) Full-time post-graduate attendance throughout the registration period in an advanced educational program accredited by the Accreditation Council for Occupational Therapy Education or its successor organization: ten contact hours per semester credit hour.</p> <p>(4) Successful completion of the Certification Examination for Occupational Therapist, or the Certification Examination for Certified Occupational Therapy Assistant, if taken five years or more after graduation: twelve contact hours.</p> <p>(5) First presentation by licensee of a paper, essay or formal lecture in occupational therapy at a training program, an educational meeting or providing professional in-service training or instruction for occupational therapists, occupational therapy assistants and related professionals: one contact hour for each hour of presentation.</p> <p>(6) First presentation only of a scientific or educational exhibit at a professional meeting: one contact hour for each hour of presentation to a maximum of twelve contact hours per registration period for occupational therapists and nine contact hours per registration period for occupational therapy assistants.</p> <p>(7) First publication for authorship of original work in occupational therapy, published in the scientific or professional press: 5 contact hours per article in a non peer-reviewed publication; 10 contact hours per article in a peer-reviewed professional publication or chapter in an occupational therapy or related professional textbook.</p> <p>(8) Clinical activities in a research project shall be awarded for appointment as a research assistant to a research project in occupational therapy which is funded by State, Federal or institutional grant: ten contact hours per project.</p> <p>(9) Appointment as a teaching assistant at a school of occupational therapy accredited by the Accreditation Council for Occupational Therapy Education or its successor organization: eight contact hours per registration period.</p> <p>(10) Supervision as the primary direct clinical supervisor of a 12-week field work placement for an occupational therapy student or an 8-week field work placement for an occupational therapy assistant student enrolled in a program accredited by the Accreditation Council for Occupational Therapy Education or its successor organization: One contact hour for each week of supervision per student supervised to a maximum of twelve contact hours per registration period for occupational therapists and nine contact hours per registration period for occupational therapy assistants.</p> <p>(11) Professional manuscript review or editing for journals or textbooks: One contact hour for five hours of review to a maximum of twelve contact hours per registration period for occupational therapists and nine contact hours per registration period for occupational therapy assistants.</p> <p>(12) Auditing formal academic coursework: two contact hours per fifteen clock hours to a maximum of twelve contact hours per registration period for occupational therapists or nine contact hours per registration period for occupational therapy assistants.</p> <p>(b) Successful completion of an entire continued competency activity shall be required for award of any continued competency contact hours.</p> <p>(c) Activities which will not qualify for award of continued competency contact hours include: professional organizational business meetings; speeches delivered at luncheons or banquets; the reading of books, articles, or professional journals;</p>
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correspondence courses, and other mechanisms of self-instruction except when used as a component of a home study program; and audio-visual materials, except when audio-visual materials are used as a component of a qualifying continued competency activity identified in subsection (a) of this section.

Sec. 20-74i-4. Criteria for qualifying continued competency activities

Continued competency activities identified in subsection (a) (1) of section 20-74i-3 shall qualify to satisfy the requirements of these regulations, provided:

- (a) the activity involves face-to-face instruction or a home study program;
- (b) the provider implements a mechanism to monitor and document physical attendance at face-to-face instruction or to verify that a licensee completed a home study program as defined in section 20-74i-1(j);
- (c) the provider retains written records for a period of three years including but not limited to: content description; instructor; date(s) of activity; location of activity; list of participants; and number of contact hours;
- (d) the provider implements a mechanism to evaluate participants' attainment of competency objectives and/or participants' assessment of the competency activity;
- (e) the provider issues a certificate of completion; such certificate shall not be issued by the provider prior to actual completion of the activity; such certificate shall include: participants' name; provider's name; title or subject area of the activity; date(s) and location of attendance; and number of contact hours completed;
- (f) the activity focuses on content specified in section 20-74i-5.

Sec. 20-74i-5. Content areas for qualifying continued competency activities

- (a) Subject matter for qualifying continued competency activities shall reflect the professional needs of the licensee in order to meet the health care needs of the public. Only those continued competency activities which provide significant theoretical and/or practical content directly related to the clinical practice of occupational therapy or the development, administration, and supervision of clinical practice or service delivery programs by occupational therapists shall qualify to meet the requirements of these regulations.
- (b) Activities shall not qualify which provide content related to organization and design of occupational therapy treatment facilities; practice development, business management, or marketing; investments or financial management; personnel management; personal health or development; and similar topics of professional concern.

Sec. 20-74i-6. Record retention by licensees

- (a) Each licensee shall obtain a certificate of completion, for those activities properly completed, from the provider of continued competency activities. Each licensee shall maintain, for continued competency activities specified in section 20-74i-3, written documentation of completion. Certificates of completion and other required documentation shall be retained by the licensee for a minimum of three years following the license renewal due date for which the activity satisfies license renewal requirements.
- (b) The department shall audit such licensee records as it deems necessary. Certificates of completion and other required documentation shall be submitted by the licensee to the department only upon the department's request. Such records shall be submitted to the department by the licensee within 45 days of the department's request for an audit. It shall not be necessary for the licensee to submit such documentation in order to renew the license.

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(c) A licensee who fails to comply with the continued competency requirements of these regulations may be subject to disciplinary action, pursuant to Connecticut General Statutes, Section 20-74g and Section 4-177.

Sec. 20-74i-7. Exemption from continued competency requirements

(a) Individuals applying for initial licensure in Connecticut and licensees applying for the first renewal of their license in Connecticut shall be exempt from continued competency requirements.

(b) A waiver of the continued competency requirements may be extended to a licensee who is not engaged in occupational therapy during a given continued competency registration period provided the licensee submits, prior to the expiration of the registration period, a notarized application on a form provided by the department. The application shall contain a statement that the licensee shall not engage in active practice until the licensee has shown proof, to the satisfaction of the department, of completion of the requirements specified in sections 20-74i-1 to 20-74i-8, inclusive, of the Regulations of Connecticut State Agencies.

(c) The department may, in individual cases involving a medical disability or illness, grant waivers of the minimum continued competency requirements or extensions of time within which to fulfill the same. The application for a waiver or extension of time shall be accompanied by a document signed by a licensed physician detailing the nature of the medical disability or illness. Waivers of the minimum continued competency requirements or extensions of time may be granted by the department for a period not to exceed one (1) year. If the medical disability or illness, upon which a waiver or extension of time is granted continues beyond the period of the waiver or extension of time, the licensee may reapply for an additional waiver or extension of time.

(d) A licensee who has received a waiver, pursuant to subsection (b) of this section, shall submit to the department evidence of successful completion of twelve contact hours for occupational therapists or nine contact hours for occupational therapy assistants within six months after returning to active practice.

Website Information:

Pursuant to Connecticut General Statutes and the Regulations of Connecticut State Agencies (RSA), each licensee applying for license renewal shall complete a minimum of 24 (18 for OTA) contact hours of qualifying continued competency activity during the preceding two-year period for which the license is being renewed. A contact hour is a minimum of 50 minutes of continued competency activity.

Continued competency activities completed in one registration period shall not be carried over to a subsequent registration period. Please note that the Department does not review or approve individual courses or providers. The CE must meet the criteria below to meet the requirements for license renewal.

AWARD OF COMPETENCY UNITS

1 contact hour for each hour of attendance at academic courses, institutes, seminars, programs, structured didactic in-service training, and scientific meetings directly related to the practice of occupational therapy.

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<p>A maximum of 6 continued competency contact hours per registration period, shall be awarded for courses taught as an appointed faculty member at a school of occupational therapy accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), provided that teaching is not the licensee's primary role.</p> <p>10 contact hours per semester credit hour shall be awarded for full-time post-graduate attendance throughout the registration period in an advanced educational program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).</p> <p>12 contact hours shall be awarded for the successful completion of the Certification Examination for Occupational Therapist administered by the National Board for Certification in Occupational Therapy (NBCOT) if taken five years or more after graduation.</p> <p>1 contact hour shall be awarded for each first presentation of a paper, essay or formal lecture in occupational therapy at a training program, an educational meeting or providing professional in-service training or instruction for occupational therapists, occupational therapy assistants and related professionals.</p> <p>1 contact hour for each hour of presentation to a maximum of 12 contact hours per registration period shall be awarded for the first presentation only of a scientific or educational exhibit at a professional meeting.</p> <p>10 contact hours per article in a peer-reviewed professional publication or chapter in an occupational therapy or related professional textbook.</p> <p>5 contact hours per first article in a non peer-reviewed publication.</p> <p>10 contact hours per project for clinical activities in a research project shall be awarded for appointment as a research assistant to a research project in occupational therapy which is funded by state, federal or institutional grant.</p> <p>8 contact hours per registration period for appointment as a teaching assistant at a school of occupational therapy accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).</p> <p>1 contact hour for each week of supervision per student supervised by the licensee to a maximum of 12 contact hours per registration period for time served as the primary direct clinical supervisor of a 12-week field work placement for an occupational therapy student or an 8-week field work placement for an occupational therapy assistant student enrolled in a program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).</p> <p>1 contact hour for 5 hours of review to a maximum of 12 contact hours per registration period for professional manuscript review or editing for journals or textbooks.</p>
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	<p>2 contact hours per 15 clock hours to a maximum of 12 contact hours per registration period for auditing formal academic coursework.</p> <p>Successful completion of an entire continued competency activity shall be required for award of any continued competency contact hours.</p> <p>Activities which will not qualify for award of continued competency contact hours include: professional organizational business meetings; speeches delivered at luncheons or banquets; the reading of books, articles, or professional journals; correspondence courses, and other mechanisms of self-instruction except when used as a component of a home study program; and audio-visual materials, except when audio-visual materials are used as a component of a qualifying continued competency activity identified above.</p> <p>QUALIFYING CONTINUING EDUCATION ACTIVITIES Competency Activities are acceptable provided: The activity involves face-to-face instruction or a home study program. Home study program means continued competency activities clearly related to maintaining skills necessary for the safe and competent practice of occupational therapy that require successful completion of a proficiency examination, and may include distance learning and internet-based educational programs;</p> <p>The provider implements a mechanism to monitor and document physical attendance at face-to-face instruction or to verify that a licensee completed a home study program as defined above;</p> <p>The provider retains written records for a period of three years including but not limited to: content description; instructor, date(s) of activity; location of activity; list of participants; and number of contact hours;</p> <p>The provider implements a mechanism to evaluate participants' attainment of competency objective and/or participant's assessment of the competency activity. The certificate shall include the participant's name, provider's name, title or subject area of the activity, date(s) and location of attendance; and number of contact hours completed;</p> <p>The activity focuses on content specified above.</p> <p>DOCUMENTATION/RECORD RETENTION Each licensee shall obtain a certificate of completion for those activities properly completed, from the provider of continued competency activities. Each licensee shall maintain written documentation of completion. Certificates of completion and other required documentation shall be retained by the licensee for a minimum of three years following the license renewal due date for which the activity satisfies license renewal requirements.</p> <p>Certificates of completion and other required documentation shall be submitted by the licensee to the department only upon the department's request. Such records shall be submitted to the department by the licensee within 45 days of the</p>
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	<p>department’s request. It is not necessary for the licensee to submit documentation of completion of the continuing competency activities in order to renew the license.</p> <p>A licensee who fails to comply with the continued competency requirements may be subject to disciplinary action pursuant to Connecticut General Statutes, Section 20-74g and Section 4-177.</p> <p>EXEMPTIONS/WAIVERS</p> <p>A licensee who is applying for license renewal for the first time is exempt from the continuing education requirements.</p> <p>A waiver of the continued competency requirements may be extended to a licensee who is not engaged in occupational therapy during a given continued competency registration period provided the licensee submits, prior to the expiration of the registration period, a notarized application. The application shall contain a statement that the licensee shall not engage in active practice until the licensee has shown proof, to the satisfaction of the department, of completion of 24 contact hours of qualifying continued competency activity.</p> <p>The department may, in individual cases involving a medical disability or illness, grant waivers of the minimum continued competency requirements or extensions of time within which to fulfill the requirements. The application for a waiver or extension of time shall be accompanied by a document signed by a licensed physician detailing the nature of the medical disability or illness. Waivers of the minimum continued competency requirements or extensions of time may be granted by the department for a period not to exceed one (1) year. If the medical disability or illness, upon which a waiver or extension of time is granted continues beyond the period of the waiver or extension of time, the licensee may reapply for an additional waiver or extension of time.</p> <p>A licensee who has received a waiver for a medical disability or illness shall submit to the department evidence of successful completion of 12 contact hours within six months after returning to active practice.</p> <p>REINSTATEMENT OF A LAPSED LICENSE</p> <p>Applicants for reinstatement of a lapsed license must meet the requirements outlined below:</p> <p>If the license has been lapsed for two years or less, a minimum of 24 contact hours of qualifying continued competency activity during the two-year period immediately preceding the application for reinstatement;</p> <p>If the license has been lapsed for more than two years, a minimum of 48 contact hours of qualifying continued competency activity during the four-year period immediately preceding the application for reinstatement.</p>
Delaware	<p>Statute: Delaware Code § 2014, Issuance and renewal of licenses.</p> <p>(a) The Board shall issue a license to each applicant, who meets the requirements of this chapter for licensure as an occupational therapist or occupational therapy assistant and who pays the fee established under § 2013 of this title.</p>

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- (b) Each license shall be renewed biennially, in such manner as is determined by the Division of Professional Regulation, and upon payment of the appropriate fee and submission of a renewal form provided by the Division of Professional Regulation, and proof that the licensee has met the continuing education requirements established by the Board.
- (c) The Board, in its rules and regulations, shall determine the period of time within which a licensed occupational therapist or occupational therapy assistant may still renew the occupational therapist's or occupational therapy assistant's license, notwithstanding the fact that such licensee has failed to renew on or before the renewal date.
- (d) A licensee, upon written request, may be placed on inactive status. The renewal fee of the licensee shall be prorated in accordance with the amount of time the licensee was inactive. The licensee may reenter practice upon written notification to the Board of the intent to do so and completion of continuing education as required in the Board's rules and regulations.

Regulation: Delaware Administrative Code, Title 24, 2000 Occupational Therapy Practice, 3.0 Continuing Education

3.1 Continuing education units (CEUs) are required for license renewal and shall be completed by July 31st of each even numbered year. Occupational therapists and occupational therapy assistants are required to complete 24 hours per biennial period.

3.1.1 Proof of continuing education is satisfied with an attestation by the licensee that he or she has satisfied the requirements;

3.1.2 Attestation shall be completed electronically;

3.2 Random audits will be performed by the Board to ensure compliance with the CE requirement.

3.2.1 The Board will notify licensees after July 31 of each biennial renewal period that they have been selected for audit.

3.2.2 Licensees selected for random audit shall be required to submit verification within ten (10) business days of the date of notification of selection for audit.

3.2.3 Verification shall include such information necessary for the Board to assess whether the course or other activity meets the CE requirements in Section 3.0, which may include, but is not limited to, the information noted for each type of CE.

3.2.4 The Board shall review all documentation submitted by licensees pursuant to the continuing education audit. If the Board determines that the licensee has met the continuing education requirements, his or her license shall remain in effect. If the Board determines that the licensee has not met the continuing education requirements, the licensee shall be notified and a hearing may be held pursuant to the Administrative Procedures Act. The hearing will be conducted to determine if there are any extenuating circumstances justifying noncompliance with the continuing education requirements. Unjustified noncompliance with the continuing education requirements set forth in these rules and regulations shall constitute a violation of 24 Del.C §2015(a)(5) and the licensee may be subject to one or more of the disciplinary sanctions set forth in 24 Del.C. §2017.

3.3 CEUs shall be prorated for new licensees in accordance with the following schedule:

3.3.1 *21 months up to and including 24 months remaining in the licensing cycle requires 24 hours;

3.3.2 *16 months up to an including 20 months remaining in the licensing cycle requires 15 hours;

3.3.3 *11 months up to and including 15 months remaining in the licensing cycle requires 10 hours;

3.3.4 *10 months or less remaining in the licensing cycle - exempt.

3.4 Continuing Education Content:

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	<p>3.4.1 Continuing education must be in a field of health and social services related to occupational therapy, must be related to a licensee’s current or anticipated roles and responsibilities in occupational therapy, and must serve to protect the public by enhancing the licensee’s continuing competence.</p> <p>3.4.2 A licensee or continuing education provider may request prior approval by the Board by submitting an outline of the activity before it is scheduled. Continuing education sponsored or approved by NBCOT, AOTA or offered by AOTA-approved providers is automatically approved.</p> <p>3.4.3 CE earned in excess of the required credits for the two (2) year period may not be carried over to the next biennial period.</p> <p>3.5 A Continuing Education Unit is a measure for a continuing education activity. One continuing education unit equals 60 minutes in a learning activity, excluding meals and breaks.</p> <p>3.6 Acceptable forms of continuing education include the following:</p> <p>3.6.1 Attending Workshops, Courses, Independent Learning</p> <p>3.6.1.1 One (1) credit hour per semester shall be equal to ten (10) CEUs. Documentation for academic coursework shall include an official transcript with registrar’s seal from accredited college/university. The transcript should be sent in a sealed envelope and should indicate successful completion of the course, dates, and a description of the course from the school catalogue or course syllabus.</p> <p>3.6.2 Courses:</p> <p>3.6.2.1 Workshops, seminars, lectures, conferences, and non-patient-specific in-service training qualify under this provision as long as they are presented in a structured educational experience beyond entry-level academic degree level.</p> <p>3.6.2.2 The same training may be claimed one-time only for CEU. Excluded are any job-related duties in the workplace such as a fire safety, OSHA, new staff orientation, and corporate compliance training.</p> <p>3.6.2.3 One CPR course per biennial is acceptable.</p> <p>3.6.2.4 Documentation for continuing education courses shall include a certificate of completion or similar documentation including name of attendee, event title, date, instructor, sponsoring organization, location, and number of hours earned.</p> <p>3.6.3 Independent learning with assessment element (Online courses, workshops, seminars, lectures, conference, or self-study series). 1 hour = 1 CEU. Documentation shall include a certificate of attendance from the provider verifying dates, event title, attendee name, agenda and successful completion of assessment component at the end of the program. (e.g., scored test, project, paper).</p> <p>3.6.4 Independent learning without assessment element (audited coursework, etc.). 2 hours = 1 CEU (Maximum 12 CEUs). Documentation shall include a summary report of learning with notation of hours spent.</p> <p>3.6.5 Reading peer-reviewed, role-related professional journal article and/or textbook chapter, and writing a report describing the implications for improving skills in one’s specific role. (Cannot claim CEU purposed if textbook is required reading for academic coursework/audited course). 2 articles or 2 chapters = 1 CEU. Documentation shall include an annotated bibliography and a report with analysis of how articles impacted improving skills in one’s role.</p>
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	<p>3.6.6 Participating in professional study group designed to advance knowledge through active participation. 2 hours = 1 unit. (Maximum 12 CEUs). Documentation shall include group attendance record verifying time spent, study group goals, and analysis of goal attainment and learning.</p> <p>3.6.7 Receive mentoring from a professional in good standing to improve the skills of the protégé. 2 hours = 1 unit. (Maximum 12 CEUs). Documentation shall include goals and objectives established in collaboration with the mentor and self-analysis of performance.</p> <p>3.6.8 Presenting</p> <p>3.6.8.1 Serve as the primary or co-presenter at a state, national, or international workshop, seminar, or conference. One time presentation per topic. 1 hour = 2 CEUs. Documentation for a presentation shall be a copy of the presentation and a copy of the program listing that includes the presenter name, times and title of the presentation.</p> <p>3.6.9 Primary or co-presenter for local organization/association/group on practice area-related topic: (energy conservation, back care and prevention of injury). Credit for preparation and presentation shall be given for the first presentation only of the same topic. One time presentation per topic. 1 hour = 2 CEUs. (Maximum 12 CEUs) Documentation for a presentation shall include a copy of the presentation and a program listing that includes the presenter's name, date, time, and location of presentation and contact person for the organization.</p> <p>3.6.10 Primary or co-presenter making a poster presentation for state, national, or international workshop, seminar, or conference. Credit for presentation shall be given for the first presentation only. 1 poster = 2 CEUs (Maximum 12 CEUs). Documentation shall include a copy of presentation or program listing. Presenter name and times and title of presentation must be indicated on documentation.</p> <p>3.6.11 Serving as adjunct faculty, teaching practice area-related academic course per semester (must not be one's primary role). Credit for presentation shall be given for first presentation of course title. 1 credit hour = 6 CEUs. Documentation shall include a letter of verification from school that includes dates, lecture/course title, length of session and course/lecture goals and objective or a copy of the course syllabus.</p> <p>3.6.12 Provide professional in service training, instruction, or guest lecture as a primary or co-presenter for occupational therapists, occupational therapy assistant, or related professionals. One-time presentation per topic. 1 hour = 1 CEU. Documentation shall include a copy of attendance record and an outline of the presentation and a letter from the supervisor on letterhead verifying the presenter's name and the date/time/length of the presentation.</p> <p>3.6.13 Professional Meetings and Activities</p> <p>3.6.13.1 Approved credit includes attendance at: DOTA business meetings, AOTA business meetings, AOTA Representative Assembly meetings. NBCOT meetings, OT Licensure Board meetings. A licensee may only obtain credit for a maximum of 6 CEUs regardless of number of meetings attended beyond six.</p> <p>3.6.13.2 Credit will also be given for participation as an elected or appointed member/officer on a board, committee or council in the field of health and social service related to occupational therapy. (Maximum 6 CEUs). Documentation includes name of committee or board, name of agency or organization, purpose of services, and description of licensee's role. Participation must be validated by an officer or representative of the organization or committee.</p> <p>3.6.14 Self-Assessment and Developing a Professional Development Continuing-Competency Plan</p>
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OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<p>3.6.14.1 Only self-assessment and continuing competency plans sponsored by NBCOT or AOTA will be accepted.</p> <p>3.6.14.2 Self-assessment (Maximum 1 CEU). Documentation shall include a certificate of completion.</p> <p>3.6.15 Professional Development Continuing Competency Plan (Maximum 1 CEU). Documentation shall include a copy of the goal plan.</p> <p>3.6.16 Competency Assessment Units (Maximum 10 CEUs). Documentation shall include certificate of completion.</p> <p>3.6.17 Volunteering for an organization, population, or individual that adds to the overall development of one's practice roles. 5 hours = 1 unit. (Maximum 12 CEUs). Documentation shall include a verification of hours via a letter from the organization and a report describing the hours and outcomes of volunteer service.</p> <p>3.6.18 Mentoring an OT colleague or other professional to improve skills of the protégé. 2 hours = 1 CEU. (Maximum 12 CEUs). Documentation shall include goals, objective, and analysis of mentee performance.</p> <p>3.6.19 Peer review of practice-related research article or textbook. 5 CEU per review. (Maximum 12 CEUs.) Documentation shall include a letter from publishing organization.</p> <p>3.6.20 Publications:</p> <p>3.6.20.1 Primary or co-author of practice-area related article in non-peer reviewed professional publication. (OT Practice, SIS Quarterly, Advance) 1 article=5 CEUs (Maximum 24 CEUs). Documentation shall include copy of published article.</p> <p>3.6.20.2 Primary or co-author of practice area related article in peer-reviewed professional publication (journal, book chapter, or research paper.) 1 article = 10 units. (Maximum 24 CEUs). Documentation shall include copy of published article.</p> <p>3.6.20.3 Primary or co-author of practice area related article in lay publication (newspaper or newsletter) 1 article = 2 CEUs. Documentation shall include copy of published article.</p> <p>3.6.20.4 Primary or co-author of chapter in practice-area related professional textbook. 1 chapter = 10 CEUs. Documentation shall include copy of published chapter and a letter from editor.</p> <p>3.6.20.5 Primary or co-primary investigator in extensive scholarly research activities or outcome studies, or externally funded service/training projects associated with grants or post-graduate studies. 1 study = 10 CEUs (Maximum 12 CEUs). Documentation shall include copy of completed research/study that indicates licensee as primary/co-primary investigator.</p> <p>3.6.21 Specialty Certification: Approval for credit hours for specialty certification, requiring successful completion of courses and exams attained during the current licensure period. Examples include Certified Hand Therapist (CHT) and Occupational Therapist, Board Certified in Pediatrics (BCP). Documentation includes a certificate of completion or other documentation from the recognized certifying body that identifies satisfactory completion of the requirements for obtaining board certification of specialty certification.</p> <p>3.6.22 Fieldwork Supervision:</p> <p>3.6.22.1 Level 1 fieldwork direct supervision (must not be one's primary role). 1 unit per student (Maximum 12 CEUs total for student supervision). Documentation shall include verification provided by the school to the fieldwork educator with the name of student, school, and dates of fieldwork.</p> <p>3.6.22.2 Level II fieldwork direct supervision (must not be one's primary role). 1 unit per week of supervision per student supervised. (Maximum 12 CEUs total for student supervision) Documentation shall</p>
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OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<p>include verification provided by the school to the fieldwork educator with the name of the student, school, and dates of fieldwork. Co-supervision is acceptable; record dates and times when acting as primary student supervisor and apply appropriate CEU number based on time spent supervising. Supervision of more than one student at a time is acceptable.</p> <p>3.7 The Board may waive or postpone all or part of the continuing education activity requirements of these regulations if an occupational therapist or occupational therapy assistant submits written request for a waiver prior to renewal and provides evidence to the satisfaction of the Board of an illness, injury, financial hardship, family hardship, or other similar extenuating circumstance which precluded the individual's completion of the requirements.</p>
<p>District of Columbia</p>	<p>Statute: DC Code § 3-1205.10, Term and renewal of licenses, registrations, or certifications.</p> <p>(b) The mayor may establish by rule continuing education requirements as a condition for renewal of licenses under this section; provided that the Mayor shall:</p> <p>(5) (A) Except as provided in subsection (b-1)(4) of this section, require that any continuing education requirements for the practice of any health occupation licensed, registered, or certified under this section include 2 credits of instruction on cultural competency or specialized clinical training focusing on patients who identify as lesbian, gay, bisexual, transgender, gender nonconforming, queer, or question their sexual orientation or gender identity and expression ("LGBTQ").</p> <p>(B) The instruction required by subparagraph (A) of this paragraph shall, at a minimum, provide information and skills to enable a health professional to care effectively and respectfully for patients who identify as LGBTQ, which may include:</p> <ul style="list-style-type: none"> (i) Specialized clinical training relevant to patients who identify as LGBTQ, including training on how to use cultural information and terminology to establish clinical relationships; (ii) Training that improves the understanding and application, in a clinical setting, of relevant data concerning health disparities and risk factors for patients who identify as LGBTQ; (iii) Training that outlines the legal obligations associated with treating patients who identify as LGBTQ; (iv) Best practices for collecting, storing, using, and keeping confidential, information regarding sexual orientation and gender identity; (v) Best practices for training support staff regarding the treatment of patients who identify as LGBTQ and their families; (vi) Training that improves the understanding of the intersections between systems of oppression and discrimination and improves the recognition that those who identify as LGBTQ may experience these systems in varying degrees of intensity; and (vii) Training that addresses underlying cultural biases aimed at improving the provision of nondiscriminatory care for patients who identify as LGBTQ. <p>Regulation: DC Municipal Regulations Chapter 17-63 (Occupational Therapists) 6306 CONTINUING EDUCATION REQUIREMENTS</p> <p>6306.1 This section shall not apply to applicants for an initial license by examination, reciprocity, or endorsement, nor shall it apply to applicants for the first renewal of a license granted by examination.</p>

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

6306.2 A continuing education contact hour shall be valid only if it is part of a program or activity that the Board approves in accordance with §§ 6307 and 6308.

6306.3 An applicant for license renewal shall complete a minimum of twenty-four (24) contact hours of approved continuing education in accordance with §§ 6307 and 6308 during the two (2) year period preceding the date the license expires and ten percent (10%) of the total required continuing education shall be in the subjects determined by the Director as public health priorities of the District, which shall be duly published every five (5) years or as deemed appropriate. Beginning with the licensure term starting on October 1, 2017, the continuing education required in this section shall include two (2) hours of LGBTQ continuing education.

6306.4 The Board may require proof of completion of the required continuing education. Such proof shall include the following information:

- (a) The name and address of the sponsor of the program;
- (b) The name of the program, its location, a description of the subject matter covered, and the names of the instructors;
- (c) The dates on which the licensee attended the program;
- (d) The number of contact hours claimed;
- (e) Verification by the sponsor of the licensee's completion, by signature or stamp of the sponsor; and
- (f) The name of the licensee completing the program.

6306.5 If the license of an occupational therapist expires while serving in the military whenever the United States is engaged in active military operations against any foreign power or hostile force, and the required continuing education hours were not earned during the earning period, the licensee shall be required to complete the required continuing education hours needed no later than six (6) months after discharge from active service, return to inactive military status, or return to the United States from an active war zone.

6306.6 The continuing education contact hours completed to satisfy the requirement of § 6306.5 shall not be counted toward meeting the continuing education requirement for the next licensing period.

6306.7 The credits received for each approved continuing education program shall be applied in full toward meeting the continuing education requirements for each renewal period. The proration of continuing education credits over more than one (1) renewal cycle shall not be allowed.

6306.8 A licensee who is licensed to practice in a jurisdiction other than the District shall meet the requirements of this section in order to be eligible for license renewal in the District.

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

6307. APPROVED CONTINUING EDUCATION PROGRAMS AND ACTIVITIES

6307.1 The Board may, at its discretion, approve continuing education programs and activities that contribute to the professional competence in the practice of occupational therapy and meet the other requirements of this section.

6307.2 The Board shall approve continuing education programs and activities that are relevant to the practice or education of occupational therapists and occupational therapy assistants that document the following:

- (a) Current subject matter with course description;
- (b) Content focus;
- (c) Learning outcomes;
- (d) Target audience;
- (e) Satisfactory completion of the course by the course participant; and
- (f) The number of contact hours or continuing education units.

6307.3 The Board may approve the following types of activities provided that they are consistent with the requirements of this chapter:

- (a) Activities sponsored by the state or local occupational therapy organizations;
- (b) Activities sponsored by the American Occupational Therapy Association (AOTA), the American Physical Therapy Association (APTA), the American Speech-Language-Hearing Association (ASHA), and the American Society of Hand Therapists (ASHT);
- (c) Activities sponsored by AOTA approved providers;
- (d) Activities sponsored by an accredited healthcare facility; or
- (e) Activities sponsored by an accredited college or university.

6307.4 The following activities shall not meet the requirement of § 6307.1 and may not be approved as continuing education required under this chapter:

- (a) Mandatory non-clinical in-service competency or education programs including, but not limited to, Basic Cardiac Life Support (BCLS) or Cardiopulmonary Resuscitation (CPR), first aid, infection control, emergency preparedness, or documentation update; and
- (b) Mandatory organization-specific trainings or programs required as part of job performance or development.

6307.5 The Board may grant continuing education credits for the following activities:

- (a) Serving as an author of self-study article or series;
- (b) Serving as an instructor or speaker at a conference program or an academic course;
- (c) Serving as an instructor at a peer-reviewed or non-peer-reviewed seminar, workshop, or in-service training, whether in-person or web-based;
- (d) Serving as supervisor for persons authorized to practice pursuant to § 6317.2;
- (e) Serving as a clinical instructor for students of occupational therapy or students of any other health occupation;
- (f) Authoring or editing a published book, a published chapter in a book, or a published article in a professional journal or other nationally recognized publication;

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

- (g) Participating as a primary clinical fieldwork educator for Level I or Level II fieldwork;
- (h) Participating in board or committee work in connection with an agency or a non-profit organization whose mission is to promote and enhance the practice of occupational therapy; or
- (i) Participating in research as a principal investigator or research assistant.

6307.6 The licensee shall bear the burden of establishing to the Board's satisfaction that any supervisory activities, professional volunteer activities, or services as an instructor, speaker, publisher or editor are eligible for continuing education credit and approval in accordance with § 6307.1.

6308 CONTINUING EDUCATION CREDITS

6308.1 One (1) contact hour of continuing education shall consist of at least fifty (50) minutes of learning time.

6308.2 For approved undergraduate or graduate courses, each semester hour of credit shall constitute fifteen (15) contact hours of continuing education, and each quarter hour of credit shall constitute ten (10) contact hours of continuing education.

6308.3 The Board may grant continuing education credit for the activities described in § 6307.5(a), (b), or (c) subject to the following restrictions:

- (a) The maximum amount of credit which may be granted for preparation time is twice the amount of the associated presentation time or twice the amount of contact hours awarded for participants;
- (b) The maximum amount of credit which may be granted pursuant to this subsection is fifty percent (50%) of an applicant's continuing education requirement;
- (c) If an applicant had previously received credit in connection with a particular presentation, the Board shall not grant credit in connection with a subsequent presentation unless it involves either a different or a substantially modified program; and
- (d) The presentation shall have been completed during the period for which credit is claimed and includes documentation of the following:
 - (1) A copy of the official program or syllabus;
 - (2) The presentation title;
 - (3) The date of the presentation;
 - (4) The hours of the presentation;
 - (5) The type of audience addressed; and
 - (6) A verification of attendance signed by the sponsor.

6308.4 The Board may grant up to six (6) contact hours per renewal period for the activities described in § 6307.5(d). The supervisor shall submit a copy of the supervised practice letter to receive continuing education contact hours.

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

6308.5 The Board may grant one (1) continuing education contact hour for each hour of clinical instruction, up to a maximum of eight (8) contact hours per renewal period for the activities described in § 6307.5(e), with the following documentation:

- (a) Name of student as verified by the school;
- (b) Name of the school;
- (c) Dates and duration of instruction; and
- (d) Signature of the program director.

6308.6 The Board may grant up to six (6) continuing education contact hours per renewal period for the activities described in § 6307.5(f), if the book, chapter, or article was published or accepted for publication during the period for which credit is claimed, and satisfactory proof is submitted to the Board.

6308.7 The Board may grant up to six (6) contact hours per renewal period for the activities described in § 6307.5(g), with the following documentation:

- (a) Name of student as verified by the school;
- (b) Name of the school;
- (c) Dates of the fieldwork; and
- (d) Signature page of student evaluation excluding evaluation scores and comments on student.

6308.8 The Board may grant up to three (3) continuing education contact hours to an applicant under this section who has successfully completed a course on management which is directly related to occupational therapy.

6308.9 The Board may grant up to three (3) continuing education contact hours for the activities described in § 6307.5(h), provided that such participation totaled no less than eighteen (18) hours during a renewal period. The applicant shall provide the following documentation:

- (a) Name of the committee, board, agency or organization;
- (b) Purpose for service;
- (c) Description of duties and roles; and
- (d) Validation of service by an officer or representative of the organization.

6308.10 The Board may grant up to six (6) contact hours for the activities described in § 6307.5(i), provided that such participation is sufficiently documented.

6308.11 The Board may require proof of a licensee's completion of continuing education at the completion of a renewal period. A licensee shall:

- (a) Maintain the required proof of completion for each continuing competence activity as specified in these regulations; and
- (b) Retain documentation of a continuing competence activity for a minimum of two (2) years following the last day of the license renewal period for which the continuing competence activity was completed.

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

6399. DEFINITIONS

Approved continuing education – continuing education meeting the requirements of §§6307 and 6308.

Contact hour - At least fifty (50) minutes of continuing education credit.

Director – The Director of the Department of Health or any successor or assignee.

LGBTQ continuing education – continuing education focusing on patients or clients who identify as lesbian, gay, bisexual, transgender, gender nonconforming, queer, or question their sexual orientation or gender identity and expression (“LGBTQ”) meeting the requirements of §510(b)(5) of the Act (D.C. Official Code § 3-1205.10 (b)(5) (2016 Repl.)).

Regulation: DC Municipal Regulations Chapter 17-73 (Occupational Therapy Assistants)

7304 CONTINUING EDUCATION REQUIREMENTS

7304.1 This section applies to all renewal applicants, but shall not apply to applicants for the first renewal of a license granted by examination. This section shall not apply to applicants for an initial license by examination, reciprocity, or endorsement.

7304.2 To qualify for the renewal of a license, an applicant shall have completed a minimum of twelve (12) contact hours of approved continuing education in accordance with §§ 7305 and 7306 during the two (2)-year period preceding the date the license expires; ten percent (10%) of the total required continuing education shall be in the subjects determined by the Director as public health priorities of the District, which shall be duly published every five (5) years or as deemed appropriate. Beginning with the licensure term starting on October 1, 2017, the continuing education required in this section shall include two (2) hours of LGBTQ continuing education.

7304.3 A continuing education contact hour shall be valid only if it is part of a program or activity that the Board approves in accordance with § 7305 and § 7306.

7304.4 A renewal applicant shall certify, under penalty of perjury, that he or she has met the requirement of § 7304.2.

7304.5 The Board may require proof of completion of the required continuing education. Such proof shall include the following information:

- (a) The name and address of the sponsor of the program;
- (b) The name of the program, its location, a description of the subject matter covered, and the names of the instructors;
- (c) The dates on which the licensee attended the program;
- (d) The number of contact hours claimed;
- (e) Verification by the sponsor of the licensee's completion, by signature or stamp of the sponsor; and
- (f) The name of the licensee completing the program.

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

7304.6 If the license of an occupational therapy assistant expires while serving in the military whenever the United States is engaged in active military operations against any foreign power or hostile force, and the required continuing education hours were not earned during the renewal period or periods, the licensee shall be required to complete the needed continuing education hours no later than six (6) months after discharge from active service, return to inactive military status, or return to a post in the United States from an active war zone.

7304.7 The continuing education contact hours completed to satisfy the requirement under § 7304.6 shall not be counted toward meeting the continuing education requirement for the next licensing period.

7304.8 The credits received for each approved continuing education program shall be applied in full toward meeting the continuing education requirements for each renewal period. The proration of continuing education credits over more than one (1) renewal cycle shall not be allowed.

7304.9 A renewal applicant who is licensed to practice in a jurisdiction other than the District shall meet the requirements of this section in order to be eligible for license renewal in the District.

7305 APPROVED CONTINUING EDUCATION PROGRAMS AND ACTIVITIES

7305.1 The Board shall only approve continuing education programs and activities that, in its discretion, contribute to professional competence in the practice of occupational therapy assistants and that may be approved as provided in this section.

7305.2 The Board may approve continuing education programs and activities that are relevant to the practice or education of occupational therapy assistants that document the following:

- (a) Current subject matter with course description;
- (b) Content focus;
- (c) Learning outcomes;
- (d) Target audience; and
- (e) The number of contact hours.

7305.3 The Board may approve the following types of activities:

- (a) Activities sponsored by the state or local occupational therapy organizations;
- (b) Activities sponsored by the American Occupational Therapy Association (AOTA), the American Physical Therapy Association (APTA), the American Speech-Language-Hearing Association (ASHA), and the American Society of Hand Therapists (ASHT);
- (c) Activities sponsored by AOTA approved providers;
- (d) Activities sponsored by an accredited healthcare facility; or
- (e) Activities sponsored by an accredited college or university.

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

7305.4 The Board may grant continuing education credit for the following activities:

- (a) Serving as an author of a self-study article or series;
- (b) Serving as an instructor or speaker at a conference program or an academic course;
- (c) Serving as an instructor at a peer-reviewed or non-peer-reviewed seminar, workshop, or in-service clinical training, whether in-person or web-based;
- (d) Serving as supervisor for persons authorized to practice pursuant to § 7316.2;
- (e) Serving as a clinical instructor for students of occupational therapy or any other health occupation;
- (f) Authoring or editing a published book, a published chapter in a book, or a published article in a professional journal or other nationally recognized publication;
- (g) Participating as a primary clinical fieldwork educator for Level I or Level II fieldwork; and
- (h) Participating in board or committee work in connection with an agency or a non-profit organization whose mission is to promote and enhance the practice of occupational therapy.

7305.5 The following activities shall not meet the requirement of § 7305.1 and may not be approved as continuing education required under this chapter:

- (a) Mandatory non-clinical in-service competency or education programs including, but not limited to, Basic Cardiac Life Support (BCLS) or Cardiopulmonary Resuscitation (CPR), first aid, infection control, emergency preparedness, or documentation update; and
- (b) Mandatory organization-specific trainings or programs required as part of job performance or development.

7305.6 The applicant shall bear the burden of establishing, to the Board's satisfaction, that such supervisory activities, professional volunteer activities, or services as an instructor, speaker, publisher, or editor as provided by § 7305.4 are eligible for credit and approval in accordance with § 7305.1.

7306 CONTINUING EDUCATION CREDIT

7306.1 The Board may grant continuing education credit by whole contact hours only.

7306.2 For enrollment in approved undergraduate or graduate courses, each semester hour of credit shall constitute fifteen (15) continuing education contact hours, and each quarter hour of credit shall constitute ten (10) continuing education contact hours.

7306.3 The Board may grant continuing education credit for the activities described in § 7305.4(a), (b), or (c) subject to the following restrictions:

- (a) The maximum amount of credit which may be granted for each activity is twice the amount of the associated presentation time or twice the amount of contact hours awarded for participants;
- (b) The maximum amount of credit which may be granted pursuant to this subsection is fifty percent (50%) of an applicant's continuing education requirement;

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

(c) If a renewal applicant had previously received credit in connection with a particular presentation, the Board shall not grant credit in connection with a subsequent presentation unless it involves either a different or a substantially modified program; and

(d) The presentation shall have been completed during the period for which credit is claimed and includes documentation of the following:

- (1) A copy of the official program or syllabus;
- (2) The presentation title;
- (3) The date of the presentation;
- (4) The hours of the presentation;
- (5) The type of audience addressed; and
- (6) A verification of attendance signed by the sponsor.

7306.4 The Board may grant credit for up to six (6) continuing education contact hours per renewal period to a renewal applicant for the activities described in § 7305.4(d). The supervisor shall submit a copy of the supervised practice letter to receive continuing education contact hours.

7306.5 The Board may grant credit for up to eight (8) continuing education contact hours per renewal period for the activities described in § 7305.4(e), with the following documentation:

- (a) Name of student as verified by the school;
- (b) Name of the school;
- (c) Dates and duration of instruction; and
- (d) Signature of the program director.

7306.6 The Board may grant credit for six (6) continuing education contact hours per renewal period for the activities described in § 7305.4(f), if the book, chapter, or article was published or accepted for publication during the period for which credit is claimed and satisfactory proof is submitted to the Board.

7306.7 The Board may grant credit for up to six (6) continuing education contact hours per renewal period for the activities described in § 7305.4(g) with the following documentation:

- (a) Name of student as verified by the school;
- (b) Name of the school;
- (c) Dates of the fieldwork; and
- (d) Signature page of student evaluation excluding evaluation scores and comments on student.

7306.8 The Board may grant credit for up to three (3) continuing education contact hours to a renewal applicant who has participated in the activities described in § 7305.4(h), provided that such participation totaled no less than eighteen (18) hours during a renewal period. The applicant shall provide the following documentation:

- (a) Name of the committee, board, agency or organization;
- (b) Purpose for service;

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- (c) Description of duties and roles; and
- (d) Validation of service and number of hours of participation by an officer or representative of the organization.

7307 CONTINUING EDUCATION AUDIT

7307.1 The Board may perform a continuing education audit to determine compliance with the continuing education requirements in this chapter.

7307.2 Upon notification by the Board that a licensee has been selected for an audit, the licensee shall submit the required documentation within thirty (30) days of receipt of the notice.

7307.3 Licensees who are unable to provide proof of required continuing education or fail to provide such proof within the time specified in § 7307.2 shall be subject to a fine as determined by the Board.

7308.4 Licensees who fail to provide proof of continuing education compliance during an audit may be subject to an audit in the subsequent renewal cycle.

7399 DEFINITIONS

Approved continuing education – continuing education meeting the requirements of §§ 7305 and 7306.

Contact hour – at least fifty (50) minutes of continuing education.

Director – The Director of the Department of Health or any successor or assignee.

LGBTQ continuing education – continuing education focusing on patients or clients who identify as lesbian, gay, bisexual, transgender, gender nonconforming, queer, or question their sexual orientation or gender identity and expression (“LGBTQ”) meeting the requirements of §510(b)(5) of the Act (D.C. Official Code § 3-1205.10 (b)(5) (2016 Repl.)).

Department of Health Public Notice: Identifying Public Health Issues for Continuing Education

The Director of the Department of Health (Director) hereby gives notice of the topics identified as public health priorities for the purpose of the continuing education required for the renewal, reactivation, or reinstatement of health professional licenses, certifications, or registrations, issued in accordance with D.C. Official Code § 3-1201.01 et seq.

With the goal of enhancing the protection and promotion of public health and in accordance with the rulemaking authority under D.C. Official Code § 3-1203.02(12), the Director has promulgated rules requiring licensed health professionals to complete at least ten percent (10%) of their required total continuing education in the public health priorities of the District as determined and published every five (5) years or less frequently as deemed appropriate. The following topics have been identified as key public health priorities:

1. Responsible opioid prescribing and effective pain management;
2. Nutrition and obesity prevention;

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	<p>3. Identifying and reporting abuse (child and adult), neglect (child and adult), human trafficking, and domestic violence;</p> <p>4. Sexual health (including taking sexual history, discussing sexual experiences with patients, sexually transmitted diseases (including HIV/AIDS), HPV vaccines, connections to cancer, latent tuberculosis, safe sex, and birth control);</p> <p>5. Ethics and appropriate patient interactions (i.e. boundaries, patient privacy, and communications including telehealth);</p> <p>6. Smoking, vaping, and tobacco (including dangers, smoking cessation, and non-smoke tobacco products);</p> <p>7. Preparing your patients for an emergency and handling vulnerable populations in an emergency;</p> <p>8. Identifying impairment (physical or mental) in patients and providers (including complying with the Americans with Disabilities Act and the Occupational Safety and Health Act);</p> <p>9. Vaccinations (including legal requirements and appropriate exemptions); and,</p> <p>10. Implicit bias, cultural competence and Culturally and Linguistically Appropriate Services (CLAS) in health and health care.</p> <p>Each health professional licensing board shall disseminate the identified subjects to its licensees via electronic communication and through publication on its web page. Since the goal of this list is to engage and educate health professionals in the promotion and protection of public health, it is intended to be liberally interpreted by each health professional licensing board with regulatory authority over each license type.</p>
<p>Florida</p>	<p><u>Statute:</u> Florida Statutes §468.219, Renewal of license; continuing education</p> <p>(1) Licenses issued under this part are subject to biennial renewal as provided in s. 456.004.</p> <p>(2) The board may by rule prescribe continuing education requirements, not to exceed 30 contact hours biennially, as a condition for renewal of licensure. The program criteria for those requirements must be approved by the board.</p> <p><u>Statute:</u> Florida Statutes §465.0341, Requirements for instruction on human trafficking.</p> <p>The requirements of this section apply to each person licensed or certified under chapter 457; chapter 458; chapter 459; chapter 460; chapter 461; chapter 463; chapter 465; chapter 466; part II, part III, part V, or part X of chapter 468; chapter 480; or chapter 486.</p> <p>(1) By January 1, 2021, each licensee or certificate holder shall complete a board-approved, or department-approved if there is no board, 1-hour continuing education course on human trafficking. The course must address both sex trafficking and labor trafficking, how to identify individuals who may be victims of human trafficking, how to report cases of human trafficking, and resources available to victims.</p> <p>(2) Each licensing board that requires a licensee or certificate holder to complete a course pursuant to this section must include the hour required for completion in the total hours of continuing education required by law for such profession.</p> <p><u>Regulation:</u> Florida Administrative Rules 64B11-5.001, Requirements for License Renewal of an Active License; Continuing Education.</p> <p>Continuing education includes attendance and participation as required at approved live or interactive presentations such as workshop, seminar, conference, webinar, or in-service educational programs. It may also include participation in other</p>

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approved professional activities, such as pro bono and expert witness services, or those that require a formal assessment of learning, such as formalized self-study courses and other non-interactive learning programs. An active license shall be renewed upon demonstration that the licensee has paid the renewal fee set forth in Rule 64B11-2.009, F.A.C., and has complied with the following requirements:

- (1) As a condition to the renewal of an active license, an occupational therapist must complete twenty-six (26) hours of approved continuing education per biennium.
- (2) As a condition to the renewal of an active license, an occupational therapy assistant must complete twenty-six (26) hours of approved continuing education per biennium.
- (3) At least fourteen (14) of the required hours per biennium must be in person or from interactive, real-time courses. An interactive, real-time course may be a web-based, satellite transmitted, telephone or video conference, or online instruction program that allows or requires the licensee to interact in real time, including live chat, with the instructor during the presentation of the program or in a question and answer session upon completion of the program.
- (4) Home Study – A licensee may receive continuing education credit for no more than twelve (12) hours of home study education per biennium. Home study education is a self-paced, non-interactive independent study that requires a certificate of completion. Taking a computerized exam at the end of the study, or being able to email the instructor with a question, does not qualify home study as a live or interactive course. Consistent with Section 456.013(8), F.S., continuing education credit for video presentations is limited to five (5) credits per subject. At the time of course presentation, rental, or sale, the course vendor, in lieu of the certificate of completion, shall provide the licensee with a signed course validation form. The licensee shall sign this form on the date that the course is actually taken or viewed indicating full attendance and successful completion. It shall be retained by the licensee for four (4) years.
- (5) HIV/AIDS – The licensee shall complete one (1) hour of HIV/AIDS education as set forth in Section 456.033, F.S., no later than upon first renewal. HIV/AIDS courses approved by any Board within the Division of Medical Quality Assurance of the Department of Health pursuant to Section 456.033, F.S., are approved by this Board. A licensee is not required to complete an HIV/AIDS course for each subsequent renewal biennium.
- (6) Medical Errors – Each licensee shall attend and certify attending a Board-approved 2-hour continuing education course relating to the prevention of medical errors. The 2-hour course shall count toward the total number of continuing education hours required for licensure renewal. The course shall include a study of root-cause analysis, error reduction and prevention, and patient safety, and must also include contraindications and indications specific to occupational therapy management including medication and side effects.
- (7) Laws and Rules – As part of the twenty-six (26) hours of continuing education required herein for licensure renewal, each licensee shall attend a two (2) hour Board approved course on laws and rules covering Chapters 456 and 468, Part III, F.S., and Division 64B11, F.A.C.

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	<p>(8) Exemption – Those persons certified for licensure in the second half of the biennium are exempt from the continuing education requirements for that biennium, except for the two (2) hour prevention of medical errors course requirement referenced above and required by Section 456.013, F.S., and the one (1) hour of HIV/AIDS education required no later than upon first renewal, as set forth in Section 456.033, F.S.</p> <p>(9) Changes of Status – Active status licensees may apply to the Board for inactive license status at any time by paying a \$50.00 fee to change licensure status. Additionally, the licensee shall pay any applicable inactive status renewal fee or delinquent fee.</p> <p>(10) Course Presentation and Attendance at Board Meetings – A maximum of eight (8) contact hours may be awarded per biennium for the following professional activities:</p> <p>(a) The presentation of a continuing education course or program, academic course, peer-reviewed or non peer-reviewed workshop, seminar, in-service, electronic or web-based course that is directly related to the practice of occupational therapy as either the lecturer of the course or program or as the author of the course materials. Each licensee who is participating as either a lecturer or author of a continuing education course or program may receive credit for the portion of the offering he/she presented or authored up to the total hours awarded for the offering.</p> <ol style="list-style-type: none">1. Continuing education credit may be awarded to a lecturer or author for the initial presentation of each course or program only; except in the case of the medical errors and laws and rules courses, repeat presentations of the same continuing education course or program shall not be granted credit. Continuing education credit for presentations of either medical errors or laws and rules courses is limited to four (4) credits per biennium.2. In order for a continuing education credit to be awarded to each licensee participating as either lecturer or author, the format of the continuing education course or program must conform with all applicable sections of this rule chapter.3. Documentation shall include a copy of the official program/schedule/syllabus including presentation title, date, hours of presentation, and type of audience or verification of such signed by the sponsor.4. The number of contact hours to be awarded to each licensee who participates in a continuing education course or program as either a lecturer or author is based on the 50 minute contact hour employed within this rule chapter.5. Continuing education credit for the development and teaching of postsecondary academic courses shall be one (1) continuing education credit per academic course credit. <p>(b) Attendance at Florida Board of Occupational Therapy Practice meetings. Each licensee who attends a Florida Board of Occupational Therapy Practice meeting where disciplinary cases are being heard, if the licensee is not on the agenda or appearing for another purpose, may receive continuing education credit.</p>
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	<p>Active Board and Probable Cause Panel members who are licensed occupational therapists or occupational therapy assistants are eligible to receive continuing education credits for their service, except that a current Board member may not receive credit for serving as a probable cause panel member. The number of contact hours awarded for such attendance or service is based on the definition of a contact hour as set forth in paragraph 64B11-6.001(5)(d), F.A.C.</p> <p>(11) Fieldwork Experience – A licensee may earn up to six (6) continuing education hours per biennium for supervision of a Level II Occupational Therapy or Occupational Therapy Assistant fieldwork student at the rate of no more than three (3) hours per student. To be eligible for the credit, the licensee must participate as the primary clinical fieldwork educator for the student. Documentation shall include verification provided by the school to the fieldwork educator with the name of the student, school, and dates of fieldwork or the signature page of the completed student evaluation form. Evaluation scores and comments shall be deleted or blocked out.</p> <p>(12) Publications – A licensee may earn the following continuing education credit for publication of a peer-reviewed or non peer-reviewed book, chapter, or article directly related to the practice of occupational therapy:</p> <ul style="list-style-type: none">(a) 10 hours as the author of a book;(b) 5 hours as author of a chapter;(c) 3 hours as author of a peer-reviewed article;(d) 1 hour as author of a non peer-reviewed article; and,(e) 5 hours as an editor of a book; Documentation shall consist of a full reference for the publication including title, author, editor, and date of publication. <p>(13) Research – A licensee may earn one (1) hour of continuing education credit for each ten (10) hours spent in development of or participation in a research project specific to and directly related to the practice of occupational therapy, up to a limit of five (5) hours of credit per biennium. Documentation shall include verification from the primary investigator indicating the name of the research project, dates of participation, major hypotheses or objectives of the project, and the licensee’s role in the project.</p> <p>(14) Volunteer Expert Witness – Any volunteer expert witness who is providing expert witness opinions for cases being reviewed pursuant to Chapter 468, Part III, F.S., the Occupational Therapy Practice Act, shall receive three (3) hours of credit for each case reviewed. A volunteer expert witness may not accrue in excess of six (6) credit hours per biennium pursuant to this subsection.</p> <p>(15) Performance of Pro Bono Services – A licensee may receive up to six (6) hours per biennium of continuing education credit through the performance of pro bono services to the indigent as provided in Section 456.013(9), F.S., or to underserved populations, or in areas of critical need within the state where the licensee practices. In order to receive credit under this rule, licensees must make a written request to the Board and receive approval prior to performing pro bono services in advance. One (1) hour credit shall be given for each two (2) hours worked. In the written request, licensees shall disclose the type, nature and extent of services to be rendered, the facility</p>
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	<p>where the services will be rendered, the number of patients expected to be serviced, and a statement indicating that the patients to be served are indigent. If the licensee intends to provide services in underserved or critical need areas, the written request shall provide a brief explanation as to those facts.</p>
<p>Georgia</p>	<p>Statute: Georgia Code §43-28-7, General powers and duties of board; continuing professional education (g) The board may provide for the continuing professional education of persons subject to this chapter by appropriate regulation.</p> <p>Regulation: Georgia Rules and Regulations §671-3-.08, Renewal of License/Penalties/Continuing Education Requirements.</p> <p>(1) A license issued by the Board shall expire on March 31st of even numbered years. The license may be renewed upon submission of the renewal application and payment of the required fee, provided all requirements have been met. Refer to fee schedule.</p> <p>(2) A license that is not renewed on or before March 31st of the renewal year shall be deemed lapsed. An application for reinstatement shall be required as provided for in Rule 671-3-.09 in order to seek reinstatement of a lapsed license to practice in this State. Practicing with an expired license is prohibited by law and practice during this period may result in disciplinary action for unlicensed practice.</p> <p>(3) Before or on March 31, 2014 and for renewal cycles after that date, the continuing education requirements contained in this rule will be required for the renewal or reinstatement of a license. Except as otherwise provided, each licensee is required to complete during each two (2) year renewal period a minimum of twenty-four (24) continuing education hours prior to the expiration date of the license. Failure to complete continuing education prior to expiration date can result in disciplinary action. Acceptable professional continuing education activities shall include activities relevant to occupational therapy practice that can be deemed to update or enhance knowledge and skills required for competent performance beyond entry level occupational therapy. A cardiopulmonary resuscitation (CPR) course may not be submitted to satisfy any of the continuing education requirements or employer sponsored compliance coursework. A continuing education hour is defined as actual time spent in instruction or organized learning experiences excluding meals, breaks, welcome/introductions, and business meetings.</p> <p>(a) At least twelve (12) hours of the required twenty-four (24) continuing education hours must be on a topic related to direct patient care. This includes occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information. This must include attendance at live presentations such as workshops, seminars, conferences, or formal academic coursework, or real-time, interactive webinars. To qualify as a real-time, interactive webinar, the licensee must have the ability to ask questions, receive an answer, and interact with other attendees at the time the session is taking place. It may not be a pre-recorded session.</p> <p>(b) Each licensee must complete a minimum of two (2) hours of the required twenty-four (24) continuing education hours in the ethics of occupational therapy practice. These hours may be obtained online.</p> <p>(c) A maximum of ten (10) of the required twenty-four (24) can be in "General" continuing education hours may be obtained by Level II fieldwork supervision, published professional writing and instructional presentations, pre-recorded electronic or web based courses, formal self-study courses, satellite broadcasts, computer learning</p>

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	<p>activities, webinars, or viewing videotapes in a professional setting. These hours may also be related to administration, supervision, documentation, quality assurance and research.</p> <p>(4) An individual who is applying for licensure in Georgia for the first time (never having held a Georgia OT or OTA license) and who is licensed during the second year of the biennium renewal period is not required to meet continuing education requirements for that initial renewal period only.</p> <p>(5) Prior approval of continuing education courses is not required. Each licensee randomly selected for a CE audit must submit to the Board supporting documentation as specified in this rule.</p> <p>(6) Beginning the licensure renewal biennium of April 1, 2018 through March 31, 2020, persons licensed to practice as an occupational therapist or an occupational therapy assistant, or persons who file an application for reinstatement of licensure, must submit documentation of completed continuing education courses and experiences for renewal or issuance of a license. Licensees and applicants for reinstatement may register earned CE credits for courses and experiences with an online recording and reporting system approved by the Board. Licensees and applicants may register with a Board approved online system prior to April 1, 2018 to document CE credits for license renewal and reinstatement.</p> <p>(a) The Georgia State Board of Occupational Therapy has approved the online recording and reporting system of CE Broker, Inc. for the purpose of this rule.</p> <p>(b) Licensees and applicants shall incur no additional costs from CE Broker, Inc. for using this service.</p> <p>(c) Every licensee or applicant subject to the rules of the Georgia State Board of Occupational Therapy shall be deemed to have given such person's consent to the Board and its representatives to access their continuing competence record retained within the online database for the purposes of auditing and verifying completion of the Board's continuing competency requirements.</p> <p>(d) If a licensee or applicant has not registered earned CE credits with the Board approved online recording and reporting system, the licensee or applicant must include all CE certificates of completion with the license renewal application or application for reinstatement.</p> <p>(7) Procedures for verifying to the Board that the continuing education requirements for licensure renewal have been met:</p> <p>(a) Respond appropriately to questions on renewal of license application;</p> <p>(b) Retain original continuing education documentation in personal files to submit to the Board if requested for a continuing education audit;</p> <p>(c) Documentation as specified in this rule must be maintained by the licensee for no less than four (4) years from the beginning date of the licensure period.</p> <p>(8) Documentation of continuing education which the Board deems as acceptable proof of completion includes the following:</p> <p>(a) For continuing education courses that include attendance and participation at a live presentation such as a workshop, seminar, conference or in-service educational program:</p> <ol style="list-style-type: none">1. A certificate of completion or similar documentation signed by program official, and2. A program description including sponsor, course title, date(s), program objectives/learning outcomes, content description, and agenda or schedule. A shortened description may be accepted for programs specifically exempted by the Board such as AOTA and GOTA Conferences; <p>(b) For "General" continuing education as referenced in this rule, if obtained at a conference, workshop or live presentation, required documentation is as noted above. All other must include:</p>
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	<ol style="list-style-type: none"> 1. Explanation of the relationship of the activity to occupational therapy and your professional growth. 2. Date(s) and clock hours of the activity; 3. Other information as may be requested. <p>(c) For Level II Fieldwork Supervision involving serving as the primary clinical fieldwork educator for Level II occupational therapy or occupational therapy assistant fieldwork students:</p> <ol style="list-style-type: none"> 1. A description of the fieldwork including name and type of facility, name of the fieldwork educator and times spent in direct supervision of the student; and, 2. Verification provided by the school to the fieldwork educator with the name of the student, school and dates of fieldwork or the signature page of the completed student evaluation form with evaluation scores and comments blocked out; <p>(d) For published professional writing, applied research, and instructional presentations, as referenced in this rule, including first time or significantly revised presentations or an academic class session, workshop, seminar, in-service or professional meeting program session:</p> <ol style="list-style-type: none"> 1. Description of the presentation or research including location, title, date, hours of presentation, general content description, and type of audience; and, 2. Verification of the presentation, research or formal thank you note signed by the sponsor or program official. <p>(e) Documentation of pre-recorded electronic or web based course, formal self-study courses, satellite broadcasts, computer learning activities or viewing of videotapes in a professional setting must include:</p> <ol style="list-style-type: none"> 1. Verified instructional time by the course sponsor, a certificate of completion or similar documentation signed by the program official; and, 2. A program description including sponsor, course title, date(s), program objectives/learning outcomes, and content description. <p>(f) Continuing education should be documented on the appropriate board form, available on the Board website, upon request by the Board.</p>
Hawaii	No Continuing Competency Requirements
Idaho	<p>Regulation: Idaho Administrative Code 24.06.01-025</p> <p>025. CONTINUING EDUCATION.</p> <p>In order to protect public health and safety and promote the public welfare, the Board has adopted the following continuing education requirement consisting of both continuing education units (CEUs) and professional development units (PDUs):</p> <p>01. Requirement. Every two (2) years, a licensee must complete at least two (2) CEUs approved by the Board, along with at least ten (10) Board-approved professional development units (PDUs). The licensee’s initial two (2) year period shall begin on the date on which this Board issues the licensee a license and end on the date on which the licensee submits the licensee’s second renewal application. Thereafter, the two (2) year period shall begin to run from the date of each renewal application in which the licensee was required to verify the completion of continuing education.</p> <p>a. A CEU is a measurement of the licensee’s participation in a Board-approved continuing education activity. One (1) CEU requires ten (10) contact hours of participation in a Board-approved continuing</p>

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	<p>education program, excluding meals and breaks. One (1) contact hour equals one (1) clock hour for purpose of obtaining CEUs.</p> <p>b. A PDU is a measurement of the licensee's participation in a professional development activity. One (1) contact hour of participation in Board-approved professional development activity equals one (1) PDU, one (1) academic credit equals ten (10) PDUs, and one (1) CEU equals ten (10) PDUs. If a licensee counts a CEU towards fulfilling the PDU requirement in a given two-year period, the CEU unit will not count towards fulfilling the CEU requirement. Accepted PDU activities and their associated PDU values are set forth in the PDU Activities Chart at pages 14-17 of the NBCOT Certification Renewal Handbook, as incorporated by reference in Section 004 of these rules.</p> <p>02. Verification. The licensee must verify to the Board, as part of the annual license renewal process, that the licensee is in compliance with the continuing education requirement.</p> <p>03. Courses and Activities. At least one (1) CEU and five (5) PDUs must directly relate to the delivery of occupational therapy services. The remaining PDUs and CEUs must be germane to the practice of occupational therapy and relate to other areas of a licensee's practice. A licensee may take online or home study courses, as long as a course completion certificate is provided.</p> <p>a. CEUs and PDUs acceptable to the Board include, but are not limited to, programs or activities sponsored by the American Occupational Therapy Association (AOTA) or the Idaho Occupational Therapy Association (IOTA); post-professional coursework completed through any approved or accredited educational institution that is not part of a course of study leading to an academic degree; or otherwise meet all of the following criteria:</p> <ul style="list-style-type: none">i. The program or activity contributes directly to professional knowledge, skill, and ability;ii. The program or activity relates directly to the practice of occupational therapy; andiii. The program or activity must be objectively measurable in terms of the hours involved. <p>b. Partial credit will not be given for CEUs and PDUs.</p> <p>c. The delivery of occupational therapy services may include: models, theories or frameworks that relate to client/patient care in preventing or minimizing impairment, enabling function within the person/environment or community context.</p> <p>d. Other activities may include, but are not limited to, occupation based theory assessment/interview techniques, intervention strategies, and community/environment as related to one's practice</p> <p>04. Carry Over and Duplication. CEUs and PDUs cannot be carried over to the next reporting period. The same course taken more than once during a reporting cycle will only be counted once.</p> <p>05. Documentation. A licensee need not submit documentation of CEUs and PDUs when the licensee renews a license. However, a licensee must maintain documentation verifying that the licensee has completed the continuing education requirement for a period of four (4) years. A licensee must submit the verification documentation to the Board if the licensee is audited by the Board. A percentage of occupational therapists and certified occupational therapy assistants will be audited every year.</p> <p>a. Documentation for all activities must include licensee's name, date of activity or when course was completed, provider name, course title, description of course/activity, and number of PDUs and CEUs.</p>
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	<p>b. Records showing participation in each professional development activity must be maintained by the licensee. Acceptable documentation for specific activities includes:</p> <ul style="list-style-type: none">i. Continuing education course work. The required documentation for this activity is a certificate or documentation of attendance.ii. In-service training. The required documentation for this activity is a certificate or documentation of attendance.iii. Professional conference or workshop. The required documentation for this activity is a certificate or documentation of attendance.iv. Course work offered by an accredited college or university, provided that the course work is taken after the licensee has obtained a degree in occupational therapy, and the course work provides skills and knowledge beyond entry-level skills or knowledge. The required documentation for this activity is a transcript.v. Publications. The required documentation for this activity is a copy of the publication.vi. Presentations. The required documentation for this activity is a copy of the presentation or program listing. Any particular presentation may be reported only once per reporting period.vii. Interactive online courses. The required documentation for this activity is a certificate or documentation of completion.viii. Development of instructional materials incorporating alternative media such as video, audio and/or software programs to advance professional skills of others. The required documentation for this activity is a program description. The media/software materials must be available if requested during audit process.ix. Professional manuscript review. The required documentation for this activity is a letter from publishing organization verifying review of manuscript. A maximum of ten (10) hours is allowed per reporting period for this category.x. Guest lecturer for occupational therapy related academic course work (academia not primary role). The required documentation for this activity is a letter or other documentation from instructor.xi. Serving on a professional board, committee, disciplinary panel, or association. The required documentation for this activity is a letter or other documentation from the organization. A maximum of ten (10) hours is allowed per reporting period for this category.xii. Self study of cassette, tape, video tape, or other multimedia device, or book. The required documentation for this activity is a two (2) page synopsis of each item written by the licensee. A maximum of ten (10) hours is allowed per reporting period for this category.xiii. Level II fieldwork direct supervision of an occupational therapy student or occupational therapy assistant student by site designated supervisor(s). The required documentation for this activity is a name of student(s), letter of verification from school, and dates of fieldwork. A maximum of ten (10) hours per supervisor is allowed per reporting period for this category.
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	<p>06. Exemptions. A licensee may request an exemption from the continuing education requirement for a particular two-year (2) period under the following circumstances. The licensee must provide any information requested by the Board to assist in substantiating the licensee’s need for a claimed exemption:</p> <ul style="list-style-type: none"> a. During the continuing education period the licensee was residing in another country for one (1) year or longer, reasonably preventing completion of the continuing competency requirements; b. The licensee was absent from Idaho because of military service for a period of one (1) year or longer during the continuing education period, preventing completion of the continuing competency requirements; or c. The licensee should be exempt from the continuing competency requirements for reasons of health or other good cause.
<p>Illinois</p>	<p><u>Statute:</u> Illinois Compiled Statutes 225 ILCS 75/11.1, Continuing education requirement. As a condition for renewal of a license, licensees shall be required to complete continuing education in occupational therapy in accordance with rules established by the Department.</p> <p><u>Statute:</u> Illinois Compiled Statutes 20 ILCS 2105/2105-15.5 Continuing education; sexual harassment prevention training. Sec. 2105-15.5. Continuing education; sexual harassment prevention training. (a) As used in this Section, "sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For the purpose of this definition, "working environment" is not limited to a physical location that an employee is assigned to perform his or her duties and does not require an employment relationship. (b) For license renewals occurring on or after January 1, 2020 for a profession that has continuing education requirements, the required continuing education hours shall include at least one hour of sexual harassment prevention training. (c) The Department may adopt rules for the implementation of this Section.</p> <p><u>Regulation:</u> Illinois Administrative Code Title 68, Chapter VII, Subchapter a, Part 1130, §1130.400 Sexual Harassment Prevention Training a) All persons who hold a professional license issued by the Division and are subject to a continuing education requirement shall complete a one-hour course in sexual harassment training. A licensee may count this one hour for completion of this course towards meeting the minimum credit hours required for continuing education. b) The sexual harassment prevention training course shall only be provided by existing Division-approved continuing education providers or by persons or entities who become Division-approved continuing education providers. c) The sexual harassment prevention training course shall include, at a minimum, the following topics: 1) What is sexual harassment, including its forms and types; 2) What should one do if one experiences or witnesses unwelcome sexual contact;</p>

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- 3) Reporting sexual harassment within one's place of employment and to outside entities, such as the Illinois Department of Human Rights; and
- 4) Whistleblower protections.
- d) The course shall be presented in a classroom setting, a webinar or online.
- e) The presentation of this course shall be subject to all other continuing education requirements for each profession.
- f) Completion of this course shall be a condition of renewing a license. This requirement shall become effective for all applicable license renewals occurring on or after January 1, 2020.

Regulation: Illinois Administrative Code Title 68, Chapter VII, Subchapter b, Part 1315, §1315.145 Continuing Education

a) Continuing Education (CE) Hour Requirements

- 1) Every occupational therapist and occupational therapy assistant shall complete 24 contact hours of CE relevant to the practice of occupational therapy during each prerenewal period as a condition of renewal. A prerenewal period is the 24 months preceding December 31 in the year of the renewal. 24 contact hours of CE is equivalent to 12 units of Continued Competency Activities (CCA) (2 contact hours = 1 unit).
- 2) In each renewal period, one contact hour shall include a course in ethics.
- 3) A CE contact hour equals 50 minutes. After completion of the initial CE hour, credit may be given in one-half hour increments.
- 4) Courses that are part of the curriculum of an accredited university, college or other educational institution shall be allotted CE credit at the rate of 15 CE hours for each semester hour or 10 CE hours for each quarter hour of school credit awarded. There is no restriction on the amount of CE hours that can be earned in this manner per renewal period.
- 5) A renewal applicant is not required to comply with CE requirements for the first renewal following the original issuance of the license.
- 6) Individuals licensed in Illinois but residing and practicing in other states must comply with the CE requirements set forth in this Section.
- 7) CE credit hours used to satisfy the CE requirements of another state may be submitted for approval for fulfillment of the CE requirements of the State of Illinois if they meet the requirements for CE in Illinois.
- 8) Credit shall not be given for courses taken in Illinois from unapproved sponsors.

b) Approved Continuing Education

- 1) All CE activities shall:
 - A) Be relevant to the advancement, extension and enhancement of professional clinical skills and scientific knowledge in the practice of occupational therapy or fulfilling the other professional roles of an occupational therapist or occupational therapy assistant;
 - B) Provide experiences that contain scientific integrity, relevant subject matter and course materials; and
 - C) Be developed and presented by persons with education and/or experience in the subject matter of the program.
- 2) Regardless of delivery method, all CE hours must be earned by verified attendance or participation in a program that is offered by an approved CE sponsor who meets the requirements set forth in subsection (d), or by other CE

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	<p>activities set forth in subsection (c). This includes distance learning CE courses. Distance learning courses include, but are not limited to, web-based courses, webinars, moderated teleconferences or audio cassettes, CDs or videos of professional presentations offered by approved sponsors.</p> <p>c) CE may also be earned from the following activities:</p> <ol style="list-style-type: none">1) Independent Study<ol style="list-style-type: none">A) Independent study activities include, but are not limited to, reading books or journal articles.B) A licensee may earn contact hours spent in an independent study activity with a maximum of 4 contact hours per renewal period.C) Documentation shall include title, author, publisher, time spent, and date of completion. A licensee shall include a statement that describes how the activity relates to a licensee's current or anticipated roles and responsibilities.2) Professional Study Group<ol style="list-style-type: none">A) A licensee may earn up to 12 contact hours per renewal period participating in a professional study group or online study group designed to advance knowledge through active participation.B) Documentation shall include goals and objectives, summary of the discussion, and dates, times and results of the study group.3) Mentorship/Participation as a Mentor/Mentee<ol style="list-style-type: none">A) Participation in a formalized mentorship agreement with a mentor as defined by a signed contract between the mentor and mentee that outlines specific goals and objectives and designates the plan of activities that are to be met by the mentee.B) A mentor/mentee may earn contact hours spent in activities directly related to achievement of goals and objectives with a maximum of 8 contact hours per renewal period.C) Documentation shall include name of mentor and mentee, copy of signed contract, dates, hours spent in and focus of mentorship activities, and outcomes of mentorship agreement.4) Fieldwork Supervision<ol style="list-style-type: none">A) A licensee, as the primary clinical fieldwork educator for a Level I/Level II OT or OTA fieldwork student may earn 1 contact hour per week of supervision for each student supervised. A licensee may earn a maximum of 12 contact hours for student supervision per renewal period.B) Documentation shall include verification provided by the school to the fieldwork educator with the name of student, school, and dates of fieldwork or the signature page of the completed student evaluation form. Evaluation scores and comments should be deleted or blocked out.C) If student supervision is provided by more than one OT or OTA, each OT or OTA may claim only the hours actually spent in supervision.5) Professional Writing<ol style="list-style-type: none">A) First time publication of a professional or non-professional book, chapter, or article. A licensee may earn a maximum per renewal period as follows:<ol style="list-style-type: none">i) 18 hours as an author of a book;ii) 12 hours as an author of a chapter;iii) 12 hours as an author of an article in a professional publication;
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	<p>iv) 6 hours as an author of an article in a non-professional publication; v) 12 hours as an editor of a book.</p> <p>B) Documentation shall consist of full reference for publication including: title, author, editor, and date of publication, or copy of acceptance letter if not yet published.</p> <p>6) Presentation and Instruction</p> <p>A) First time or significantly revised presentation of an academic course or workshop, seminar, in-service, electronic or Web-based course. Speeches made at luncheons or banquets or any other presentation not within the guidelines of this Part are not eligible for CE credit.</p> <p>B) A licensee who serves as an instructor, speaker or discussion leader of a CE program will be allowed CE course credit for actual presentation time, plus actual preparation time of up to 2 hours for each hour of presentation. Preparation time shall not be allowed for presentations of the same course and will only be allowed for additional study or research. In no case shall credit for actual time of presentation and preparation be given for more than 12 hours during any renewal period.</p> <p>C) Documentation shall include a copy of official program/schedule/ syllabus, including presentation title, date, hours of presentation, and type of audience, or verification of the presentation signed by the sponsor.</p> <p>7) Research</p> <p>A) Development of or participation in a research project or development of an evidence based project.</p> <p>B) A licensee may earn credit for hours spent working on a research project or evidence based project, for a maximum of 12 hours per renewal period.</p> <p>C) Documentation includes verification from the primary investigator indicating the name of the research project or evidence based project, dates of participation, major hypotheses or objectives of the project, and licensee's role in the project.</p> <p>8) Grants</p> <p>A) Development of a grant proposal.</p> <p>B) A licensee may earn credit for hours working on a grant proposal for a maximum of 12 hours per renewal period.</p> <p>C) Documentation includes name of grant proposal, name of grant source, purpose and objectives of the project, and verification from the grant author regarding licensee's role in the development of the grant if not the author.</p> <p>9) Professional Meetings and Activities</p> <p>A) Participation in board or committee work with agencies or organizations in professionally related community based programs to promote and enhance the practice of occupational therapy.</p> <p>B) A licensee may earn 2 contact hours per appointment on a committee or board for one year for a maximum of 8 hours per renewal period.</p> <p>C) Documentation includes name of committee or board, name of agency or organization, purpose of service, and description of licensee's role. Participation must be validated by an officer or representative of the organization or committee.</p> <p>10) Volunteer Service</p>
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	<p>A) Provide volunteer services that utilize occupational therapy skills and experiences to enhance and/or better the lives of organizations, populations, communities or individuals.</p> <p>B) A licensee may earn 2 contact hours per 5 hours of volunteer service, for a maximum of 12 hours per renewal period.</p> <p>C) Documentation includes the name of the agency or organization, purpose of the service, and a description of the licensee's role with dates, hours and outcomes of volunteer service. Participation must be validated by an officer or representative of the organization or agency.</p> <p>11) Advanced Competence Recognition/Specialty Certification</p> <p>A) Advanced recognition and/or specialty certification from a nationally recognized certifying body or approved provider.</p> <p>B) A licensee may earn 12 contact hours for each advanced competence recognition or specialty certification credential earned during a renewal period.</p> <p>C) Documentation includes certificate of completion or other documentation that identifies satisfactory completion of requirements for obtaining advanced competence or specialty certification.</p> <p>D) American Occupational Therapy Association (AOTA) approved post-professional clinical residency or fellowship. A licensee may earn 1 contact hour for every 2 hours spent in a clinical residency or fellowship, for a maximum of 24 hours per renewal period.</p> <p>d) Continuing Education Sponsors and Programs</p> <p>1) Approved sponsor, as used in this Section, shall mean:</p> <p>A) American Occupational Therapy Association (AOTA) and its affiliates;</p> <p>B) American Physical Therapy Association (APTA) and the Illinois Physical Therapy Association (IPTA);</p> <p>C) AOTA approved sponsors;</p> <p>D) American Speech and Hearing Association (ASHA) and the Illinois Speech and Hearing Association (ISHA);</p> <p>E) American Medical Association (AMA) and the Illinois State Medical Society (ISMS) and their affiliates;</p> <p>F) Colleges, universities, community colleges or institutions with occupational therapy or occupational therapy assistant education programs accredited by the American Council for Occupational Therapy Education (ACOTE).</p> <p>G) Regionally accredited colleges and universities;</p> <p>H) American Society of Hand Therapists;</p> <p>I) Licensed hospitals;</p> <p>J) State agencies;</p> <p>K) Educational institutions that provide occupational therapy services, including, but not limited to, public or private primary and secondary schools;</p> <p>L) Any other person, firm, association, corporation, or group that has been approved and authorized by the Division pursuant to subsection (d)(2) upon the recommendation of the Board to coordinate and present CE courses or programs.</p>
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	<p>2) Entities seeking a license as a CE sponsor pursuant to subsection (d)(1)(G) shall file a sponsor application, along with the required fee set forth in Section 1315.130. (State agencies, State colleges and State universities in Illinois shall be exempt from paying this fee.) The applicant shall certify to the following:</p> <ul style="list-style-type: none">A) That all courses and programs offered by the sponsor for CE credit will comply with the criteria in subsection (d) and all other criteria in this Section. The applicant shall be required to submit a sample 3 hour CE program with course materials, presenter qualifications and course outline for review prior to being approved as a CE sponsor;B) That the sponsor will be responsible for verifying attendance at each course or program, and provide a certification of attendance as set forth in subsection (d)(7); andC) That, upon request by the Division, the sponsor will submit evidence necessary to establish compliance with this Section. This evidence shall be required when the Division has reason to believe that there is not full compliance with the statute and this Part and that this information is necessary to ensure compliance. <p>3) Each sponsor shall submit by December 31 of each odd numbered year a sponsor application along with the renewal fee set forth in Section 1315.130. With the application, the sponsor shall be required to submit to the Division a list of all courses and programs offered in the prerenewal period, which includes a course description and location, date and time the course was offered.</p> <p>4) Each CE program shall provide a mechanism for written evaluation of the program and instructor by the participants. The evaluation forms shall be kept for 5 years and shall be made available to the Division upon written request.</p> <p>5) All courses and programs shall:</p> <ul style="list-style-type: none">A) Contribute to the advancement, extension and enhancement of professional clinical skills and scientific knowledge in the practice of occupational therapy;B) Provide experiences that contain scientific integrity, relevant subject matter and course materials; andC) Be developed and presented by persons with education and/or experience in the subject matter of the program. <p>6) All programs given by approved sponsors shall be open to all licensees and not be limited to the members of a single organization or group and shall specify the number of CE hours that may be applied toward Illinois CE requirements for licensure renewal.</p> <p>7) Certificate of Attendance</p> <ul style="list-style-type: none">A) It shall be the responsibility of the sponsor to provide each participant in a program with a certificate of attendance signed by the sponsor. The sponsor's certificate of attendance shall contain:<ul style="list-style-type: none">i) The name and address and license number of the sponsor;ii) The name of the participant and his/her license number;iii) A detailed statement of the subject matter;iv) The number of hours actually attended in each topic;v) The date of the program; andvi) Signature of the sponsor.B) The sponsor shall maintain these records for not less than 5 years.
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	<p>8) The sponsor shall be responsible for assuring verified continued attendance at each program. No renewal applicant shall receive credit for time not actually spent attending the program.</p> <p>9) Upon the failure of a sponsor to comply with any of the foregoing requirements, the Division, after notice to the sponsor and hearing before and recommendation by the Board pursuant to the Administrative Hearing Rules (see 68 Ill. Adm. Code 1110), shall thereafter refuse to accept CE credit for attendance at or participation in any of that sponsor's CE programs until the Division receives reasonably satisfactory assurances of compliance with this Section.</p> <p>e) Continuing Education Earned in Other Jurisdictions</p> <p>1) If a licensee has earned CE hours in another jurisdiction from a nonapproved sponsor for which he/she will be claiming credit toward full compliance in Illinois, that applicant shall submit an application along with a \$20 processing fee prior to taking the program or 90 days prior to the expiration date of the license. The Board shall review and recommend approval or disapproval of this program using the criteria set forth in this Section.</p> <p>2) If a licensee fails to submit an out-of-state CE approval form within the required time, late approval may be obtained by submitting the application with the \$20 processing fee plus a \$10 per hour late fee not to exceed \$150. The Board shall review and recommend approval or disapproval of this program using the criteria set forth in this Section.</p> <p>f) Certification of Compliance with CE Requirements</p> <p>1) Each renewal applicant shall certify, on the renewal application, full compliance with CE requirements set forth in subsection (a).</p> <p>2) The Division may require additional evidence demonstrating compliance with the CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance.</p> <p>3) When there appears to be a lack of compliance with CE requirements, an applicant will be notified and may request an interview with the Board, at which time the Board may recommend that steps be taken to begin formal disciplinary proceedings as required by Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65].</p> <p>g) Waiver of CE Requirements</p> <p>1) Any renewal applicant seeking renewal of his/her license without having fully complied with these CE requirements shall file with the Division a renewal application, the renewal fee set forth in Section 1315.130, a statement setting forth the facts concerning the non-compliance, and a request for waiver of the CE requirements on the basis of these facts. If the Division, upon the written recommendation of the Board, finds from the affidavit or any other evidence submitted that good cause has been shown for granting a waiver, the Division shall waive enforcement of these requirements for the renewal period for which the applicant has applied.</p> <p>2) Good cause shall be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable prerenewal period because of:</p> <p>A) Full-time service in the armed forces of the United States of America during a substantial part of such period; or</p> <p>B) Extreme hardship, which shall be determined on an individual basis by the Board and shall be limited to documentation of:</p> <p>i) An incapacitating illness documented by a currently licensed physician;</p> <p>ii) A physical inability to travel to the sites of approved programs; or</p> <p>iii) Any other similar extenuating circumstances.</p>
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	<p>3) If an interview with the Board is requested at the time the request for the waiver is filed with the Division, the renewal applicant shall be given at least 20 days written notice of the date, time and place of the interview by certified mail, return receipt requested.</p> <p>4) Any renewal applicant who submits a request for waiver pursuant to subsection (g)(1) shall be deemed to be in good standing until the Division's final decision on the application has been made.</p>
<p>Indiana</p>	<p><u>Statute: Indiana Code §25-23.5-2-5, Duties of committee</u> Sec. 5. The committee shall:</p> <p>(1) consider the qualifications of persons who apply for licenses under this article;</p> <p>(2) provide for examinations required under this article;</p> <p>(3) license qualified persons;</p> <p>(4) propose rules to the board concerning the:</p> <p style="padding-left: 40px;">(A) competent practice of occupational therapy;</p> <p style="padding-left: 40px;">(B) continuing competency requirement for the renewal of a license for an occupational therapist and occupational therapy assistant; and</p> <p style="padding-left: 40px;">(C) administration of this article; and</p> <p>(5) recommend to the board the amounts of fees required under this article.</p> <p><u>Regulation: Indiana Administrative Code Title 844 Article 10, Rule 7</u> Sec. 1 Continuing competency requirements</p> <p>(a) Eighteen (18) hours of continuing competency are required for license renewal.</p> <p>(b) Programs that have not been approved under this article will not be accepted as credit for license renewal.</p> <p>(c) Continuing competency hours:</p> <p style="padding-left: 40px;">(1) must be obtained within the biennial renewal period; and</p> <p style="padding-left: 40px;">(2) may not be carried over from one (1) licensure period to another.</p> <p>(d) If a license is valid for less than twelve (12) months, no continuing competency is required for renewal. If the license is valid for twelve (12) to twenty- four (24) months, nine (9) hours of continuing competency is required for renewal.</p> <p>(e) Audits for compliance with continuing competency requirements and actions regarding noncompliance will be conducted as provided for in IC 25-1-4.</p> <p>Sec. 2 Responsibilities of licensees A license holder must do the following:</p> <p style="padding-left: 40px;">(1) Certify completion of continuing competency required by this rule at the time of license renewal.</p> <p style="padding-left: 40px;">(2) Retain verification of completion of continuing competency required by this rule for three (3) years after the last renewal date.</p> <p style="padding-left: 40px;">(3) Present verification of completion of continuing competency required by this rule at the request of the committee.</p>

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	<p>Sec. 3 License period; number of hours required</p> <p>(a) During each two (2) year license period, an occupational therapist or occupational therapy assistant must complete at least eighteen (18) hours of continuing competency of which at least nine (9) hours must be in category I courses.</p> <p>(b) An occupational therapist or occupational therapy assistant may not earn more than nine (9) category II credit hours towards the requirements under this section.</p> <p>(c) All eighteen (18) hours of the continuing competency requirements may be obtained through distance learning methods.</p> <p>Sec. 4 "Category I continuing competency courses" and "category II continuing competency activities" defined</p> <p>(a) As used in this rule, "category I continuing competency courses" includes the following and must be at least one</p> <ul style="list-style-type: none"> (1) contact hour in length: <ul style="list-style-type: none"> (1) Formally organized courses. (2) Workshops. (3) Seminars. (4) Symposia. (5) Home study programs, including approved online or web-based, audio, and video instructional programs. (6) Undergraduate or graduate courses from an accredited institution related to the management, practice, and education of occupational therapy. <p>(b) As used in this rule, "category II continuing competency activities" includes the following:</p> <ul style="list-style-type: none"> (1) Publications of books, articles, or films related to practice, management, or education of occupational therapy. A maximum of five (5) contact hours will be awarded under this subdivision. (2) Preparation for teaching a course in occupational therapy in an accredited program. A maximum of six (6) contact hours will be awarded under this subdivision. (3) Supervision of fieldwork for Level I and Level II students. One (1) contact hour will be awarded for every thirty-two (32) hours of supervision with a maximum of six (6) contact hours. (4) In-house or in-service seminars specifically designed for training or teaching. (5) Actively participating with professional organizations as an officer or committee chairperson. (6) Supervising occupational therapy students when doing their observational hours as a pre-OT student applicant. (7) Research activities other than publications and presentations.
<p>Iowa</p>	<p>Statute: Iowa Code § 272C.2, Continuing education required.</p> <ul style="list-style-type: none"> 1. Each licensing board shall require and issue rules for continuing education requirements as a condition to license renewal. 2. The rules shall create continuing education requirements at a minimum level prescribed by each licensing board. These boards may also establish continuing education programs to assist a licensee in meeting such continuing education requirements. Such rules shall also: <ul style="list-style-type: none"> a. Give due attention to the effect of continuing education requirements on interstate and international practice. b. Place the responsibility for arrangement of financing of continuing education on the licensee, while allowing the board to receive any other available funds or resources that aid in supporting a continuing education program. c. Attempt to express continuing education requirements in terms of uniform and widely recognized measurement units.

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	<p>d. Establish guidelines, including guidelines in regard to the monitoring of licensee participation, for the approval of continuing education programs that qualify under the continuing education requirements prescribed.</p> <p>e. Not be implemented for the purpose of limiting the size of the profession or occupation.</p> <p>f. Define the status of active and inactive licensure and establish appropriate guidelines for inactive licensee reentry.</p> <p>g. Be promulgated solely for the purpose of assuring a continued maintenance of skills and knowledge by a professional or occupational licensee directly related and commensurate with the current level of competency of the licensee's profession or occupation.</p> <p>3. The state board of engineering and land surveyors, the board of architectural examiners, the board of landscape architectural examiners, and the economic development authority shall cooperate with each other and with persons who typically offer continuing education courses for design professionals to make available energy efficiency related continuing education courses, and to encourage interdisciplinary cooperation and education concerning available energy efficiency strategies for employment in the state's construction industry.</p> <p>4. A person licensed to practice an occupation or profession in this state shall be deemed to have complied with the continuing education requirements of this state during periods that the person serves honorably on active duty in the military services, or for periods that the person is a resident of another state or district having a continuing education requirement for the occupation or profession and meets all requirements of that state or district for practice therein, or for periods that the person is a government employee working in the person's licensed specialty and assigned to duty outside of the United States, or for other periods of active practice and absence from the state approved by the appropriate licensing board.</p> <p>5. A person licensed to sell real estate in this state shall be deemed to have complied with the continuing education requirements of this state during periods that the person serves honorably on active duty in the military services, or for periods that the person is a resident of another state or district having a continuing education requirement for the occupation or profession and meets all requirements of that state or district for practice therein, if the state or district accords the same privilege to Iowa residents, or for periods that the person is a government employee working in the person's licensed specialty and assigned to duty outside of the United States, or for other periods of active practice and absence from the state approved by the appropriate licensing board.</p> <p><u>Regulation: Iowa Administrative Code 645-207.2 (272C), Continuing education requirements.</u></p> <p>207.2(1) The biennial continuing education compliance period shall extend for a two-year period that begins on the sixteenth day of the licensee's birth month and ends two years later on the fifteenth day of the birth month.</p> <p>a. Requirements for occupational therapist licensees. Each biennium, each person who is licensed to practice as an occupational therapist in this state shall be required to complete a minimum of 30 hours of continuing education approved by the board; a minimum of 20 hours shall be directly and primarily related to the clinical application of occupational therapy.</p> <p>b. Requirements for occupational therapy assistant licensees. Each biennium, each person who is licensed to practice as an occupational therapy assistant in this state shall be required to complete a minimum of 15 hours of continuing education approved by the board; a minimum of 10 hours shall be directly and primarily related to the clinical application of occupational therapy.</p>
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207.2(2) Requirements of new licensees. Those persons licensed for the first time shall not be required to complete continuing education as a prerequisite for the first renewal of their licenses. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used. The new licensee will be required to complete a minimum of 30 hours of continuing education per biennium for occupational therapists and 15 hours for occupational therapy assistants each subsequent license renewal.

207.2(3) Hours of continuing education credit may be obtained by attending and participating in a continuing education activity. These hours must be in accordance with these rules.

207.2(4) With the exception of continuing education hours obtained by new licensees, no hours of continuing education shall be carried over into the next biennium. A licensee whose license was reactivated during the current renewal compliance period may use continuing education earned during the compliance period for the first renewal following reactivation.

207.2(5) It is the responsibility of each licensee to finance the cost of continuing education.

Regulation: Iowa Administrative Code 645–207.3 (148B,272C) Standards.

645 – 207.3(1) General criteria. A continuing education activity which meets all of the following criteria is appropriate for continuing education credit if the continuing education activity:

- a. Constitutes an organized program of learning which contributes directly to the professional competency of the licensee;
- b. Pertains to subject matters which integrally relate to the practice of the profession;
- c. Is conducted by individuals who have specialized education, training and experience by reason of which said individuals should be considered qualified concerning the subject matter of the program. At the time of audit, the board may request the qualifications of presenters;
- d. Fulfills stated program goals, objectives, or both; and
- e. Provides proof of attendance to licensees in attendance including:
 - (1) Date, location, course title, presenter(s);
 - (2) Number of program contact hours; and
 - (3) Certificate of completion or evidence of successful completion of the course provided by the course sponsor.

207.3(2) Specific criteria.

a. Licensees may obtain continuing education hours of credit by:

- (1) Attending workshops, conferences, or symposiums.
- (2) Accessing online training, such as viewing interactive conferences, attending webinars, or completing online training courses.
- (3) Directly supervising students for clinical education if the student being supervised is from an accredited occupational therapy or occupational therapy assistant program and is participating in a full-time clinical experience (defined as approximately 40 hours per week, ranging from 1 to 18 weeks). One hour will be awarded for every 160 contact hours of supervision. A maximum of 8 hours for an occupational therapist and 4 hours for an occupational therapy assistant may be awarded per biennium. The occupational therapist or occupational

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	<p>therapy assistant must have documentation from the accredited educational program indicating the number of hours spent supervising a student.</p> <p>(4) Presenting professional programs that meet the criteria listed in this rule. Two hours of credit will be awarded for each hour of presentation for the first offering of the course. A course schedule or brochure must be maintained for audit.</p> <p>(5) Completing academic courses that directly relate to the professional competency of the licensee. Official transcripts indicating successful completion of academic courses that apply to the field of occupational therapy will be necessary in order for the licensee to receive the following continuing education credits:</p> <ul style="list-style-type: none"> 1 academic semester hour = 15 continuing education hours of credit 1 academic trimester hour = 12 continuing education hours of credit 1 academic quarter hour = 10 continuing education hours of credit <p>(6) Teaching in an approved college, university, or graduate school. The licensee may receive the following continuing education credits on a one-time basis for the first offering of a course:</p> <ul style="list-style-type: none"> 1 academic semester hour = 15 continuing education hours of credit 1 academic trimester hour = 12 continuing education hours of credit 1 academic quarter hour = 10 continuing education hours of credit <p>(7) Authoring research or other activities, the results of which are published in a recognized professional publication. The licensee shall receive 5 hours of credit per page.</p> <p>(8) Participating in professional organizations related to the practice of occupational therapy, with 1 credit hour received for each six months of active service as an officer, delegate, or committee member, for a maximum of 4 hours of credit per biennium. Verification of participation must be provided by the professional organization to document the continuing education credit.</p> <p>b. Continuing education hours of credit in the following topics are not considered to be directly and primarily related to the clinical application of occupational therapy and therefore must not exceed a maximum combined total of 8 hours of credit for an occupational therapist licensee and 4 hours of credit for an occupational therapy assistant licensee:</p> <ul style="list-style-type: none"> (1) Business-related topics, such as marketing, time management, government regulations, and other like topics. (2) Personal skills topics, such as career burnout, communication skills, human relations, and other like topics. (3) General health topics, such as clinical research, CPR, mandatory reporter training, and other like topics.
<p>Kansas</p>	<p><u>Statute:</u> Kansas Statutes Annotated §65-5412, Expiration of license; renewal; suspension; reinstatement; fees.</p> <p>(a) Licenses issued under this act shall expire on the date of expiration established by rules and regulations of the board unless renewed in the manner prescribed by the board. The request for renewal shall be accompanied by the license renewal fee established pursuant to K.S.A. 65-5409, and amendments thereto. The board may establish additional requirements for licensure renewal which provide evidence of continued competency.</p> <p>(c) Any license canceled for failure to renew as herein provided may be reinstated upon recommendation of the board and upon payment of the renewal fee and the reinstatement fee and upon submitting evidence of satisfactory completion of any applicable continuing education requirements established by the board. The board shall adopt rules and regulations establishing appropriate continuing education requirements for reinstatement of licenses canceled for failure to renew.</p>

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Regulation: Kansas Administrative Regulations 100-54-7, Continuing education; license renewal.

- (a) (1) Each licensee shall submit evidence of completing at least 40 contact hours of continuing education during the preceding 24 months. Evidence of this attainment shall be submitted before or with the application for renewal in each odd-numbered year.
- (2) No evidence of continuing education shall be required for license renewal in even-numbered years.
- (b) A licensee initially licensed within one year of a renewal date when evidence of continuing education must be submitted shall not be required to submit evidence of satisfactory completion of a program of continuing education required by paragraph (a)(1) for that first renewal period. Each licensee who was initially licensed or whose license has been reinstated for more than one year but less than two years from a renewal date when continuing education required by paragraph (a)(1) must be submitted shall be required to submit evidence of satisfactory completion of at least 20 contact hours of continuing education.
- (c) Any licensee who cannot meet the requirements of paragraph (a)(1) or subsection (b) may request an extension from the board. The request shall include a plan for completion of the continuing education requirements within the requested extension period. An extension of not more than six months may be granted by the board for good cause shown by a substantiated medical condition, natural disaster, death of a spouse or an immediate family member, or any other compelling reason that in the judgment of the board renders the licensee incapable of meeting the requirements of paragraph (a)(1) or subsection (b).
- (d) A contact hour shall consist of 60 minutes of instruction, unless otherwise specified in this regulation.
- (e) The content of the continuing education classes or literature shall be related to the field of occupational therapy or similar areas.
- (f) Each licensee shall acquire continuing education from the classes of education experiences defined in subsection (g). The licensee shall acquire at least 30 contact hours from one or more of the following: class I, class IV, class V, and class VI.
- (g) Continuing education experiences shall be classified as follows:
- (1) Class I: attendance at or participation in an education presentation. Class I continuing education experiences shall include the following types of education offerings:
- (A) Lectures. A "lecture" means a discourse given for instruction before an audience or through a teleconference.
- (B) Panels. A "panel" means the presentation of a number of views by several professional individuals on a given subject, with none of the views considered a final solution.
- (C) Workshops. A "workshop" means a series of meetings designed for intensive study, work, or discussion in a specific field of interest.
- (D) Seminars. A "seminar" means directed advanced study or discussion in a specific field of interest.
- (E) Symposiums. A "symposium" means a conference of more than a single session organized for the purpose of discussing a specific subject from various viewpoints and presented by various speakers.
- (F) College or university courses. Ten contact hours shall be given for each college credit hour with a grade of at least C or a "pass" in a pass/fail course.

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	<p>(G) Other courses. An "other course" means a home study, correspondence, or internet course for which the provider of the activity evaluates the licensee's knowledge of the subject matter presented in the continuing education activity. A maximum of 20 contact hours may be acquired from other courses.</p> <p>(2) Class II: in-service training. "In-service training" means training that is given to employees during the course of employment. A maximum of four contact hours may be given for attending an in-service training session. A maximum of four contact hours may be given for instructing an in-service training session, but no additional hours shall be acquired for attending that particular in-service training session or for any subsequent instruction on the same subject matter. A maximum of eight contact hours may be acquired from class II.</p> <p>(3) Class III: professional reading. "Professional reading" means reading professional literature, whether printed or provided by audiotapes, videotapes, or electronic media. A maximum of two contact hours may be acquired from class III.</p> <p>(4) Class IV: professional publication. The maximum number of contact hours that may be given for professional publication shall be as follows:</p> <ul style="list-style-type: none">(A) 30 hours for publication of a book or original paper; and(B) 15 hours for a review paper, case report, abstract, or book review. <p>(5) Class V: instructor preparation of class I programs. Any licensee who presents a class I continuing education program or its equivalent may receive three class V contact hours for each hour of presentation. No credit shall be granted for any subsequent presentations on the same subject matter. A maximum of 30 contact hours may be acquired from class V.</p> <p>(6) Class VI: fieldwork supervision of level II students. One contact hour per week may be given for supervising a level II student's full-time fieldwork. "Full-time fieldwork" shall mean at least 35 hours per week. A maximum of 24 contact hours may be acquired from class VI.</p> <p>(h) Each licensee shall submit documented evidence of attendance at, participation in, or presentation to class I and class II continuing education activities. Each licensee shall submit personal verification for class III activities. Copies of publications shall be submitted for verification of class IV activities. Verification of class VI fieldwork supervision shall be submitted by the licensee's employer.</p> <p>(i) Instructional staff shall be competent in the subject matter and in the methodology of instruction and learning processes as evidenced by experience, education, or publication.</p> <p><u>Regulation:</u> Kansas Administrative Regulations 100-54-8, Continuing education; expired, canceled, and revoked licenses.</p> <p>(a) If the license has expired but has not been canceled, no continuing education shall be required in addition to the continuing education that would have been necessary if the license had been renewed before its expiration.</p> <p>(b) Each applicant who wishes to reinstate a license that has been canceled shall submit proof of continuing education as follows:</p> <ul style="list-style-type: none">(1) If the applicant has continuously held an active license in another state or the District of Columbia since the date on which the Kansas license was canceled or the applicant currently holds a license that has been active for at least two years in any state that has licensing and continuing education requirements at least as strict as those
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	<p>of Kansas, the applicant shall submit proof of the applicant's current license, registration, or certification from that jurisdiction.</p> <p>(2) If the time since the license was canceled has been one year or less, no continuing education in addition to the continuing education that would have been necessary if the license had been renewed before cancellation shall be required.</p> <p>(3) If the time since the license was canceled has been more than one year but less than two years, the applicant shall complete a minimum of 20 contact hours.</p> <p>(4) If the time since the license was canceled has been at least two years but less than three years, the applicant shall complete 40 contact hours.</p> <p>(5) If the time since the license was canceled has been at least three years or the applicant has not held an active license in another state that has licensing and continuing education requirements at least as strict as those of Kansas, the applicant shall complete an educational program related to continued competency based on a written recommendation by the occupational therapist council and approved by the board.</p> <p>(c) An occupational therapist or an occupational therapy assistant whose license has been reinstated within one year of a renewal date when evidence of continuing education must be submitted shall not be required to submit evidence of satisfactory completion of a program of continuing education for that first renewal period. Each licensee whose license has been reinstated for more than one year but less than two years from a renewal date when continuing education must be submitted shall be required to submit evidence of satisfactory completion of at least 20 contact hours of continuing education.</p> <p>(d) Each applicant seeking reinstatement of a revoked license shall be required to successfully complete a program approved by the board.</p>
<p>Kentucky</p>	<p><u>Statute:</u> Kentucky Revised Statutes §319A.160 License renewal, reinstatement, restoration, and reissuance -- Inactive license status -- Change of licensee's name, address, or employment.</p> <p>(2) The board may set a required number of continuing education units for license renewal.</p> <p><u>Regulation:</u> Kentucky Administrative Regulations 201 KAR 28:200, Continuing competence.</p> <p>Section 1. Definitions.</p> <p>(1) "Continuing competence" means a dynamic, multidimensional process to develop and maintain the knowledge, skills, interpersonal abilities and critical and ethical reasoning necessary to perform occupational therapy professional responsibilities.</p> <p>(2) "Continuing competence unit" means an assigned unit of measure for each continuing competence activity for which the values are given in Section (5) of this administrative regulation.</p> <p>(3) "Contact hour" means sixty (60) minutes engaged in a learning activity, excluding meals, breaks, and registration.</p> <p>(4) "CCU" means continuing competence unit.</p> <p>Section 2. Continuing Competence Requirements.</p> <p>(1) A licensee applying for license renewal shall complete a minimum of twelve (12) CCUs of qualified activities for maintaining continuing competence during the preceding annual renewal period.</p>

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- (2) A licensee who is issued a license for a period less than twelve (12) months shall prorate the number of CCUs to one (1) CCU for each month licensed.
 - (3) An applicant for reinstatement or licensure who was previously licensed by the board and whose license has been put on inactive status, revoked, or expired for three (3) years or less from the time the application is filed shall obtain twelve (12) CCUs of qualified activities for maintaining continuing competence for each year in which the license has been in the status prior to receiving the license.
 - (4) An applicant for licensure who was previously licensed by the board and whose license has lapsed for more than three (3) years shall obtain thirty-six (36) CCUs of qualified activities for maintaining continuing competence.
- Section 3. Qualified Activities for Maintaining Continuing Competence. The following activities qualify for the continuing competence requirements of this administrative regulation:
- (1) Continuing education courses.
 - (a) A licensee may earn one (1) CCU for each contact hour in continuing education courses including workshops, seminars, conferences, electronic courses, or self-study courses.
 - (b) Documentation for this activity shall include a certificate of completion or similar documentation including:
 - 1. Name of course, date, and the author or instructor;
 - 2. Name of sponsoring organization and the location of the course; and
 - 3. The number of contact hours attended.
 - (2) Employer provided in-service training.
 - (a) A licensee may earn one (1) CCU for each contact hour of in-service training provided to the licensee by the licensee's employer.
 - (b) No more than six (6) CCUs of employer-provided training may be counted towards the total number of required CCUs.
 - (c) Training that deals with issues completely unrelated to the practice of occupational therapy shall not be counted toward the continuing competence requirements.
 - (d) Documentation for this activity shall include a certificate of completion or similar documentation including:
 - 1. Name of course, date, and the instructor;
 - 2. Name of providing organization and the location of the course; and
 - 3. The number of contact hours attended.
 - (e) In-service training is structured training that is offered to an employee and that is intended to maintain or enhance the employee's job performance or to meet requirements that are imposed on the employer by a credentialing body.
 - (3) Academic coursework.
 - (a) Participation in on-site or distance learning academic courses from a university, college, or vocational technical adult education course related to the practice of occupational therapy shall be counted towards the requirements of this administrative regulation.
 - (b) A licensee may earn six (6) CCUs per credit hour.
 - (c) Documentation for this activity shall include:

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	<ol style="list-style-type: none">1. An official transcript indicating successful completion of the course and the date on which the course was taken; and2. A description of the course from the school catalogue or course syllabus. <p>(4) Independent study.</p> <ol style="list-style-type: none">(a) Independent study may include reading books, journal articles, reviewing videos, and activities of a similar nature.(b) A licensee may earn one (1) CCU for one (1) contact hour spent in an independent study activity.(c) Documentation for this activity shall include:<ol style="list-style-type: none">1. Title, author, and publisher of the material;2. The time spent on the material;3. The date of completion; and4. A statement that describes how the activity relates to a licensee's current or anticipated roles and responsibilities.(d) No more than six (6) CCUs from this category shall be counted toward the total. <p>(5) Mentorship.</p> <ol style="list-style-type: none">(a) Credit may be earned by each participant in a formalized mentorship agreement defined by a signed contract between the mentor and mentee that outlines specific goals and objectives and designates the plan of activities for the participants.(b) A licensee may earn one (1) CCU for five (5) contact hours spent in activities directly related to achievement of goals and objectives under a mentorship agreement.(c) Documentation for this activity shall include:<ol style="list-style-type: none">1. The name of mentor and mentee;2. A copy of a signed agreement;3. The dates, hours spent and focus of mentorship activities; and4. A statement outlining the outcomes of mentorship agreement. <p>(6) Fieldwork supervision.</p> <ol style="list-style-type: none">(a) Credit may be earned by participation as the primary clinical fieldwork educator for an OT or OTA fieldwork student.(b) A licensee may earn one (1) CCU per forty (40) hours of supervision for each fieldwork student supervised.(c) Documentation shall include:<ol style="list-style-type: none">1. A written verification from the school to the fieldwork educator with the name of student, school, and dates of fieldwork or the signature page of the completed student evaluation form.2. Evaluation scores and comments should be deleted or blocked out. <p>(7) Professional writing.</p> <ol style="list-style-type: none">(a) Credit may be earned by the publication of a book, chapter, or article.(b) A licensee may earn:<ol style="list-style-type: none">1. Twelve (12) CCUs as an author of a book;2. Six (6) CCUs as an editor of a book;3. Six (6) CCUs as author of a chapter;
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	<p>4. Four (4) CCUs as author of a peer reviewed article;</p> <p>5. Two (2) CCUs as author of a nonpeer reviewed article;</p> <p>(c) Documentation for this activity shall consist of full reference for publication including, title, author, editor, and date of publication; or copy of acceptance letter if not yet published.</p> <p>(8) Professional presentations and instruction.</p> <p>(a) Credit may be earned by the presentation of academic guest lectures, state or national workshops or conferences, and employer-provider in-service training for OT/Ls or OTA/Ls.</p> <p>(b) A licensee may earn two (2) CCUs for each hour of credit that is awarded for an activity.</p> <p>(c) Documentation for this activity shall include a copy of official program, schedule, or syllabus including presentation title, date, hours of presentation, and type of audience or verification of that signed by the sponsor.</p> <p>(9) Research.</p> <p>(a) Credit may be earned for the development of or participation in extensive scholarly research activities or extensive outcome studies.</p> <p>(b) A licensee may earn one (1) CCU for one contact hour spent working on a research project.</p> <p>(c) Documentation for this activity shall include verification from the primary investigator indicating the name of research project, dates of participation, major hypotheses or objectives of the project, and licensee’s role in the project.</p> <p>(10) Grants.</p> <p>(a) Credit may be earned for the development of a grant proposal.</p> <p>(b) A licensee may earn one (1) CCU for one contact hour spent working on a grant proposal.</p> <p>(c) Documentation for this activity shall include name of grant proposal, name of grant source, purpose and objectives of the project, and verification from the grant author regarding licensee’s role in the development of the grant if not the author.</p> <p>(11) Professional meetings and activities.</p> <p>(a) Participation in board or committee work with agencies or organizations in professionally related areas to promote and enhance the practice of occupational therapy may be counted toward the requirements of this administrative regulation.</p> <p>(b) A licensee may earn one (1) CCU for five (5) contact hours on a committee or board.</p> <p>(c) Documentation for this activity shall include:</p> <ol style="list-style-type: none">1. The name of the committee or board, name of the agency or organization, purpose of service, and description of licensee’s role; and2. The participation shall be validated by an officer or representative of the organization or committee. <p>(d) No more than six (6) CCUs from this category shall be counted toward the total.</p> <p>(12) Specialty certifications.</p> <p>(a) The board shall recognize completion of activities that result in an advanced competence credential or specialty certification earned or recertified during the current renewal period.</p> <p>(b) A licensee may earn up to twelve (12) CCUs for each advanced competence recognition or specialty certification credential earned or recertified during a renewal period.</p>
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	<p>(c) Documentation for this activity shall include a certificate of completion that identifies satisfactory completion of requirements for obtaining advanced competence recognition or specialty certification.</p> <p>(13) Continuing competence plan.</p> <p>(a) A licensee may earn two (2) CCUs for completion of activities related to the development and implementation of a continuing competence plan for professional development.</p> <p>(b) Documentation for this activity shall include a signed document by the licensee attesting to the fact that he or she has used a formal assessment process which included the establishment of professional development goals and objectives and a portfolio approach to organize and document continuing competence activities related to the licensee's plan.</p> <p>(14) Volunteer services.</p> <p>(a) Credit may be earned by participation in volunteer services performed for organizations, populations, or individuals if the services maintain or enhance the licensee's competence in professional skills in the practice of occupational therapy.</p> <p>(b) A licensee may earn one (1) CCU for each five (5) contact hours.</p> <p>(c) Documentation for this activity shall include verification letter from organizations and report of outcomes of services provided.</p> <p>(d) No more than six (6) CCUs from this category shall be counted toward the total.</p> <p>Section 4. Approval of Courses for Continuing Education Credit under Section 3(1) of this administrative regulation.</p> <p>(1) A continuing education course shall be current in subject matter and relevant to the practice of occupational therapy.</p> <p>(2) A continuing education course under Section 3(1) of this administrative regulation shall qualify for credit under this administrative regulation if it is approved by one of the following methods:</p> <p>(a) The board shall approve a course or provider of a course that is administered or approved by:</p> <ol style="list-style-type: none">1. A recognized national, state, or local occupational therapy association;2. An accredited health care organization or facility; or3. An accredited college or university. <p>(b) A continuing education course provider who does not come within the provisions of paragraph (a) of this subsection shall submit the following information to the board at least ninety (90) days prior to the presentation of the course:</p> <ol style="list-style-type: none">1. A thorough course description;2. A statement of the projected learning outcomes;3. A statement of the target audience;4. The content focus of the course;5. A detailed agenda for the activity;6. A statement of the number of contact hours requested;7. A listing of the presenters and their qualifications; and8. A sample of the certificate of completion awarded to successful attendees. <p>(c) A licensee who does not come within the provisions of paragraph (a) or (b) of this subsection shall submit to the following information to the board:</p>
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	<ol style="list-style-type: none"> 1. A thorough course description; 2. A statement of the achieved learning outcomes; 3. The content focus of the course; 4. A detailed agenda for the activity; 5. A statement of the number of contact hours requested; 6. A listing of the presenters and their qualifications; and 7. A sample of the certificate of completion awarded to successful attendees. <p>Section 5. Waiver of Requirements. Under extenuating circumstances, the board may waive all or part of the continuing competence activity requirements of this administrative regulations if an occupational therapist or occupational therapy assistant submits written request for a waiver and provides evidence to the satisfaction of the board of an illness, injury, family hardship, active military service, or other similar extenuating circumstance which precluded the individual's completion of the requirements on a case-by- case basis.</p> <p>Section 6. Documentation and Reporting Procedures.</p> <ol style="list-style-type: none"> (1) A licensee shall maintain the required proof of completion for each continuing competence activity as specified in these administrative regulations. (2) The required documentation shall be retained by the licensee for a minimum of one (1) year following the last day of the license renewal period for which the continuing competence activities were earned. (3) A licensee shall not send his or her continuing competence activity documentation to the board unless audited under Section 7 of this administrative regulation or otherwise requested by the board. <p>Section 7. Audit of Continuing Competence Activities.</p> <ol style="list-style-type: none"> (1) The board shall perform a random audit of up to ten (10) percent of all licensees who shall be required by the board to furnish documentation of the completion of the appropriate number of continuing education hours for the current renewal period. (2) A licensee who is audited shall respond to the audit within sixty (60) days of the date of the request. (3) A licensee who fails to comply with the continuing competence activity requirements of this administrative regulation may be subject to disciplinary action that may include suspension or revocation of license. <p>Section 8. Other Provisions.</p> <ol style="list-style-type: none"> (1) A licensee may not carry over continuing competence activity CCUs from one (1) licensure period to the next. (2) A licensee may not receive credit for completing the same continuing competence activity more than once.
Louisiana	<p><u>Statute: Louisiana Revised Statutes §3012, Renewal of license</u></p> <p>A. A license issued under this Chapter shall be subject to annual renewal and shall expire unless renewed in the manner prescribed by the policies of the board.</p> <p>B. (1) The board shall establish criteria on continuing education requirements for the retention or renewal of licenses in accordance with the Administrative Procedure Act; except that the report shall be submitted to the Senate and House of Representatives health and welfare committees for review purposes notwithstanding the provisions of</p>

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R.S. 49:968(B). The board shall notify and consult with the association prior to the issuance or promulgation of such rules and regulations.

(2) The licensee shall provide proof of continuing education to the board as provided in the criteria established pursuant to Paragraph (1) of this Subsection.

(3) The continuing requirements shall not apply to individuals working as occupational therapists in state facilities or employed by a state agency.

C. Late renewal may be obtained in accordance with the established policies of the board.

D. Renewal of a license which expired while the license was under suspension can occur only after the completion of the suspension.

Regulation: Louisiana Regulations Title 46 , Part XLV, Subpart 2, Chapter 19, Subchapter H – Continuing Professional Education

§1963. Scope of Subchapter

A. The rules of this Subchapter provide standards for the continuing professional education requisite to the annual renewal of licensure as an occupational therapist or occupational therapy assistant, as required by §§1947 and 1965 of these rules, and prescribe the procedures applicable to satisfaction and documentation of continuing professional education in connection with application for renewal of licensure.

§1965. Continuing Professional Education Requirement

A. Subject to the exceptions specified in §1979 of this Subchapter, to be eligible for renewal of licensure for 1996 and thereafter, an occupational therapist or occupational therapy assistant shall, within each year during which he holds licensure, evidence, and document, upon forms supplied by the board, successful completion of not less than 15 contact hours, or 1.5 continuing education units (CEUs).

B. One CEU constitutes 10 hours of participation in an organized continuing professional education program approved by the board and meeting the standards prescribed in this Subchapter; one continuing professional education hour is equal to one-tenth of a CEU. Fifteen hours, or 1.5 CEUs, is required to meet the standards prescribed by this Subchapter.

§1967. Qualifying Continuing Professional Education Programs

A. To be acceptable as qualified continuing professional education under these rules a program shall:

1. have significant and substantial theoretical and/or practical content directly related to the practice of occupational therapy, or the development, administration, and supervision of clinical practice;
2. have preestablished written goals and objectives, with its primary objective being to maintain or increase the participant's competence in the practice of occupational therapy;
3. be presented by persons whose knowledge and/or professional experience is appropriate and sufficient to the subject matter of the presentation;
4. provide a system or method for verification of attendance or course completion; and
5. be a minimum of one continuous hour in length.

B. Self-study or independent study, to be acceptable as qualified continuing professional education under these rules, shall be sponsored or offered by the AOTA, by an AOTA approved provider, or the LOTA.

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- C. A licensee may earn hour for hour continuing education units (up to a maximum of 5 hours per year) for initial presentations, workshops and institutes presented by the licensee when documented by an official program, schedule or syllabus containing title, date, hours and type of audience.
- D. A licensee may earn continuing education units (up to a maximum of 5 hours per year) for publications appearing in a peer-reviewed professional journal, a book on theory/practice of occupational therapy, or chapter(s) in a book. Documentation shall consist of the full reference of the publication including, title, author, editor and date of publication or, if not yet published, a copy of a letter of acceptance for publication.
- E. None of the following programs, seminars, or activities shall be deemed to qualify as acceptable continuing professional education programs under these rules:
1. any program, seminar or activity not meeting the standards prescribed by §1967.A.-D;
 2. any program, presentation, seminar, or course of instruction not providing the participant an opportunity to ask questions or seek clarification of specific matters presented;
 3. mentoring, training, or supervisory activities;
 4. holding office in professional or governmental organizations, agencies, or committees;
 5. participation in case conferences or informal presentations;
 6. writing articles for publications that are not peer-reviewed, writing grant applications, or developing or participating in research projects; or
 7. reading books or journals, viewing videos, or similar activities.
- §1969. Approval of Program Sponsors
- A. Any program, course, seminar, workshop, self- study, independent study or other activity meeting the standards prescribed by §1967.A.-D sponsored or offered by the AOTA, by an AOTA approved provider, or the LOTA shall be presumptively deemed approved by the board for purposes of qualifying as an approved continuing professional education program under these rules.
- B. Upon the recommendation of the advisory committee, the board may designate additional organizations and entities whose programs, courses, seminars, workshops, or other activities shall be deemed approved by the board for purposes of qualifying as an approved continuing professional education program under §1967.A.-D.
- §1971. Approval of Programs
- A. A continuing professional education program sponsored by an organization or entity not deemed approved by the board pursuant to §1969.A.-D may be preapproved by the board as a program qualifying and acceptable for satisfying continuing professional education requirements under this Subchapter upon written request to the board therefore, upon a form supplied by the board, providing a complete description of the nature, location, date, content, and purpose of such program and such other information as the board or the advisory committee may request to establish the compliance of such program with the standards prescribed by §1967.A.-D. Any such request for preapproval respecting a program which makes and collects a charge for attendance shall be accompanied by a nonrefundable processing fee of \$30.
- B. Any such written request shall be referred by the board to the advisory committee for its recommendation. If the advisory committee's recommendation is against approval, the board shall give notice of such recommendation to the person or

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organization requesting approval and such person or organization may appeal the advisory committee's recommendation to the board by written request delivered to the board within 10 days of such notice. The board's decision with respect to approval of any such activity shall be final. Persons and organizations requesting preapproval of continuing professional education programs should allow not less than 60 days for such requests to be processed.

§1973. Documentation Procedure

A. A form for annual documentation and certification of satisfaction of the continuing professional education requirements prescribed by these rules shall be mailed by the board to each occupational therapist and occupational therapy assistant subject to such requirements with the application for renewal of licensure form mailed by the board pursuant to §1947.B of these rules. Such form shall be completed and delivered to the board with the licensee's renewal application.

B. Any certification of continuing professional education not presumptively approved by the board pursuant to these rules, or preapproved by the board in writing, shall be referred to the advisory committee for its evaluation and recommendations pursuant to §1961.A.6.b. If the advisory committee determines that a program or activity certified by an applicant for renewal in satisfaction of continuing professional education requirements does not qualify for recognition by the board or does not qualify for the number of CEUs claimed by the applicant, the board shall give notice of such determination to the applicant for renewal and the applicant may appeal the advisory committee's recommendation to the board by written request delivered to the board within 10 days of such notice. The board's decision with respect to approval and recognition of any such program or activity shall be final.

§1975. Failure to Satisfy Continuing Professional Education Requirements

A. An applicant for renewal of licensure who fails to evidence satisfaction of the continuing professional education requirements prescribed by these rules shall be given written notice of such failure by the board. The license of the applicant shall remain in full force and effect for a period of 60 days following the mailing of such notice, following which it shall be deemed expired, unrenewed, and subject to revocation without further notice, unless the applicant shall have, within such 60 days furnished the board satisfactory evidence, by affidavit, that:

1. the applicant has satisfied the applicable continuing professional education requirements;
2. the applicant is exempt from such requirements pursuant to these rules; or
3. the applicant's failure to satisfy the continuing professional education requirements was occasioned by disability, illness, or other good cause as may be determined by the board.

B. The license of an occupational therapist or occupational therapy assistant whose license has expired by nonrenewal or has been revoked for failure to satisfy the continuing professional education requirements of these rules may be reinstated by the board upon written application to the board, accompanied by payment of a reinstatement fee, in addition to all other applicable fees and costs, of \$50, together with documentation and certification that:

1. the applicant has, during each year since the date on which the applicant's license lapsed, expired, or was revoked, completed 12 contact hours (1.2 CEUs) of qualifying continuing professional education and the following additional continuing professional education, as applicable:
 - a. if the application for reinstatement is made more than one year and less than three years following the date on which such license lapsed, expired, or was revoked, the applicant shall evidence completion of and

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	<p>additional six contact hours (0.6 CEU) of qualifying continuing professional education since the date on which the applicant's license lapsed, expired, or was revoked;</p> <p>b. if the application for reinstatement is made more than three years and less than five years following the date on which such license lapsed, expired, or was revoked, the applicant shall evidence completion of and additional eight contact hours (0.8 CEU) of qualifying continuing professional education within the 12 months period preceding application for reinstatement;</p> <p>c. if the application for reinstatement is made more than five years following the date on which such license lapsed, expired, or was revoked, the applicant shall evidence completion of an additional 10 contact hours (1.0 CEU) of qualifying continuing professional education within the 12 months period preceding application for reinstatement; or</p> <p>2. the applicant has, within one year prior to making application for reinstatement, taken and successfully passed the recertification examination of the NBCOT.</p> <p>§1977. Waiver of Requirements A. The board may, in its discretion and upon the recommendation of the advisory committee, waive all or part of the continuing professional education required by these rules in favor of an occupational therapist or occupational therapy assistant who makes written request for such waiver to the board and evidences to the satisfaction of the board a permanent physical disability, illness, financial hardship, or other similar extenuating circumstances precluding the individual's satisfaction of the continuing professional education requirements.</p> <p>§1979. Exceptions to Continuing Professional Education Requirements A. The continuing professional education requirements prescribed by this Subchapter as requisite to renewal of licensure shall not be applicable to:</p> <ol style="list-style-type: none"> 1. an occupational therapist or occupational therapy assistant employed exclusively by, or at an institution operated by, any department or agency of the state of Louisiana; or 2. an occupational therapist or occupational therapy assistant who has held an initial Louisiana license on the basis of examination for a period of less than one year.
Maine	<p>Statute: No continuing competence requirements. (Repealed 2019) Regulation: No continuing education requirements. (Repealed 2012)</p>
Maryland	<p>Statute: Annotated Code of Maryland §10-311. Term and renewal of licenses. (d) Continuing competency. — In addition to any other qualifications and requirements established by the Board, the Board may establish continuing competency requirements as a condition to the renewal of licenses under this section.</p> <p>Regulation: Code of Maryland Regulations, 10.46.04 Continuing Competency Requirement .01 Scope. A. This chapter applies to all occupational therapists and occupational therapy assistants seeking to obtain, renew, reactivate, or reinstate licensure in Maryland. B. The objectives of this chapter are to establish guidelines in order to:</p> <ol style="list-style-type: none"> (1) Maintain professional competency, or improve professional competency, or both; and

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	<p>(2) Assure completion of continuing competency requirements for:</p> <ul style="list-style-type: none">(a) Licensure;(b) Renewal;(c) Reactivation; or(d) Reinstatement. <p>.02 Definitions.</p> <p>A. In this chapter, the following terms have the meanings indicated.</p> <p>B. Terms Defined.</p> <p>(1) "Competence" means an individual's capacity for performance in occupational therapy principles and procedures.</p> <p>(2) Competency.</p> <ul style="list-style-type: none">(a) "Competency" means the demonstration of the pertinent knowledge of and performance skills in occupational therapy principles and procedures within the practice of occupational therapy and limited occupational therapy.(b) "Competency" includes satisfactory completion of an educational program or experience, specialty certification, continuing education, or all of these. <p>(3) Contact Hour.</p> <ul style="list-style-type: none">(a) "Contact hour" means 1 hour spent in a continuing competency activity that meets the requirements of the Board and is approved as set forth in this chapter.(b) "Contact hour" does not include orientations, introductions, refreshment breaks, receptions, other social gatherings, and meals which do not include an acceptable educational activity. <p>(4) "Contact hour approval request" means a form provided by the Board for the purpose of obtaining Board approval of contact hours.</p> <p>(5) "Continuing competency committee" means a committee established and appointed by the Board to evaluate continuing competency programs and activities.</p> <p>(6) "Continuing competency requirement compliance report" means a form provided by the Board for the purpose of summarizing completion of continuing competency requirements.</p> <p>(7) "Occupational therapy principles" means:</p> <ul style="list-style-type: none">(a) The use of therapeutic activities that promote independence in daily life roles;(b) Remediation or restoration of performance abilities that are limited due to impairment in biological, physiological, psychological, or neurological processes;(c) In order to enhance performance, the adaptation of task, process, or the environment, or the teaching of compensatory techniques;(d) Methods and techniques for preventing disability that facilitate the development of the safe application of performance skills;(e) Health promotion strategies and practices that enhance performance abilities; and(f) Education, instruction, and research in the practice of occupational therapy. <p>(8) Occupational Therapy Procedures.</p>
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	<p>(a) "Occupational therapy procedures" means:</p> <ul style="list-style-type: none">(i) Developing, improving, sustaining, or restoring skills in activities of daily living, work, or productive activities, including instrumental activities of daily living and play and leisure activities;(ii) Developing, remediating, or restoring sensorimotor, perceptual, cognitive, or psychological components of performance;(iii) Designing, fabricating, applying, or training in the use of assistive technology, splinting, or orthotic devices, including training in the use of prosthetic devices;(iv) Adapting environments and processes, including the application of ergonomic principles to enhance performance and safety in daily life roles;(v) Applying physical agent modalities as adjuncts to or in preparation for purposeful activity with appropriate training, as specified;(vi) Promoting safe, functional mobility in daily life tasks;(vii) Providing intervention in collaboration with the client, the client's family, the client's caregiver, or others;(viii) Educating the client, the client's family, the client's caregiver, or others in carrying out appropriate nonskilled interventions; and(ix) Consulting with groups, programs, organizations, and communities to provide population-based services. <p>(b) "Occupational therapy procedures" do not include the adjustment or manipulation of any of the osseous structures of the body or spine.</p> <p>(9) Occupational Therapy Role-Related Activities.</p> <p>(a) "Occupational therapy role-related activities" means activities which are relevant to and that augment a licensee's professional, job-related duties and responsibilities.</p> <p>(b) "Occupational therapy role-related activities" may include inservices, course work, or workshops relative to:</p> <ul style="list-style-type: none">(i) Health care administration, management, or leadership;(ii) Other disciplines' clinical practices that relate to occupational therapy principles and procedures;(iii) Billing and regulatory issues;(iv) Health care computer programs that provide information to benefit clients or client education; or(v) Cultural competency. <p>(c) "Occupational therapy role-related activities" do not include:</p> <ul style="list-style-type: none">(i) Preparation for national or regional standardized tests, such as the Graduate Record Examination;(ii) Cardiopulmonary resuscitation (CPR);(iii) Job or facility orientation activities;(iv) Certificate or degree programs in unrelated fields; or(v) Foreign language classes for personal use.
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	<p>(10) "Provider" means a college, university, institution, organization, association, or individual that offers workshops, seminars, conferences, college-level courses, graduate-level courses, telecommunication network courses, or video-taped presentations that maintain or improve professional competency.</p> <p>(11) "Verification" means proof of licensure, certification, registration, or continuing education:</p> <ul style="list-style-type: none">(a) Confirmable by the Board based on documentation provided by the applicant.(b) Obtained from a verification service provider approved by the issuing entity and accepted by the Board at its discretion; or(c) Obtained from the entity by which the applicant is licensed, certified, registered, or educated. <p>.03 Maintaining Records of Contact Hours.</p> <p>A. A licensee shall retain supporting documents relative to continuing competency requirements for a period of 4 years after the date of renewal for inspection by the Board. These documents may be audited by the Board at any time.</p> <p>B. A licensee shall retain physical agent modality documentation for the duration of the licensee's professional career in occupational therapy, in accordance with COMAR 10.46.06.</p> <p>C. At the time of licensure, renewal, reactivation, or reinstatement, a licensee shall attest to completion of the required contact hours during the specified time frame.</p> <p>D. A licensee's submission of any false statement regarding continuing competency requirements shall result in formal disciplinary action by the Board.</p> <p>E. A licensee's failure to substantiate contact hours upon request of the Board shall result in formal disciplinary action by the Board.</p> <p>.04 Licensure and Contact Hour Requirements.</p> <p>A. Time Frame.</p> <ul style="list-style-type: none">(1) Licensure Time Frame.<ul style="list-style-type: none">(a) The Board shall stagger the terms of licenses.(b) A license is valid for a 2-year term and expires as follows:<ul style="list-style-type: none">(i) Licensees originally licensed in even-numbered years are issued a license that expires on June 30 of even-numbered years; and(ii) Licensees originally licensed in odd-numbered years are issued a license that expires on June 30 of odd-numbered years.(2) Continuing Competency Time Frame. Continuing competency requirements shall be completed within the applicable licensure time frame.(3) The licensee may not carry over contact hours from one continuing competency time frame to another without written consent from the Board. <p>B. Requirements Regarding Contact Hours.</p> <ul style="list-style-type: none">(1) The occupational therapist or occupational therapy assistant shall certify a minimum of 24 contact hours of competency activities obtained within the 2-year period preceding the application for licensure, reactivation, or reinstatement.(2) The 24 contact hours referred to in §B(1) of this regulation shall consist of:
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	<p>(a) A minimum of 16 contact hours related to occupational therapy principles and procedures; and (b) A maximum of 8 contact hours through occupational therapy role-related activities.</p> <p>(3) The occupational therapist or occupational therapy assistant shall provide the necessary documentation to the Board upon request.</p> <p>C. Exceptions.</p> <p>(1) Maintenance of Current Certification with the National Board of Certification in Occupational Therapy (NBCOT).</p> <p>(a) The Board recognizes the maintenance of current NBCOT certification as fulfilling the requirements of §B(1) and (2) of this regulation. (b) Documentation. The licensee shall provide verification of maintenance of current NBCOT certification.</p> <p>(2) Licensed Less Than 1 Year. An occupational therapist or occupational therapist assistant who has had a license less than 1 year before renewal is exempt from continuing competency requirements for the first renewal period.</p> <p>(3) Requesting Licensure with 3 or More Years Lapse in Practice.</p> <p>(a) When an applicant applies for licensure, renewal, reactivation, or reinstatement, and meets all requirements for licensure, renewal, reactivation, or reinstatement, but has not graduated from an accredited occupational therapy program or practiced occupational therapy within the past 3 years or more, the Board shall require verification of the applicant's efforts toward maintaining and updating occupational therapy clinical competency.</p> <p>(b) If an individual has been out of practice for between 3 and 8 years, the individual shall:</p> <p>(i) Complete a Board-approved self-assessment; (ii) Complete a Board-approved professional development plan; (iii) Attend a minimum of 24 contact hours related to occupational therapy principles and procedures within the 24 months preceding application for licensure, renewal, reactivation, or reinstatement; (iv) Provide verification of a minimum of 30 hours of observation of service delivery, receipt of mentoring, or a combination of both with an actively licensed occupational therapist within the 24 months preceding application for licensure, renewal, reactivation, or reinstatement; and (v) Document completion of established goals and activities in occupational therapy with an actively licensed occupational therapist within the 24 months preceding application for licensure renewal, reactivation, or reinstatement.</p> <p>(c) If an individual has been out of practice for longer than 8 years, the individual shall:</p> <p>(i) Complete the requirements in §C(2)(b) of this regulation; and (ii) Provide verification of 6 additional contact hours related to occupational therapy principles and procedures.</p> <p>(4) Before the deadline to complete continuing competency, a licensee may request an extension to the specified time frame for completing continuing competency requirements by submitting:</p> <p>(a) A letter of request; (b) Documentation substantiating the basis of the request, for example, medical documentation; and</p>
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	<p>(c) A plan for completing the requirement.</p> <p>.05 Approval of Contact Hour Programs.</p> <p>A. The Board preapproves contact hours provided by:</p> <ol style="list-style-type: none">(1) The American Occupational Therapy Association (AOTA);(2) The Maryland Occupational Therapy Association (MOTA);(3) AOTA-approved providers; and(4) The National Board for Certification in Occupational Therapy (NBCOT). <p>B. Provider Procedures for Board Approval. A provider offering a program related to occupational therapy principles and procedures who wishes to obtain Board review of contact hours being offered to participants in the provider's programs shall submit to the Board at least 60 days in advance of the program:</p> <ol style="list-style-type: none">(1) A contact hour approval request;(2) An hour-by-hour agenda of the course;(3) A course description;(4) A description of the qualifications of the presenter or speaker, or both;(5) A sample of the certificate of completion that will be provided to course participants; and(6) A money order, check, or electronic payment in the amount of the course review fee established by the Board in COMAR 10.46.05. <p>C. Upon review of the completed application, the Board shall notify the provider as to whether or not the program has been approved, and, if approved, the number of contact hours awarded.</p> <p>D. A provider shall furnish a certificate of completion to all participants, specifying the following information:</p> <ol style="list-style-type: none">(1) Name of the participant;(2) Name of the provider;(3) Dates of the course and completion;(4) Title and location of the course;(5) Number of contact hours awarded by the Board; and(6) Signature of the provider or representative. <p>E. Licensee Procedures for Board Approval. A licensee participating in a program related to occupational therapy principles and procedures who wishes to obtain Board approval of contact hours not previously reviewed shall submit to the Board the following materials:</p> <ol style="list-style-type: none">(1) A contact hour approval request;(2) An hour-by-hour agenda of the course;(3) A course description;(4) A description of the presenter's qualifications; and(5) A sample of the certificate of completion that will be provided to course participants. <p>F. Upon review of the completed application, the Board shall notify the licensee as to whether or not the course has been approved, and, if approved, the number of contact hours awarded.</p> <p>G. The Board may not review occupational therapy role-related activities for pre-approval.</p>
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.06 Continuing Competency Activities.

A. A licensee may accrue contact hours by being involved in a broad variety of programs and activities to maintain professional competency.

B. A minimum of 16 hours is required to be earned through continuing competencies related to occupational therapy principles and procedures.

C. A maximum of 8 hours may be earned through occupational therapy role-related activities.

D. Continuing competency activities that are approved by the Board include activities described in §E of this regulation in which the licensee may participate, present, or complete independently.

E. Continuing Competency Activities — Specific Requirements.

(1) Workshops, Seminars, Conferences.

(a) A licensee may attend workshops, seminars, lectures, or professional conferences and receive 1 contact hour per 1 hour of attendance.

(b) Every 2 years, a licensee may apply a maximum of:

(i) 24 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and

(ii) 8 hours toward the continuing competency option for role-related activities.

(c) Documentation. The licensee shall provide:

(i) A continuing competency requirement compliance report; and

(ii) A certificate of completion.

(d) Additional Documentation. In addition to the requirements of §E(1)(c) of this regulation, for courses not preapproved, a licensee shall include the following additional documentation:

(i) The date, location, and hour-by-hour agenda of the course;

(ii) A course description;

(iii) A description of the presenter's qualifications; and

(iv) A certificate of completion.

(2) University, College, Adult Education Courses.

(a) A licensee may attend formal academic courses in occupational therapy or related topics at a university or college and receive 8 contact hours per credit hour earned.

(b) Every 2 years, a licensee may apply a maximum of:

(i) 24 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and

(ii) 8 hours toward the continuing competency option for role-related activities.

(c) Documentation. The licensee shall provide:

(i) A continuing competency requirement compliance report;

(ii) An original, official transcript indicating successful completion of the course; and

(iii) A description of the course from the school catalogue or course syllabus.

(3) Fellowship Training.

(a) A licensee may attend fellowship training in a specific area and receive 24 contact hours (a minimum of 12 full-time weeks).

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	<ul style="list-style-type: none">(b) Every 2 years, a licensee may apply a maximum of:<ul style="list-style-type: none">(i) 24 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and(ii) 8 hours toward the continuing competency option for role-related activities.(c) Documentation. The licensee shall provide:<ul style="list-style-type: none">(i) A continuing competency requirement compliance report;(ii) A certificate awarded from the accredited organization;(iii) The dates of attendance; and(iv) A description of the training. <p>(4) Specialty Certification.</p> <ul style="list-style-type: none">(a) A licensee may attain a specialty certification (for example, certified hand therapist) and receive 1 contact hour per 1 hour of education.(b) Every 2 years, a licensee may apply a maximum of:<ul style="list-style-type: none">(i) 20 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and(ii) 8 hours toward the continuing competency option for role-related activities.(c) Documentation. The licensee shall provide:<ul style="list-style-type: none">(i) A continuing competency requirement compliance report; and(ii) A certificate of completion. <p>(5) Physical Agent Modalities (PAMS).</p> <ul style="list-style-type: none">(a) A licensee may participate by following the requirements for applying PAMS as set forth in COMAR 10.46.06.(b) Every 2 years, a licensee may apply a maximum of:<ul style="list-style-type: none">(i) 24 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and(ii) 8 hours toward the continuing competency option for role-related activities.(c) Documentation. The licensee shall provide:<ul style="list-style-type: none">(i) A continuing competency requirement compliance report;(ii) A certificate of completion;(iii) An official grade report or transcript;(iv) A course syllabus; and(v) Written verification from the educator of five patient treatments. <p>(6) Auditing.</p> <ul style="list-style-type: none">(a) A licensee may audit formal occupational therapy academic course work and receive 4 contact hours per credit hour.(b) Every 2 years, a licensee may apply a maximum of:<ul style="list-style-type: none">(i) 12 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and(ii) 8 hours toward the continuing competency option for role-related activities.
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	<p>(c) Documentation. The licensee shall provide:</p> <ul style="list-style-type: none">(i) A continuing competency requirement compliance report;(ii) A letter from the instructor regarding the time spent in the classroom/lab from an accredited college/university; and(iii) A report by the licensee on the learning objectives accomplished. <p>(7) Internet Learning.</p> <ul style="list-style-type: none">(a) A licensee may participate in on-line courses and receive 1 contact hour per 1 hour of education.(b) Every 2 years, a licensee may apply a maximum of:<ul style="list-style-type: none">(i) 16 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and(ii) 8 hours toward the continuing competency option for role-related activities.(c) Documentation. The licensee shall provide:<ul style="list-style-type: none">(i) A continuing competency requirement compliance report;(ii) An abstract of the content; and(iii) Verification of course completion from the course provider. <p>(8) Informal Self-Study.</p> <ul style="list-style-type: none">(a) A licensee may participate through journal articles, or other reading opportunities with assessment, text books, video and audio tape, television, electronic media, seminars, workshops, and presentations and receive 1 contact hour per 1 hour of education.(b) Every 2 years, a licensee may apply a maximum of:<ul style="list-style-type: none">(i) 12 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and(ii) 8 hours toward the continuing competency option for role-related activities.(c) Documentation. The licensee shall provide:<ul style="list-style-type: none">(i) A continuing competency requirement compliance report;(ii) An abstract of content from the provider; or(iii) Verification of completion from the course provider. <p>(9) In-Service Training.</p> <ul style="list-style-type: none">(a) A licensee may attend an employer-provided occupational therapy in-service training program on principles, procedures, or occupational therapy related continuing education and receive 1 contact hour per 1 hour of education.(b) Every 2 years, a licensee may apply a maximum of:<ul style="list-style-type: none">(i) 12 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and(ii) 8 hours toward the continuing competency option for role-related activities.(c) Documentation. The licensee shall provide:<ul style="list-style-type: none">(i) A continuing competency requirement compliance report;(ii) The date, location, and hour-by-hour outline or abstract of content from the in-service provider;(iii) The course description;
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	<ul style="list-style-type: none">(iv) The presenter's qualifications; and(v) Verification of participation from the in-service provider. <p>(10) Mentoring.</p> <ul style="list-style-type: none">(a) A licensee may receive 1 contact hour per 4 hours of:<ul style="list-style-type: none">(i) Mentoring an occupational therapy colleague to improve the skills of the protege, including the role as disciplinary monitor;(ii) Mentoring licensed occupational therapy professionals to improve their clinical skills;(iii) Mentoring other health care professionals to improve staff clinical skills;(iv) Mentoring management/administrative/academic skills as an occupational therapy professional; or(v) Being mentored in a formally structured independent, concentrated, didactic or applied learning experience overseen by a mentor.(b) Every 2 years, a licensee may apply a maximum of:<ul style="list-style-type: none">(i) 8 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and(ii) 8 hours toward the continuing competency option for role-related activities.(c) Documentation. The licensee shall provide:<ul style="list-style-type: none">(i) A continuing competency requirement compliance report; and(ii) The goals, objectives, and analysis of performance. <p>(11) Presentations by Licensee of Occupational Therapy Education Programs, Workshops, Seminars, and In-Services.</p> <ul style="list-style-type: none">(a) A licensee may:<ul style="list-style-type: none">(i) Make presentations for local organizations, associations, or groups on an occupational therapy related topic;(ii) Make professional presentations at state, national, or international workshops, seminars, or conferences; or(iii) Provide professional in-service training or instruction for occupational therapists, occupational therapy assistants, or related professionals.(b) Contact hours are earned at twice the amount of the actual presentation time.(c) Every 2 years, a licensee may apply a maximum of:<ul style="list-style-type: none">(i) 16 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and(ii) 8 hours toward the continuing competency option for role-related activities.(d) Documentation. The licensee shall provide:<ul style="list-style-type: none">(i) A continuing competency requirement compliance report;(ii) An hour-by-hour schedule of the presentation; and(iii) An announcement of the meeting, or letter of acknowledgement from the professional sponsoring the event, or both.(e) Presentations of the content are credited only once per renewal cycle.
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	<p>(12) Development of Instructional Materials.</p> <p>(a) A licensee may develop instructional materials using alternative media such as video, audio, or software programs to advance professional skills of others (not for proprietary use) and receive 1 contact hour per 3 hours of work.</p> <p>(b) Every 2 years, a licensee may apply a maximum of:</p> <p>(i) 12 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and</p> <p>(ii) 8 hours toward the continuing competency option for role-related activities.</p> <p>(c) Documentation. The licensee shall provide:</p> <p>(i) A continuing competency requirement compliance report;</p> <p>(ii) A description of the program; and</p> <p>(iii) Media or software materials.</p> <p>(13) Poster Presentations.</p> <p>(a) A licensee may present posters for state, national, or international workshops, seminars, or conferences and receive contact hours at twice the amount of the actual presentation time.</p> <p>(b) Every 2 years, a licensee may apply a maximum of:</p> <p>(i) 12 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and</p> <p>(ii) 8 hours toward the continuing competency option for role-related activities.</p> <p>(c) Documentation. The licensee shall provide:</p> <p>(i) A continuing competency requirement compliance report; and</p> <p>(ii) A copy of the presentation or program listing.</p> <p>(d) Presentations of the content are credited only once per renewal cycle.</p> <p>(14) Academic Guest Lecturer.</p> <p>(a) If it is not a licensee's primary role, a licensee may teach one occupational therapy related academic course per semester and receive twice the contact hours per credit hour taught.</p> <p>(b) Every 2 years, a licensee may apply a maximum of:</p> <p>(i) 16 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and</p> <p>(ii) 8 hours toward the continuing competency option for role-related activities.</p> <p>(c) Documentation. The licensee shall provide:</p> <p>(i) A continuing competency requirement compliance report;</p> <p>(ii) The date and lecture or academic course title;</p> <p>(iii) The name of the institution;</p> <p>(iv) A letter from the instructor regarding the time spent in the classroom;</p> <p>(v) Course or lecture goals and objectives; and</p> <p>(vi) Number of hours actually taught.</p> <p>(d) Presentations of the content are credited only once per renewal cycle.</p> <p>(15) Fieldwork Supervision.</p>
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	<p>(a) If it is not a licensee's primary role, a licensee may directly supervise the fieldwork of Level I or Level II occupational therapy students and receive 2 contact hours per Level I occupational therapy student or 8 contact hours per Level II occupational therapy student.</p> <p>(b) Every 2 years, a licensee may apply a maximum of:</p> <ul style="list-style-type: none">(i) 16 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and(ii) 8 hours toward the continuing competency option for role-related activities. <p>(c) Documentation. The licensee shall provide:</p> <ul style="list-style-type: none">(i) A continuing competency requirement compliance report; and(ii) Verification from each student's college. <p>(16) Text Book or Articles Published or Accepted for Publication.</p> <p>(a) A licensee may participate through:</p> <ul style="list-style-type: none">(i) Publication of an occupational therapy or related professional textbook;(ii) Professional manuscript published or reviewed (edited) for textbooks;(iii) Publication of chapter or chapters in an occupational therapy or related professional textbook;(iv) Publication of an occupational therapy article in a peer-reviewed publication; or(v) Publication of an occupational therapy article in a nonpeer-reviewed publication. <p>(b) Every 2 years, a licensee may apply a maximum of:</p> <ul style="list-style-type: none">(i) 20 contact hours from authorship, editorship, coauthorship, coeditorship, or all of these, of a book for occupational therapists or relating to occupational therapy;(ii) 10 contact hours for authorship or editorship of a chapter of a publication;(iii) 8 contact hours for authorship or editorship of an occupational therapy article or abstract in a peer-reviewed publication; or(iv) 4 contact hours for authorship or editorship of an occupational therapy-related article or abstract in a nonpeer-reviewed publication. <p>(c) Documentation. The licensee shall provide:</p> <ul style="list-style-type: none">(i) A continuing competency requirement compliance report; and(ii) A copy of the published work. <p>(17) Research Projects.</p> <p>(a) A licensee may participate through extensive scholarly research activities or extensive outcome studies (defined as research associated with, for example, grants, postgraduate studies, or peer-reviewed journals).</p> <p>(b) Every 2 years, a licensee may apply a maximum of:</p> <ul style="list-style-type: none">(i) 10 contact hours per research project as approved by the Board toward the continuing competency requirement related to occupational therapy principles and procedures; and(ii) 8 hours toward the continuing competency option for role-related activities. <p>(c) Documentation. The licensee shall provide:</p> <ul style="list-style-type: none">(i) A continuing competency requirement compliance report; and
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	<p>(ii) Copies of research proposals and final results of the research to the continuing competency committee for approval and determination of the number of contact hours earned.</p> <p>(18) Evaluator.</p> <p>(a) A licensee may participate through quality assurance or program evaluation studies completed and published in a journal or newsletter.</p> <p>(b) Every 2 years, a licensee may apply a maximum of:</p> <p>(i) 4 contact hours per study for quality assurance or program evaluation studies completed and published toward the continuing competency requirement related to occupational therapy principles and procedures; and</p> <p>(ii) 8 hours toward the continuing competency option for role-related activities.</p> <p>(c) Documentation. The licensee shall provide:</p> <p>(i) A continuing competency requirement compliance report; and</p> <p>(ii) A copy of the evaluation study to the continuing competency committee for approval and determination of the number of contact hours earned.</p> <p>(19) Reviewer/Editor.</p> <p>(a) A licensee may review professional journal articles, papers, textbook chapters, or professional association conference presentations and receive 1/2 contact hour for each paper or proposal reviewed.</p> <p>(b) Every 2 years, a licensee may apply a maximum of:</p> <p>(i) 16 contact hours toward the continuing competency requirement related to occupational therapy principles and procedures; and</p> <p>(ii) 8 hours toward the continuing competency option for role-related activities.</p> <p>(c) Documentation. The licensee shall provide:</p> <p>(i) A continuing competency requirement compliance report; and</p> <p>(ii) Confirmation from the sponsoring journal, publisher, or organization, including the number of reviews completed.</p> <p>(20) Professional Study Group.</p> <p>(a) A licensee may participate through professional study groups or online study groups designed to advance knowledge through active participation and receive 1 contact hour per 3 hours of study.</p> <p>(b) Every 2 years, a licensee may apply a maximum of:</p> <p>(i) 12 contact hours toward the continuing competency requirement related to occupational therapy principles and procedures; and</p> <p>(ii) 8 hours toward the continuing competency option for role-related activities.</p> <p>(c) Documentation. The licensee shall provide:</p> <p>(i) A continuing competency requirement compliance report;</p> <p>(ii) Group attendance records;</p> <p>(iii) Study group goals; and</p> <p>(iv) Analysis of goal attainment and learning.</p> <p>(21) Jurisprudence Examination.</p>
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	<p>(a) A licensee may participate by successfully completing the Board's Jurisprudence Examination and receive 1 contact hour.</p> <p>(b) Every 2 years, a licensee may apply a maximum of 1 contact hours toward the continuing competency requirement related to occupational therapy principles and procedures.</p> <p>(c) Documentation. The licensee shall provide:</p> <ul style="list-style-type: none">(i) A continuing competency requirement compliance report; and(ii) A certificate of completion. <p>(22) Volunteer Services.</p> <p>(a) A licensee may volunteer occupational therapy services in areas of the licensee's expertise to community organizations, individuals, and populations, or volunteer on occupational therapy professional and related boards, associations, and committees for setting standards and the promotion of occupational therapy, and receive 1 contact hour per 1 hour of volunteering.</p> <p>(b) Every 2 years, a licensee may apply a maximum of:</p> <ul style="list-style-type: none">(i) 8 contact hours toward the continuing competency requirement related to occupational therapy principles and procedures; and(ii) 8 hours toward the continuing competency option for role-related activities. <p>(c) Documentation. The licensee shall provide:</p> <ul style="list-style-type: none">(i) A continuing competency requirement compliance report;(ii) A verification letter from the organization to which services were volunteered; and(iii) A letter describing outcomes of the volunteer service provided. <p>(23) Formal Self-Study.</p> <p>(a) A licensee may participate in formal self-study activities through an independent, concentrated didactic, or applied learning experience, or both. The copyright on the materials used for study may not precede the submission date by more than 5 years.</p> <p>(b) Every 2 years, a licensee may apply a maximum of:</p> <ul style="list-style-type: none">(i) 16 contact hours toward the continuing competency requirement related to occupational therapy principles and procedures; and(ii) 8 hours toward the continuing competency option for role-related activities. <p>(c) Documentation. The licensee shall provide:</p> <ul style="list-style-type: none">(i) A continuing competency requirement compliance report; and(ii) A certificate of completion or provider-signed summary to include subject area, credentials of supervisor, didactic resources, clinical experience, time frame, and relevance to licensee's professional practice. <p>.07 Audit of Continuing Competency.</p> <p>A. At the Board's discretion, the Board shall audit the continuing competency documentation of a number of randomly selected licensees.</p> <p>B. The Board shall send notification of audit to audited licensees.</p>
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	<p>C. A licensee is subject to an audit of the licensee's continuing competency documentation by the Board as a condition of renewal of licensure.</p> <p>D. An audited licensee shall successfully complete the requirement of the audit by the specified deadline.</p> <p>E. The Board may take formal disciplinary action against the licensee if a licensee:</p> <ul style="list-style-type: none"> (1) Fails to cooperate with an audit or a request from the Board regarding continuing competency documentation; or (2) Submits a false statement regarding continuing competency.
<p>Massachusetts</p>	<p><u>Statute:</u> Massachusetts General Laws, Part I, Title XVI, Chapter 112, §23B, Examinations; applications for licensure; fees; renewal of license</p> <p>Licenses shall expire every 2 years on the birth anniversary of the licensee. Licensees shall pay to the board a renewal fee determined by the secretary of administration and finance. The board may require specific continuing education as a condition of license renewal. The board may provide for the late renewal of a license that has lapsed and may require the payment of a late fee, an examination, continuing education, and supervised experience before issuing the renewed license. For purposes of implementing the transition to birthday renewals, for licenses renewing on or about January 2006, the board may issue licenses that expire in less than 2 years.</p> <p><u>Regulation:</u> No continuing education requirements.</p>
<p>Michigan</p>	<p><u>Statute:</u> Michigan Compiled Laws Chapter 333, Article 15, Part 183, §333.18313, Continuing education or competence requirements; rules.</p> <p>(1) Beginning the license renewal cycle after the effective date of the rules promulgated under this part, an individual licensed under this article shall meet the continuing education or competence requirements of this section when renewing his or her license.</p> <p>(2) In addition to the requirements of part 161, the board, in consultation with the department, may promulgate rules to require a licensee seeking renewal to furnish evidence that, during the licensing period immediately preceding the application for renewal, the licensee completed an appropriate number of hours of continuing education courses or continuing competence activities related to the practice of occupational therapy and designed to further educate and maintain competence.</p> <p><u>Statute:</u> Michigan Compiled Laws Chapter 333, Article 15, Part 161, §333.16148, Rules; establishing standards for education and training for practice of health profession; training standards for identifying victims of human trafficking; accreditation of training programs; requirements for action or decision; voting; applicability of R 338.10305 to certain members of nursing faculties.</p> <p>(1) Except as otherwise provided in this section or section 17060, the department, in consultation with a board, may promulgate rules to establish standards for the education and training of individuals to be licensed or registered, or whose licenses or registrations are to be renewed, for the purposes of determining whether graduates of a training program have the knowledge and skills requisite for practice of a health profession or use of a title. By 2 years after the effective date of the amendatory act that added this sentence, the department shall promulgate rules to include training standards for identifying victims of human trafficking required for individuals licensed or registered under this article, except those licensed under part 188 or subject to section 17060. The training standards for identifying victims of human trafficking shall</p>

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apply for a license or registration renewal beginning with the first renewal cycle after the rules are promulgated and for an initial license or registration issued 5 or more years after the rules are promulgated.

Regulation: Michigan Administrative Code R338.1215, Training standards for identifying victims of human trafficking; requirements.

Rule 15. (1) Pursuant to section 16148 of the code, MCL 333.16148, an individual seeking licensure or licensed under article 15 of 1978 PA 368 shall complete training in identifying victims of human trafficking that meets all the following standards:

- (a) Training content shall cover all of the following:
 - (i) Understanding the types and venues of human trafficking in the United States.
 - (ii) Identifying victims of human trafficking in health care settings.
 - (iii) Identifying the warning signs of human trafficking in health care settings for adults and minors.
 - (iv) Identifying resources for reporting suspected victims of human trafficking.
- (b) Acceptable providers or methods of training including any of the following:
 - (i) Training offered by a nationally recognized or state recognized, health-related organization.
 - (ii) Training offered by, or in conjunction with, a state or federal agency.
 - (iii) Training in an educational program that has been approved by the advisory committee for initial license or registration, or by a college or university.
 - (iv) Reading an article related to the identification of human trafficking that meets the requirements of subdivision (a) of this subrule and is published in a peer review journal, health care journal, or professional or scientific article.
- (c) Acceptable modalities of training including any of the following:
 - (i) Teleconference or webinar.
 - (ii) Online presentation.
 - (iii) Live presentation.
 - (iv) Printed or electronic media.

(2) The department may select and audit a sample of individuals and request documentation of proof of completion of training. If audited by the department, an individual shall provide an acceptable proof of completion of training, including either of the following:

- (a) Proof of completion certificate issued by the training provider that includes the date, provider name, name of training, and individual's name.
- (b) A self-certification statement by an individual. The certification statement shall include the individual's name and either of the following:
 - (i) For training completed pursuant to subrule (1)(b)(i) to (iii) of this rule, the date, training provider name, and name of training.
 - (ii) For training completed pursuant to subrule (1)(b)(iv) of this rule, the title of the article, author, publication name of peer review journal, health care journal, or professional or scientific journal, and date, volume, and issue of publication, as applicable.

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(3) Pursuant to section 16148 of the code, MCL 333.16148, the requirements specified in subrule (1) of this rule apply to license renewal beginning with the first renewal cycle after the promulgate of this rule and for initial or licenses issued 5 or more years after the promulgation of this rule.

Regulation: Michigan Administrative Code R 338.1251 License renewal; occupational therapist; occupational therapy assistant; requirements.

Rule 51. (1) This part applies to applications for renewal of licensure that are filed for the renewal cycle beginning 1 year or more after the effective date of these rules.

(2) An applicant for license renewal who has been licensed for the 2-year period immediately preceding the expiration date of the license shall accumulate not less than 20 continuing education contact hours that are approved by the board pursuant to R338.1252 during the 2 years preceding an application for renewal.

(3) Submission of an application for renewal shall constitute the applicant's certification of compliance with the requirements of this rule.

(4) A licensee shall retain documentation of meeting the requirements of this rule for a period of 4 years from the date of applying for license renewal. Failure to comply with this rule is a violation of section 16221(h) of the code, MCL 333.16221(h).

(5) The board may require an applicant or licensee to submit evidence to demonstrate compliance with this rule.

(6) A request for a waiver under MCL 333.16205 shall be received by the department prior to the expiration date of the license.

(7) The requirements of this part do not apply to an applicant during an initial licensure cycle.

Regulation: Michigan Administrative Code R 338.1252 Acceptable continuing education; occupational therapist; occupational therapy assistant; requirements

Rule 52. (1) The 20 hours of continuing education required pursuant to R 338.1251 for the renewal of a license shall comply with the following:

(a) Not more than 10 credit hours may be earned during one 24-hour period for on-line or electronic media, such as videos, internet web-based seminars, video conferences, online continuing education programs, and on-line journal articles.

(b) An applicant may not earn credit for a continuing education program or activity that is identical or substantially similar to a program or activity the applicant has already earned credit for during that renewal period.

(c) Pursuant to section 16204 of the code, MCL 333.16204, at least 1 hour of continuing education shall be earned in the area of pain and symptom management. Continuing education hours in pain and symptom management may include, but are not limited to, courses in behavior management, psychology of pain, pharmacology, behavior modification, stress management, clinical applications, and drug interventions as they relate to the practice of occupational therapy.

(2) One-half of the required continuing education contact hours shall be completed in person using live, synchronous contact. The remaining continuing education contact hours may be completed in any other format.

(3) The following are acceptable continuing education activities:

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ACCEPTABLE CONTINUING EDUCATION ACTIVITIES		
a	<p>Completion of an approved continuing education program or activity related to the practice of occupational therapy. A continuing education program or activity is approved if it is approved or offered for continuing education credit by any of the following: American Occupational Therapy Association (AOTA). National Board of Certification in Occupational Therapy (NBCOT). International Association for Continuing Education and Training (IACET) authorized providers. Another state or provincial board of occupational therapy. Michigan Occupational Therapy Association (MIOTA). An occupational therapy education program approved by the board in R 338.1222. Employer-provided work place training. Third party presentation that contributes to professional growth, development, and competency of occupational therapy practitioners.</p> <p>If audited, an applicant shall submit a copy of a letter or certificate of completion showing the applicant’s name, number of credits earned, sponsor name or the name of the organization that approved the program or activity for continuing education credit, and the date on which the program was held or activity completed.</p>	<p>The number of hours approved by the sponsor or the approving organization.</p> <p>If the activity was not approved for a set number of hours, then 1 hour of continuing education for each 60 minutes of participation may be earned.</p> <p>Credit in this category may be earned without limitation.</p>
b	<p>Completion of academic courses related to the practice of occupational therapy offered in an occupational therapy education program approved by the board pursuant to R 338.1222.</p> <p>If audited, an applicant shall submit an official transcript that reflects completion of the academic course and number of semester or quarter credit hours earned.</p>	<p>Five hours of continuing education may be earned for each semester credit hour earned.</p> <p>Three hours of continuing education may be earned for each quarter credit hour earned.</p> <p>Credit in this category may be earned without limitation.</p>
c	<p>Initial publication of a chapter or an article related to the practice of occupational therapy in either of the following: A peer-reviewed textbook. A professional health care textbook. A peer-reviewed journal or periodical.</p>	<p>A maximum of 10 hours may be earned in each renewal period.</p> <p>10 hours of continuing education can be earned for a publishing a peer reviewed textbook, professional</p>

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	<p>Practice area related article in lay publication (community newspaper and newsletter). Non-peer reviewed professional publication (such as <i>OT Practice, SIS Quarterly and Advance</i>).</p> <p>If audited, an applicant shall submit a copy of the publication that identifies the applicant as the author of the publication or a publication acceptance letter.</p>	<p>healthcare textbook or a peer reviewed journal or periodical.</p> <p>2 hours of continuing education can be earned for publishing a practice related article in a lay publication.</p> <p>5 hours of continuing education can be earned for publishing a non-peer reviewed professional publication.</p>
d	<p>Independent reading of peer reviewed articles or viewing or listening to media related to the practice of occupational therapy that does not include a self-assessment component.</p> <p>If audited, an applicant shall submit an affidavit attesting to the number of hours the applicant spent participating in these activities and that includes a description of the activity.</p>	<p>One hour for each 60 minutes of participation.</p> <p>A maximum of 5 hours may be earned in each renewal period.</p>
e	<p>Initial presentation of an academic or continuing education program that is not a part of the applicant’s regular job description.</p> <p>If audited, an applicant shall submit a copy of the curriculum and a letter from the program sponsor verifying the length and date of the presentation.</p>	<p>A maximum of 10 hours may be earned in each renewal period.</p>
f	<p>Fieldwork supervision that is not part of the applicant’s primary job description.</p> <p>If audited, an applicant shall submit a copy of a letter of verification or certificate from school including dates of fieldwork and name of fieldwork student.</p>	<p>Level I: One hour for all supervision activities may be earned per student. Level II: One hour may be earned for each week of supervision per student supervised.</p> <p>A maximum of 12 hours may be earned in each renewal period.</p>
g	<p>Participating on a state or national board, or board of a local chapter or association or committee, or volunteering related to the field of occupational therapy. A state or national board, or board of a local chapter or association is considered acceptable by the board if it enhances the participant’s knowledge and understanding of the field of occupational therapy.</p>	<p>A maximum of 10 hours of continuing education may be earned for this activity in each renewal period.</p> <p>Attendance at a meeting equals 1 credit hour of continuing education.</p>

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		Attendance at a volunteering activity equals 1 credit hour of continuing education.
	h Primary or co-primary investigator in research activities or outcome studies, or externally funded service training projects associated with grants or post-graduation studies related to the field of occupational therapy.	A maximum of 10 hours of continuing education may be earned in each renewal period.
	i Completion of competency assessment or knowledge skills assessment activities, or both, either online or in person by an approved provider or employer. If audited, an applicant shall submit documentation to include a certificate of completion or similar document including name, activity, date, sponsoring organization, location and time attended.	A maximum of 10 hours may be earned in each renewal period.
Minnesota	<p>Statute: Minnesota Statutes Chapter 148, Occupational Therapists and Occupational Therapy Assistants</p> <p>148.6402 DEFINITIONS. Subd. 5. Contact hour. "Contact hour" means an instructional session of 60 minutes, excluding coffee breaks, registration, meals without a speaker, and social activities.</p> <p>148.6443 CONTINUING EDUCATION REQUIREMENTS. Subdivision 1. General requirements. A licensed occupational therapist must obtain a minimum of 24 contact hours of continuing education in the two-year licensure period. A licensed occupational therapy assistant must obtain a minimum of 18 contact hours of continuing education in the two-year licensure period. All continuing education coursework must be obtained between the effective and expiration dates of the license. Licensees who are issued licenses for a period of less than two years must obtain a prorated number of contact hours required for licensure renewal based on the number of months licensed during the two-year licensure period.</p> <p>Each licensee is responsible for financing the cost of the licensee's continuing education activities.</p> <p>Subdivision 2. Standards for determining qualified continuing education activities. To be accepted by the board, activities must be related to a licensee's current or anticipated roles and responsibilities as an occupational therapy practitioner and must directly or indirectly serve to protect the public by enhancing the licensee's continuing competence.</p> <p>Except as provided in subdivision 3, paragraph (f), in order to qualify as a continuing education activity, the activity must:</p> <ol style="list-style-type: none"> (1) constitute an organized program of learning; (2) reasonably be expected to advance the knowledge and skills of the occupational therapy practitioner; 	

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- (3) be conducted by a sponsor approved by the American Occupational Therapy Association or by individuals who have education, training, and experience by reason of which the individuals should be considered experts on the subject matter of the activity; and
- (4) be presented by a sponsor who has a mechanism to verify participation and maintains attendance records for a minimum of three years.

Subdivision 3. Activities qualifying for continuing education contact hours.

- (a) The activities in this subdivision qualify for continuing education contact hours if they meet all other requirements of this section.
- (b) A minimum of one-half of the required contact hours must be directly related to the occupational therapy practice. The remaining contact hours may be related to occupational therapy practice, the delivery of occupational therapy services, or to the practitioner's current professional role.
- (c) A licensee may obtain an unlimited number of contact hours in any two-year continuing education period through participation in the following:
 - (1) attendance at educational programs of annual conferences, lectures, panel discussions, workshops, in-service training, seminars, and symposiums;
 - (2) successful completion of college or university courses. The licensee must obtain a grade of at least a "C" or a pass in a pass/fail course in order to receive credit. One college credit equals six continuing education contact hours;
 - (3) successful completion of home study courses that require the participant to demonstrate the participant's knowledge following completion of the course.
- (d) A licensee may obtain a maximum of one half of the required contact hours in any two-year continuing education period for:
 - (1) teaching continuing education or occupational therapy related courses that meet the requirements of this section. A licensee is entitled to earn a maximum of two contact hours as preparation time for each contact hour of presentation time. Contact hours may be claimed only once for teaching the same course in any two-year continuing education period. A course schedule or brochure must be maintained for audit;
 - (2) supervising occupational therapist or occupational therapy assistant students. A licensee may earn one contact hour for every eight hours of student supervision. Licensees must ensure they receive documentation regarding each student supervised and the dates and hours each student was supervised. Contact hours obtained by student supervision must be obtained by supervising students from an occupational therapy education program accredited by the Accreditation Council for Occupational Therapy Education;
 - (3) teaching or participating in courses related to leisure activities, recreational activities, or hobbies if the practitioner uses these interventions within the practitioner's current practice or employment; and
 - (4) engaging in research activities or outcome studies that are related to the practice of occupational therapy and associated with grants, postgraduate studies, or publications in professional journals or books.
- (e) A licensee may obtain a maximum of two contact hours in any two-year continuing education period for continuing education activities in the following areas:
 - (1) personal skill topics: career burnout, communication skills, human relations, and similar topics;

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- (2) training that is obtained in conjunction with a licensee's employment, occurs during a licensee's normal workday, and does not include subject matter specific to the fundamentals of occupational therapy; and
- (3) participation for a minimum of one year on a professional committee or board.

Subdivision 4. Activities not qualifying for continuing education contact hours.

Credit must not be granted for the following activities: hospital rounds, entertainment or recreational activities, noneducational association meetings, and employment orientation sessions.

Subdivision 5. Reporting continuing education contact hours.

Each licensee must use the continuing education reporting form to verify meeting the continuing education requirements of this section. The licensee must maintain documentation, including but not limited to a signed certificate, transcript, or similar evidence of participation in an activity. The documentation must include a:

- (1) title of the continuing education activity;
- (2) brief description of the continuing education activity prepared by the presenter or sponsor ;
- (3) sponsor, presenter, or author;
- (4) location and attendance dates;
- (5) number of contact hours; and
- (6) licensee's correct name.

Subdivision 6. Auditing continuing education reports.

(a) The commissioner may audit a percentage of the continuing education reports based on random selection. A licensee shall maintain all documentation required by this section for two years after the last day of the biennial licensure period in which the contact hours were earned.

(b) All renewal applications that are received after the expiration date may be subject to a continuing education report audit.

(c) Any licensee against whom a complaint is filed may be subject to a continuing education report audit.

(d) The licensee shall make the following information available to the commissioner for auditing purposes:

- (1) a copy of the completed continuing education reporting form for the continuing education reporting period that is the subject of the audit including all supporting documentation required by subdivision 5;
- (2) documentation of university, college, or vocational school courses by a transcript and a course syllabus, listing in a course bulletin, or equivalent documentation that includes the course title, instructor's name, course dates, number of contact hours, and course content, objectives, or goals; and
- (3) verification of attendance by:
 - (i) a signature of the presenter or a designee at the continuing education activity on the continuing education report form or a certificate of attendance with the course name, course date, and licensee's name;
 - (ii) a summary or outline of the educational content of an audio or video educational activity to verify the licensee's participation in the activity if a designee is not available to sign the continuing education report form; or

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	<p align="center">(iii) verification of self-study programs by a certificate of completion or other documentation indicating that the individual has demonstrated knowledge and has successfully completed the program.</p> <p>Subdivision 7. Waiver of continuing education requirements. The board may waive or defer all or part of the continuing education requirements of this section if the licensee submits a written request and provides satisfactory evidence to the board of illness, injury, financial hardship, family hardship, or other similar extenuating circumstances that preclude completion of the requirements during the licensure period. The request for a waiver must be in writing, state the circumstances that constitute extreme hardship, state the period of time the licensee wishes to have the continuing education requirement waived, and state the alternative measures that will be taken if a waiver is granted. The board must set forth, in writing, the reasons for granting or denying the waiver. Waivers granted by the commissioner must specify, in writing, the time limitation and required alternative measures to be taken by the licensee. A request for waiver must be denied if the commissioner finds that the circumstances stated by the licensee do not support a claim of hardship, the requested time period for waiver is unreasonable, the alternative measures proposed by the licensee are not equivalent to the continuing education activity being waived, or the request for waiver is not submitted to the commissioner within 60 calendar days of the expiration date.</p> <p>Subdivision 8. Penalties for noncompliance. The commissioner shall refuse to renew or grant, or shall suspend, condition, limit, or qualify the license of any person who the commissioner determines has failed to comply with the continuing education requirements of this section. A licensee may request reconsideration of the commissioner's determination of noncompliance or the penalty imposed under this section by making a written request to the commissioner within 30 calendar days of the date of notification to the applicant. Individuals requesting reconsideration may submit information that the licensee wants considered in the reconsideration.</p>
Mississippi	<p>Statute: Mississippi Code Annotated §73-24-27, License renewal; late renewal; inactive status; renewal of suspended license; reinstated license subject to renewal requirements.</p> <p>(1) Except as provided in Section 33-1-39, any license issued under this chapter shall be subject to renewal and shall expire unless renewed in the manner prescribed by the rules and regulations of the board, upon the payment of a renewal fee and demonstration of completion of continuing professional education. The board may provide for the late renewal of a license upon the payment of a late fee in accordance with its rules and regulations, but no late renewal of a license may be granted more than two (2) years after its expiration.</p> <p>(2) Upon request and payment of the license fee required, the board shall grant inactive status to a licensee who: (a) does not practice as an occupational therapist or an occupational therapy assistant, (b) does not hold himself or herself out as an occupational therapist or an occupational therapy assistant, and (c) does not maintain any continuing education requirements.</p> <p>(3) A suspended license is subject to expiration and may be renewed as provided in this section, but such renewal shall not entitle the suspended licensee to engage in the licensed activity or in any other conduct or activity in violation of the order of judgment by which the license was suspended. If a license revoked on disciplinary grounds is reinstated, the licensee, as a condition of reinstatement, shall pay the renewal fee and any late fee that may be applicable. The procedure for the reinstatement of a license that is suspended for being out of compliance with an order for support, as defined in Section 93-11-153, shall be governed by Section 93-11-157 or 93-11-163, as the case may be.</p>

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Regulation: Mississippi Rules Subchapter 7, Continuing Education (CE)

Rule 8.7.1 Definition and philosophy:

Each individual licensed as an occupational therapist or occupational therapy assistant is responsible for optimum service to the consumer and is accountable to the consumer, the employer, and the profession for evidence of maintaining high levels of skill and knowledge. Continuing education is defined as education beyond the basic preparation required for entry into the profession, directly related to the performance and practice of occupational therapy.

Rule 8.7.2 Requirements:

1. Regulations set the requirement of 20 contact hours (CH) or 2 Continuing Education Units (CEU) to be accrued during the licensure period. No carryover of continuing education hours from one licensure period to another shall be allowed. At least 30 percent (6 Contact Hours or .6 CEU) of the required continuing education must be directly related to the clinical practice of occupational therapy. The six (6) contact hours related to clinical practice shall be live face-to-face training i.e., no internet training, video training, television training, etc. Of the remaining required 14 hours of training, 50 percent or 7 hours may be non live face-to-face training. Non live training may include home study courses, video, internet, etc. All training shall be from approved sources.
2. Individuals applying for initial licensure within a licensing term must accrue continuing education hours on a prorated scale. Written notification of required hours will be sent to the applicant at the time of licensure.
3. Persons who fail to accrue the required continuing education hours shall be issued a CE probationary license for the licensure term. Failure to accrue the required hours during the CE probationary period will result in the revocation of the license. Hours accrued are first credited for the delinquent hours lacking from the previous licensure period, and then applied to the current (CE probationary) licensing period.
4. CE probationary licenses will be issued for one licensure term only. No ensuing license may be CE probationary as a result of not meeting continuing education requirements.

Rule 8.7.3 Content Criteria:

The content must apply to the field of occupational therapy and performance and must be designed to meet one of the following goals:

1. Update knowledge and skills required for competent performance beyond entry level as described in current legislation and regulations.
2. Allow the licensee to enhance his knowledge and skills.
3. Provide opportunities for interdisciplinary learning.
4. Extend limits of professional capabilities and opportunities.
5. Facilitate personal contributions to the advancement of the profession.

Rule 8.7.4 Sources of Continuing Education: Continuing education hours may be accrued from the following sources, when the content of the programs relates to the profession of occupational therapy:

1. Attendance at educational programs:

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	<ul style="list-style-type: none">a. Attendance at educational programs where continuing education credit is given and approved by the Mississippi Occupational Therapy Association (MSOTA).b. Attendance at educational programs where continuing education credit is given and approved by the American Occupational Therapy Association (AOTA), including other state association educational programs.c. Attendance at educational programs where continuing education credit is given and/or approved by the National Board for Certification in Occupational Therapy (NBCOT).d. Attendance at educational programs where continuing education credit is given and approved by the American Medical Association (AMA) and its components.e. Attendance at other programs approved for continuing education credit by AOTA, AMA, APTA, ASHA, or their components.f. Attendance at educational programs where continuing education credit is given and approved by accredited universities or colleges.g. Attendance at educational programs where continuing education credit is given and approved by a licensure authority of any jurisdiction in the United States for occupational therapy.h. Attendance at educational programs where continuing education credit is given and approved by the American Physical Therapy Association (APTA), including other state association educational programs.i. Attendance at educational programs where continuing education credit is given and approved by the American Speech and Hearing Association (ASHA), including other state association educational programs.j. A course/provider not approved by one of the organizations listed in Rule 8.7.4(1) will not be accepted as continuing education for licensure renewal purposes. A course not approved by an organization listed in this section of the regulations may be reviewed by the department. Contact the department for information. <p>2. Presentations made before recognized groups of occupational therapists, medical practitioners, or other health related professionals and directly related to the profession of occupational therapy. To be considered for continuing education credit, material outline and a synopsis must be submitted to the Department prior to the presentation date. Notice of approval or disapproval will be sent following a review by the Department. For approved presentations, the presenter may accrue one (1) hour of continuing education credit for each hour of the actual presentation, and one (1) hour of preparation time, for a total of (2) two hours. Presenter credit is given one (1) time only, even though the session may be presented multiple times. No more than 30% of total required hours may be accrued through presentations.</p> <p>3. Academic course work:</p> <ul style="list-style-type: none">a. Academic course work taken for credit from a regionally accredited college or university. The courses must relate to the profession of occupational therapy. One academic semester hour shall be equivalent to fifteen (15) clock hours for continuing education credit. No more than fifty percent (50%) of total required hours may be accrued through academic course work. Undergraduate level courses are acceptable only when they can be demonstrated to update or enhance competency in licensee's specific practice field, and documented that course work has not been taken previously, to the satisfaction of the department.
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	<p>Graduate level courses are acceptable for occupational therapists. Undergraduate courses are acceptable for occupational therapy assistants.</p> <p>b. Academic course work taken by an OT/OTA for credit toward an advanced degree in occupational therapy may be counted as meeting the full continuing education requirements.</p> <p>4. Home Study Courses approved by the department.</p> <p>5. Professional publications where the licensee is an author. To be considered for continuing education credit, a reprint of the published article must be submitted to the department. Notice of approval or disapproval will be sent out after review by the department. A maximum of 3 contact hours may be accrued through professional publication.</p> <p>6. Supervision of Level I and Level II occupational therapy and occupational therapy assistant students by a Mississippi licensed OT. The total number of supervision hours may not exceed 12 hours.</p> <p>a. Supervision of Level I occupational therapy and occupational therapy assistant students. To be considered for continuing education credit, full direct supervision of a student must be performed for a complete clinical rotation. The educational institution must provide written documentation of the supervision. One continuing education hour per student supervised will be awarded for the full supervision. No more than a maximum of twelve (12) hours may be accrued under this provision during a licensure period. Only the primary supervisor is eligible to receive continuing education credit under this provision.</p> <p>b. Supervision of Level II occupational therapy and occupational therapy assistant students. To be considered for continuing education credit, full direct supervision of a student must be performed for a complete clinical rotation. The educational institution must provide written documentation of the supervision. One continuing education hour per week of supervision per student supervised will be awarded for the full supervision. Co-supervision is acceptable. The supervising OT(s) shall record dates and times when acting as primary student supervisor. Supervision of more than one student at a time is acceptable. The supervising OT(s) shall record dates and times of supervision provided to each student. No more than a maximum of twelve (12) hours may be accrued under this provision during a licensure period.</p> <p>7. Specific UNACCEPTABLE activities include:</p> <p>a. All in-service programs not approved under Rule 8.7.4(1) of these regulations.</p> <p>b. Orientation to specific work-site programs dealing with organizational structures, processes, or procedures.</p> <p>c. Meetings for purposes of policy decision.</p> <p>d. Non-educational meetings at annual conferences, chapter, or organizational meetings.</p> <p>e. Entertainment or recreational meetings or activities.</p> <p>f. Committee meetings, holding of office, serving as an organizational delegate.</p> <p>g. CPR education.</p> <p>h. Self-directed studies other than those previously outlined.</p> <p>Rule 8.7.5 Reporting Procedures for Continuing Education: It is the responsibility of the licensee to insure that the following criteria are met with respect to continuing education credit:</p>
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	<ol style="list-style-type: none"> 1. Attendance at seminars, workshops, presentations, etc., approved by an organization listed in Rule 8.7.4(1) is automatically accepted for credit unless sessions are duplicated. Verification of attendance may be made by submitting a continuing education certificate (must include source, number of continuing education hours and date of attendance) and proof of approval for the program/provider. 2. Credit for presentations: Submit a copy of the Department's approval letter. 3. Academic course work credits must meet the content criteria in Rule 8.7.3, and must be accompanied by a course description from the college or university catalog and a copy of the transcript or final grade report. A minimum course grade of "C" is required for CE credit. 4. Home Study Course: A certificate of completion must be submitted to receive continuing education credit. 5. Publication: A letter of approval from the department.
<p>Missouri</p>	<p>Statute: Missouri Revised Statutes §324.065, Board duties, meetings, compensation--rules, procedure.</p> <ol style="list-style-type: none"> 1. The board shall elect annually a chairperson and a vice chairperson from their number. 2. (1) The board shall adopt, implement, rescind, amend and administer such rules and regulations as may be necessary to carry out the provisions of sections 324.050 to 324.089. The board may promulgate necessary rules compatible with sections 324.050 to 324.089, including, but not limited to, rules relating to professional conduct, continuing competency requirements for renewal of licenses, approval of continuing competency programs and to the establishment of ethical standards of practice for persons holding a license or permit to practice occupational therapy in this state. <p>Regulation: Missouri Code of State Regulations 20 CSR 2205-5.010 Continuing Competency Requirements</p> <ol style="list-style-type: none"> (1) At the time of license renewal, the licensee shall verify completion of twenty- four (24) Continuing Competency Credits (CCC) on the renewal form. Failure to note verification of completion shall result in the license not being renewed. Falsification of verification may result in disciplinary action. (2) Each licensee shall retain documentation of the CCCs verified on the renewal form for two (2) years following license renewal. (3) A licensee who is or becomes licensed during a renewal cycle shall be required to obtain CCCs at the rate computed by the following formula: <ol style="list-style-type: none"> (A) Formula: Number of months licensed during the renewal cycle divided by the total number of months in the reporting cycle then multiplied by the number of CCCs required for renewal during the reporting cycle resulting in a total number of CCCs required to complete for renewal this reporting cycle. When applicable, this total will then be rounded to the nearest whole number by applying the following rounding rule: round down to the nearest whole number if the digit to the right of the decimal is four (4) or less, round up to the nearest whole number if five (5) or more. Example: An occupational therapist becomes licensed September 1, 2004, the reporting cycle is twenty-four (24) months, ending June 30, 2005, and the annual requirement is twelve (12) hours per year. $10 \text{ months} \div 24 \text{ months} \times 24 = 9.9$ or round up to ten (10) hours (Licensee must have completed ten (10) CCCs to renew.). (4) Conversion of Continuing Education Units (CEU) to Continuing Competency Credits (CCC)— <ol style="list-style-type: none"> (A) One (1) CEU equals ten (10) Continuing Competency Credits; (B) One (1) contact hour equals one (1) Continuing Competency Credit; (C) Fifty (50) minutes equals one (1) Continuing Competency Credit; and (D) One (1) Academic Credit Hour equals ten (10) Continuing Competency Credits.

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(5) Acceptable types of continuing competency activities, corresponding degree of continuing competency credit, and the required documentation are as follows:

Continuing Competency Activity	Minimum Continuing Competency Credit	Maximum Continuing Competency Credits	Audit Documentation
PRESENTING			
Making presentations for local organizations/associations/groups on OT related topics (e.g., energy conservation, back care, and prevention of injury). 1-time presentation per topic. Time spent on preparation cannot be included.	1 Hour equals 1 CCC	12 CCC	Certificate verifying presentation or verification letter from organization on their letterhead to include date, time, and length of presentation.
Making professional presentations at state or national workshops, seminars, and conferences. 1-time presentation per topic. Time spent on preparation cannot be included.	1 Hour equals 2 CCC	24 CCC	Certificate verifying presentation or letter from organization on their letterhead to include date, time, and length of presentation.
Teaching OT related academic course per semester (must not be one's primary role). Time spent on preparation cannot be included.	1 Credit Hour equals 3 CCC	24 CCC	Syllabus of course, course outline verification from program, or certificate verifying teaching.
Guest lecturer as a primary or co-presenter for students enrolled in occupational therapy programs or related professionals.	1 Hour equals 1 CCC	24 CCC	Syllabus of course, course outline Verification from program or certificate verifying teaching.
Providing professional in-service training and/or instruction for occupational therapists, occupational therapy assistants, or related professionals. 1-time presentation per topic. Time spent on preparation cannot be included.	1 Hour equals 1 CCC	12 CCC	Attendance records, goals, and objectives of in-service training. Verification letter from supervisor on their letterhead verifying presenter's name and the date, time, and length of the presentation.
ATTENDING WORKSHOPS/COURSES/INDEPENDENT LEARNING			
Attending workshops, seminars, lectures, on-line courses, and professional	1 Hour equals 1 CCC	24 CCC	CEU, contact hours, certificates of attendance, letter from sponsor.

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conferences related to occupational therapy services.			
Attending employer-provided continuing education. Does not include new staff orientation and/or annual mandatory workplace trainings (e.g., annual policy review and corporate compliance, CPR).	1 Hour equals 1 CCC	24 CCC	Attendance records, certificates which should include title of offering, date given, and length of presentation.
Reading a peer-reviewed, role-related professional article and writing a report describing the implications for improving skills in one's specific role.	1 Article equals .5 CCC	12 CCC	Annotated bibliography and analysis of how articles impacted improving skills in one's role.
Successful completion of formal academic coursework. Courses indirectly or directly related to occupational therapy services.	1 Credit Hour equals 10 CCC	24 CCC	Official transcript from accredited college, course description, and statement how it's related to OT services.
Professional study group, minimum of 3 participants.	3 Hours equals 1 CCC	24 CCC	Group attendance records which should include the date and times the group met; study group goals, analysis of goal attainment, and learning.
Independent learning with assessment element (online courses, CE articles, selfstudy series, etc.).	1 Hour equals 2 CCC	12 CCC	CEUs, contact hours, completion certificate which should include the date course was completed.
Independent learning without assessment element (audited coursework, multimedia course, etc.).	1 Hour equals 1 CCC	12 CCC	Certificate of completion.
Completion of competency assessment tools (i.e., NBCOT Navigator, AOTA assessment tools, etc.).	1 Unit equals 1 CCC	12 CCC	Certificate of completion.
PUBLISHING			
Publication of article in non-peer-reviewed publication (e.g., OT Practice, SIS Quarterly, Advance, etc.).	1 Article equals 5 CCC	24 CCC	Copy of publication.
Publication of chapter(s) in occupational or related professional textbook.	1 Chapter equals 10 CCC	24 CCC	Copy of chapter(s) and table of contents, letter from editor.
Publication of article in peer-reviewed professional publication (e.g., journals, book chapter, research paper).	1 Article equals 10 CCC	24 CCC	Copy of published article, letter from editor.

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PROFESSIONAL SERVICES			
Mentoring a colleague to improve the skills of the protégé (mentor).	20 Hours equals 3 CCC	12 CCC	Goals and objectives, analysis of mentee performance which should include the dates and hours mentored.
Reflective occupational therapy practice in collaboration with an advanced colleague to improve one's skill level.	20 Hours equals 3 CCC	12 CCC	Mentor verification of skills, evaluation of mentor, and experience analysis of learning.
Volunteer services to organizations, populations, individuals that advance the reliance on the use of one's OT skills and experiences.	10 Hours equals 2 CCC	12 CCC	Verification letter from organization which should include the dates and hours volunteered. Report describing outcomes of volunteer service provided.
Extensive scholarly research activities or extensive outcome studies.	10 CCC	24 CCC	Grant funding number, abstract/ executive summary, and/or copies of the completed research/studies.
FIELDWORK SUPERVISION			
Level II fieldwork day-to-day direct supervision OT or OTA. Must not be one's primary role.	1 unit per week of supervision per student supervised	18 CCC	Documentation required, name of student(s), letter of verification or certificate from school, dates of fieldwork.
Level I fieldwork direct supervision. Must not be one's primary role.	1 unit per student for a complete field work rotation per student as defined by OT/OTA program	12 CCC	Documentation required, name of student(s), letter of verification or certificate from school, dates of fieldwork.
Entry-level or post-doctoral advanced experience direct supervision. Must not be one's primary role.	1 unit per week of supervision per student supervised	18 CCC	Documentation required, name of student(s), letter or certificate of verification from school, dates of fieldwork.
<p>(6) Workshops, seminars, lectures, and professional conferences accepted by the certifying entity approved by the board shall automatically be accepted for license renewal.</p> <p>(7) Audit of Continuing Competency Activities.</p>			

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	<p>(A) A licensee is subject to an audit of the continuing competency activity documentation after the time of license renewal.</p> <p>(B) The board may audit continuing competency activities as time and resources permit.</p> <p>(C) Upon request, the licensee shall submit to the board for review the continuing competency credit documentation verifying successful completion of continuing competency requirements. Licensees shall assist the board in its audits by providing timely and complete responses to the board’s inquiries.</p> <p>(D) Failure to submit requested information to the board by the date requested or submission of inadequate or falsified records may result in disciplinary action.</p> <p>(8) Upon application and for good cause shown, the board may excuse or extend the time for completion of some or all of the required continuing competency credits.</p> <p>(A) An application shall be in writing and delivered to the board’s office.</p> <ol style="list-style-type: none"> 1. The board may require additional information or an interview with the board or its designee. Failure to timely respond or appear shall be grounds to deny the application. 2. If the application requests excuse of the credits, a statement of how competency is being maintained shall be part of the application. 3. If the application requests an extension of time, it shall include proposed activities. <p>(B) If an extension of time is granted, the continuing competency credits earned during the extension shall not be counted in the subsequent renewal period.</p>
<p>Montana</p>	<p>Statute: Montana Code Annotated §37-1-306. Continuing education. A board or, for programs without a board, the department may require licensees to participate in flexible, cost-efficient, effective, and geographically accessible continuing education.</p> <p>Regulation: Administrative Rules of Montana §24.165.2101, CONTINUING EDUCATION</p> <p>(1) Licensees must complete ten hours of continuing education (CE) annually and shall affirm an understanding of the recurring duty to comply with CE requirements as part of license renewal. The CE requirement does not apply until a licensee's first full year of licensure.</p> <p>(2) The Board may randomly audit up to 50 percent of renewed licensees.</p> <p>(3) The licensee shall maintain records and documentation of completed CE and make the records available upon Board request.</p> <p>(4) All CE must be germane to the profession and contribute to the professional competence of an occupational therapist.</p> <p>(5) The board shall accept any CE offered or approved by the Montana Occupational Therapy Association, the American Occupational Therapy Association, the American Society of Hand Therapists, the National Board for Certification in Occupational Therapy (NBCOT), or the American Journal of Occupational Therapy.</p> <p>(6) The board recognizes the maintenance of current NBCOT certification as fulfilling the CE requirements of this rule.</p> <p>(7) Continuing education may be earned:</p> <ol style="list-style-type: none"> (a) through college course work, according to the following limitations: <ol style="list-style-type: none"> (i) the licensee must pass the course; (ii) one semester credit shall equal 15 contact hours of CE; and (iii) one quarter credit shall equal ten contact hours of CE.

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	<p>(b) by teaching courses or making professional presentations, according to the following limitations:</p> <ul style="list-style-type: none"> (i) two contact hours shall be awarded for every hour of presentation; (ii) documentation must be submitted in the form of an agenda or outline showing the licensee as instructor or presenter of the course; (iii) the course must be germane to the profession; (iv) credit for instruction of any course or topic of presentation may be submitted for continuing education only once; and (v) individuals employed by universities and colleges may not claim credit units in this category for conducting courses that are a part of the regular course offering of those institutions, even if those courses are offered in the evening or summer. <p>(c) for apprenticeships involving supervised clinical experience aimed at return to practice or developing specialized skills in occupational therapy, according to the following limitations:</p> <ul style="list-style-type: none"> (i) ten contact hours shall be credited for each 40 hour week; (ii) there is no limit to the amount of contact hours that can be earned under this category; (iii) documentation must be submitted in the form of a signed letter from the clinical supervisor describing the length and type of educational experiences, and an evaluation of the practitioner's performance; and (iv) apprenticeships must be served under the supervision of an occupational therapist. <p>(d) by reading books germane to the profession, according to the following limitations:</p> <ul style="list-style-type: none"> (i) one contact hour shall be credited for each book or article up to a maximum of four contact hours per year; and (ii) documentation must be maintained in the form of a book review written by the licensee noting the author, title, publisher, and publishing date of the book or article; and <p>(e) by attending and participating in a live presentation (workshop, seminar, conference, in-service education program) or other CE activity requiring a formal assessment of learning (electronic or web-based courses, formalized self-study courses), according to the following limitations:</p> <ul style="list-style-type: none"> (i) one contact hour shall be awarded for every hour awarded by the provider; (ii) there is no limit to the number of contact hours that can be earned under this category; and (iii) documentation must include a certificate of completion or similar document including course name, date, author/instructor, sponsoring organization, location, and number of hours attended. <p>(8) All Internet courses must meet the same criteria as in-person CE courses.</p> <p>(9) Licensees found to be in noncompliance with CE requirements may be subject to administrative suspension.</p>
<p>Nebraska</p>	<p>Statute: Nebraska Revised Statutes §38-2521—§38-2523 38-2521. Continuing competency requirements; waiver. The department, with the recommendation of the board, may waive continuing competency requirements, in part or in total, for any two-year licensing period when a licensee submits documentation that circumstances beyond his or her control prevented completion of such requirements as provided in section 38-146. In addition to circumstances determined by the department to be beyond the licensee's control pursuant to such section, such circumstances shall include situations in which:</p>

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1. The licensee holds a Nebraska license but does not reside or practice in Nebraska;
2. The licensee has submitted proof that he or she was suffering from a serious or disabling illness or physical disability which prevented completion of the required continuing competency activities during the twenty-four months preceding the license renewal date; and
3. The licensee has successfully completed two or more semester hours of formal credit instruction biennially offered by an accredited school or college which contributes to meeting the requirements of an advanced degree in a postgraduate program relating to occupational therapy.

38-2522. Applicant for licensure; continuing competency requirements. An applicant for licensure to practice as an occupational therapist who has met the education and examination requirements in section 38-2518 or to practice as an occupational therapy assistant who has met the education and examination requirements in section 38-2519, who passed the examination more than three years prior to the time of application for licensure, and who is not practicing at the time of application for licensure shall present proof satisfactory to the department that he or she has within the three years immediately preceding the application for licensure completed continuing competency requirements approved by the board pursuant to section 38-145.

38-2523. Applicant for licensure; reciprocity; continuing competency requirements. An applicant for licensure to practice as an occupational therapist or to practice as an occupational therapy assistant who has met the standards set by the board pursuant to section 38-126 for a license based on licensure in another jurisdiction but is not practicing at the time of application for licensure shall present proof satisfactory to the department that he or she has within the three years immediately preceding the application for licensure completed continuing competency requirements approved by the board pursuant to section 38-145.

Regulation: Nebraska Rules and Regulations 172 NAC 114-002 DEFINITIONS

002.08 CONTINUING EDUCATION. Planned, organized learning activities designed to maintain, improve, or expand a licensee’s knowledge and skills in order for the licensee to develop new knowledge and skills relevant to the enhancement of practice, education, or theory development to improve the safety and welfare of the public.

002.09 CONTINUING EDUCATION ACTIVITY. The various methods in which a licensee can obtain the necessary continuing education for license renewal.

002.10 HOUR AS IT RELATES TO CONTINUING EDUCATION. At least 60 minutes of participation in an organized learning experience otherwise known as a contact hour.

(A) One academic semester hour is equal to 15 contact hours. An approved three credit hour course provides 45 contact hours of continuing education credit.

(B) One academic quarter hour is equal to 10 contact hours. An approved 3 credit hour course would provide 30 contact hours of continuing education credit.

Regulation: Nebraska Rules and Regulations 172 NAC 114-008. CONTINUING EDUCATION

008. CONTINUING EDUCATION. On or before August 1st of each even-numbered year, individuals holding an active license in the State of Nebraska must complete at least 20 hours of acceptable continuing education if an occupational

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therapist and 15 hours of acceptable continuing education if an occupational therapy assistant. Continuing education hours must be obtained during the preceding 24-month period.

008.01 CONTINUING EDUCATION HOUR CALCULATIONS. The following provides the hour calculations for acceptable continuing education.

008.01(A) PROGRAMS AT STATE AND NATIONAL ASSOCIATION MEETINGS.

Includes, but is not limited to, a meeting of the Nebraska or other state occupational therapy associations or the American Occupational Therapy Association. Must relate directly to the theory of Occupational Therapy. Documentation must include a certificate of attendance and a program outline or objectives. One hour for each hour of attendance.

008.01(B) WORKSHOPS, SEMINARS, WEBINARS AND CONFERENCES. The content of the continuing education activity must relate to occupational therapy whether the subject is research, treatment, documentation, or education management, and includes monitored videotapes, and in-service programs. Documentation must include a certificate of attendance and a program outline or objectives. One hour for each hour of attendance.

008.01(C) UNIVERSITY OR COLLEGE SPONSORED COURSES. The content of the course must relate to occupational therapy whether the subject is research, treatment, documentation, education, or management. Documentation must include an official transcript and a program outline or objectives.

008.01(D) FORMAL SELF-STUDY. The content of the self-study activity must relate to occupational therapy whether the subject is research, treatment, documentation, education, or management. The self-study program must have a testing mechanism. Documentation must include a certificate of completion and a program outline or objectives. One hour for each hour of attendance.

008.01(E) MANAGEMENT COURSES. Must pertain to the practice of occupational therapy. An occupational therapist may complete a maximum of 10 hours of continuing education utilizing management courses each 24-month renewal period. An occupational therapy assistant may complete a maximum of 7.5 hours of continuing education utilizing management courses each 24-month renewal period. Documentation must include a certificate of attendance and a program outline or objectives. One hour for each hour of attendance.

008.01(F) SUPERVISION. Student supervision by an occupational therapist or occupational therapy assistant. One contact hour is earned for being a primary direct clinical supervisor for each student's entire level II fieldwork experience. Licensee may receive a maximum of 2 contact hours of continuing education by supervising a student each 24-month renewal period. Documentation must include a copy of the signature page of the completed fieldwork evaluation form for each supervised student.

008.01(G) RESEARCH. Participation in research or other scholarly activities that result in professional publication or acceptance for publication that relate to occupational therapy. Four contact hours will be received for each publication. Licensees may earn up to a maximum of 10 contact hours of continuing education each 24-month renewal period for authorship, editorship, co-authorship, co-editorship, or all of these, of a juried publication relating to occupational therapy. Documentation must include a copy of the final publication or verification of publication.

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	<p>008.01(H) INFORMAL SELF-STUDY. A licensee may earn up to a maximum of 2 contact hours of continuing education each 24-month renewal period for completion of the following activities or a combination of such activities:</p> <ul style="list-style-type: none"> (1) Reading related to occupational therapy practice; (2) Observing other occupational therapists; (3) Viewing videotapes without a supervisor; and (4) Quality assurance or peer review studies. <p>008.01(H)(i) DOCUMENTATION. Documentation when reading or viewing videotapes must include the name of the article, book or videotape and a brief synopsis of what was learned. Documentation, when observing other therapists and participating in quality assurance and peer review studies, must include a statement from the licensee explaining what was learned.</p> <p>008.01(I) NATIONALLY RECOGNIZED SPECIALTY CERTIFICATION EXAMINATIONS. A licensee will earn 20 contact hours of continuing education each 24-month renewal period for successful completion of a nationally recognized specialty certification examination related to an area of advanced practice in the field of occupational therapy. Documentation must include a copy of the certification.</p> <p>008.01(J) PRESENTATIONS. One hour credit will be awarded for each hour of scientific presentation by a licensee at workshops, seminars, in-service training, conferences, or guest lectures which relate to the practice of occupational therapy. A licensee may receive continuing education credit for only the initial presentation during a renewal period. Credit will not be given for subsequent presentations of the same program. A licensee may complete a maximum of 4 hours of continuing education credit for presentations in a 24-month renewal period. A licensee’s documentation must include the presentation outline, course objectives, date, location, time, and type of audience.</p> <p>008.01(K) NON-ACCEPTABLE CONTINUING EDUCATION. Continuing education credit will not be awarded for programs where the content does not relate to occupational therapy whether the subject is research, treatment, documentation, education, or management, including but not limited to:</p> <ul style="list-style-type: none"> (i) Medical terminology courses; (ii) Occupational therapy on-the-job training; (iii) Occupational therapy orientation programs, including orientation to new policies, procedures, equipment, forms, responsibilities, services, etc.; or (iv) Cardiopulmonary resuscitation or other related training.
<p>Nevada</p>	<p><u>Statute:</u> Nevada Revised Statutes §640A.180, Expiration and renewal of license; placement of license on inactive status; regulations.</p> <ol style="list-style-type: none"> 1. The Board shall adopt regulations prescribing the period for which a license issued pursuant to the provisions of this chapter is valid. Except as otherwise provided in NRS 640A.170, the period must be not less than 1 year. 2. The Board may adopt regulations prescribing the manner in which a license issued pursuant to this chapter must be renewed, which may include requirements for continuing education. 3. The Board may adopt regulations providing for the late renewal of a license and the reinstatement of an expired license, except that the Board may not renew or reinstate a license if 5 years have passed since its expiration.

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4. The Board may, at the request of a person licensed pursuant to this chapter, place the license on inactive status if the person:
- (a) Does not practice occupational therapy, or represent that the person is authorized to practice occupational therapy, in this State; and
 - (b) Satisfies any requirements for continuing education established by the Board

Regulation: Nevada Administrative Code §§640A.070—640A.101

640A.070 Continuing education: Generally.

1. Except as otherwise provided in subsection 5 and NAC 640A.101, a person with an active license shall complete, to the satisfaction of the Board, at least 24 hours of continuing education per biennial renewal cycle.
2. If the licensee obtains more than 24 hours of continuing education during a biennial renewal cycle, he or she may carry over a maximum of 10 hours towards completion of his or her requirement for continuing education for the following biennial renewal cycle.
3. A licensee must achieve a passing score on the Nevada Occupational Therapy Jurisprudence Examination at least once every 5 years.
4. A person may receive credit for fieldwork supervision, the completion of a particular continuing education course or the achievement of a passing score on the Nevada Occupational Therapy Jurisprudence Examination only once during a biennial renewal cycle.
5. A person who obtains a standard license within 12 months of graduation from an educational program which is accredited by an agency approved by the Board and which includes a fieldwork program is required to obtain 12 hours of continuing education in order to renew the license for the first time.
6. A licensee shall comply with the requirements for continuing education, including, without limitation, submitting to the Board a completed form to be provided by the Board and a list of any courses and activities that the licensee completed to satisfy the provisions of this section. The materials described in this subsection must be submitted at the time, as established by the Board, the licensee is required to submit to the Board the application for the renewal of his or her license.
7. To ensure compliance with the provisions of this section, the Board will conduct random audits of the continuing education completed by licensees.

NAC 640A.080 Continuing education: Requests for approval of credit for certain activities.

1. The Board will consider the written request of a licensee that it approve credit for any continuing education that is not specified in NAC 640A.090 if the request is submitted to the Board by the applicable date that proof of the completion of the requirements for continuing education is due.
2. If a written request pursuant to subsection 1 is not granted, the Board may grant extra time for the licensee to fulfill any required continuing education that has not been completed.

NAC 640A.090 Continuing education: Subject matter; qualifying activities.

1. The subject matter for continuing education activities includes, without limitation:
 - (a) Research relating to occupational therapy;

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	<ul style="list-style-type: none">(b) Theoretical or practical courses relating to the practice of occupational therapy;(c) The development, administration, supervision or teaching of the clinical practice of occupational therapy;(d) Service delivery programs performed by an occupational therapist or occupational therapy assistant; and(e) Statutes and regulations in this State relating to occupational therapy. <p>2. Activities that qualify as continuing education include, without limitation:</p> <ul style="list-style-type: none">(a) Attendance and participation at a live presentation:<ul style="list-style-type: none">(1) Which includes, without limitation, a workshop, seminar, conference or in-service educational program; and(2) Which is afterwards followed by the submission of a certificate of completion or other similar document and a completed form to be provided by the Board, which will include, without limitation, a narrative statement that describes how the activity broadens the person's knowledge of occupational therapy or relates to current or anticipated roles and responsibilities of the person in the practice of occupational therapy;(b) Participation in a course of self-study that requires a formal assessment of learning:<ul style="list-style-type: none">(1) Which includes, without limitation, self-study through an electronic or Internet-based course, a self-paced clinical course or any other formalized self-administered course; and(2) Which is afterwards followed by the submission of a certificate of completion or other similar document and a completed form to be provided by the Board, which will include, without limitation, a narrative statement that describes how the activity broadens the person's knowledge of occupational therapy or relates to current or anticipated roles and responsibilities of the person in the practice of occupational therapy;(c) Enrollment in an academic course:<ul style="list-style-type: none">(1) Which includes, without limitation, an on-site or distance learning course; and(2) Which is afterwards followed by the submission of a copy of a transcript indicating successful completion of the course and a completed form to be provided by the Board, which will include, without limitation, a narrative statement that describes how the activity broadens the person's knowledge of occupational therapy or relates to current or anticipated roles and responsibilities of the person in the practice of occupational therapy;(d) Supervision of fieldwork:<ul style="list-style-type: none">(1) Which includes, without limitation, acting as a primary clinical fieldwork educator for level I fieldwork or level II fieldwork for occupational therapist or occupational therapy assistant students;(2) Which is afterwards followed by the submission of a completed form to be provided by the Board and a document from the sponsoring educational program indicating the names of the students supervised, the name of the sponsoring educational program and the dates of the fieldwork; and(3) Which may result in, for the biennial renewal cycle in which the fieldwork ends:<ul style="list-style-type: none">(I) A maximum of 4 hours of continuing education for level I fieldwork supervision; or(II) A maximum of 18 hours of continuing education for level II fieldwork supervision;(e) Writing in a professional capacity:
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	<p>(1) Which results in the publication of a peer-reviewed book, chapter of a book, or article regarding occupational therapy;</p> <p>(2) Which is afterwards followed by the submission of a completed form to be provided by the Board; and</p> <p>(3) Which may result in a maximum of 12 hours of continuing education for the renewal cycle within which the writing is published;</p> <p>(f) Teaching an educational or academic course that is outside the normal scope of the professional employment of the licensee and:</p> <p>(1) Which includes, without limitation, an in-person academic course, workshop, seminar, in-service course or electronic or Internet-based course; and</p> <p>(2) Which is afterwards followed by the submission of a copy of the official program, schedule or syllabus of the course and a completed form to be provided by the Board, which includes, without limitation, the title, dates, hours and objectives of the course, a description of the students enrolled in the course and the signature of an appropriate official of the sponsor of the course;</p> <p>(g) Participation in an official meeting of the Board or a professional organization formed to promote and enhance the practice of occupational therapy:</p> <p>(1) Which includes, without limitation, an official board or committee meeting of such an organization;</p> <p>(2) Which is afterwards followed by the submission of a completed form to be provided by the Board and a signed document from the organization that indicates the name of the organization, the purpose of the meeting and a description of the person's role in the organization and at the meeting; and</p> <p>(3) Which may result in a maximum of 6 hours of continuing education per biennial renewal cycle; and</p> <p>(h) Achievement of a type of certification, approved by the Board, from an agency approved by the Board:</p> <p>(1) Which includes, without limitation, engaging in activities that are required for certification in an occupational therapy specialty by an agency approved by the Board;</p> <p>(2) Which is afterwards followed by the submission of a completed form to be provided by the Board and a document from the agency showing achievement of the certification; and</p> <p>(3) Which may result in a maximum of 5 hours of continuing education for the biennial renewal cycle in which the certification is achieved.</p> <p>3. As used in this section:</p> <p>(a) "Level I fieldwork" means fieldwork designed to enrich didactic course work through direct observation and participation in selected aspects of the occupational therapy process.</p> <p>(b) "Level II fieldwork" means in-depth fieldwork in delivering occupational therapy services across a variety of settings.</p> <p>NAC 640A.101 Continuing education: Waiver of requirements for extenuating circumstances.</p> <p>1. The Board may waive all or part of the requirements for continuing education for a person who holds an active license if the person:</p> <p>(a) Submits a written request for a waiver; and</p> <p>(b) Provides evidence satisfactory to the Board of an extenuating circumstance which does not allow the completion of the required continuing education.</p>
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	<p>2. Examples of an extenuating circumstance include, without limitation, extreme:</p> <ul style="list-style-type: none"> (a) Illness or injury; (b) Financial hardship; or (c) Family hardship. <p>3. If a waiver is granted, the unfulfilled requirements for continuing education will be added to the person’s requirements for the following biennial renewal cycle.</p> <p>4. If a waiver is not granted, the Board may grant extra time for the person to fulfill any required continuing education that has not been completed.</p> <p>5. A written request for a waiver must be submitted by the applicable date on which proof of completion of the required continuing education is due.</p>
<p>New Hampshire</p>	<p><u>Statute: New Hampshire Revised Statutes 326-C:6 Renewal of License.</u></p> <p>I. Persons licensed as occupational therapists or occupational therapy assistants are eligible for renewal of their licenses if they:</p> <ul style="list-style-type: none"> (a) Have not violated this chapter or RSA 328-F or demonstrated poor moral character. (b) Meet any continuing competency requirements and any requirements for continuing education, clinical experience, or training established by the board in rules adopted pursuant to RSA 541-A. <p>II. The board shall approve continuing education programs approved through the American Occupational Therapy Association's approved provider program.</p> <p><u>Regulation: New Hampshire Administrative Rules Occ 303.02 Continuing Competence Requirements.</u></p> <p>(a) Continuing competence shall be maintained by applicants who:</p> <ul style="list-style-type: none"> (1) Passed the NBCOT examination described in Occ 303.01(b)(4) more than 52 weeks before submitting the application-form part of the application packet; and (2) Have not practiced as an occupational therapist or occupational therapy assistant since passing the examination. <p>(b) If more than 52 but fewer than 104 weeks have elapsed since such applicants passed the NBCOT examination, they shall maintain continuing competence by:</p> <ul style="list-style-type: none"> (1) Completing 12 hours of professional education in the clinical application of occupational therapy skills; and (2) Doing so within the 12 months just preceding the submission of their application packets. <p>(c) If 104 or more weeks have elapsed since such applicants passed the NBCOT examination, they shall maintain continuing competence by:</p> <ul style="list-style-type: none"> (1) Completing 24 hours of professional education in the clinical application of occupational therapy skills; and (2) Doing so within the 24 months just preceding the submission of their application packets.

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Regulation: New Hampshire Administrative Rules Part Occ 402 Procedures for Renewing a License and Indicating a Decision not to Renew

Occ 402.09 Non-Completion of Maintenance of Continuing Competence Reported on the Renewal Form.

(a) Renewal applicants who reported on their renewal application form that they anticipated completing continuing professional education between November 1 and December 31 of the renewal year and did not complete the professional education shall:

- (1) Report the cancellation to the Board no later than 15 days from the date of the cancellation or January 15 of the year following the renewal year whichever comes first;
- (2) Give a detailed written explanation of why the renewal applicant could not complete the continuing education as reported on the renewal form; and
- (3) If the opportunity to complete continuing professional education was prevented by cancellation, provide proof of the cancellation.

Occ 402.10 Audit Procedure.

(a) The board shall select on a random basis 10% of the renewal applications submitted in each renewal year for an audit of completion of maintenance of continuing competence required by Occ 406.02.

(b) Audited renewal applicants who report on their renewal application form that they completed maintenance of continuing competence before December thirty-first of the renewal year shall:

- (1) Submit proof in the form of documentation described in Occ 407; and
- (2) Do so no later than February 28 of the year following the renewal year.

(c) If the board observes that the documents submitted pursuant to (b)(1) above do not support the renewal applicant's claim of maintenance of continuing competence, the board shall review the possibility that the renewal applicant made an error on his or her renewal application form or in submitting documents.

(d) In making the review called for by (c) above the board shall seek further information from the renewal applicant if doing so will aid in the review.

(e) If, having completed the review required by (c) above, the board determines that the renewal applicant made an error in reporting or in submitting documents, but did not intentionally falsely report maintenance of continuing competence, the board shall:

- (1) Require correction of the error; or
- (2) If the error cannot be corrected issue a notice of hearing to determine if the renewal license should be suspended pursuant to Occ 405.02.

(f) If, having completed the review required by (d) above, the board believes that the renewal applicant has intentionally falsely reported maintenance of continuing competence, the board shall commence a disciplinary adjudicative proceeding in the manner required by Ahp 209.01.

Regulation: New Hampshire Administrative Rules Part Occ 406, Maintenance of Continuing Competence
Occ 406.01 Definitions.

In Occ 406 the following terms shall have the following meanings:

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- (a) "American Occupational Therapy Association (AOTA)" means the national professional association of occupational therapists, occupational therapy assistants and students of occupational therapy, organized with the purpose to advance the quality, availability, use, and support of occupational therapy through standard-setting, advocacy, education, and research on behalf of its members and the public.
- (b) "Certification in Hand Therapy (CHT)" means a certification issued by the hand therapy certification commission, a non-profit corporation which sponsors a credentialing program for occupational therapists and physical therapists who specialize in upper-extremity rehabilitation.
- (c) "Contact hour" means a unit of measure of continuing professional education or professional activity.
- (d) "Continuing professional education or professional activity" means structured courses, activities and experiences beyond entry-level professional preparation that are designed to provide advanced or enhanced knowledge in the field of occupational therapy.
- (e) "Distance-learning" means electronic participation in continuing competence activities described in Occ 406.02(d) so long as the participation can be proven with the appropriate document described in Occ 407.
- (f) "Level II fieldwork student" means a student who is in the clinical component of his or her academic program and is provided with the opportunity to integrate academic knowledge with the application of therapeutic skills in a supervised practice setting.
- (g) "Maintenance of continuing competence" means using a dynamic multidimensional process to develop and maintain for the purpose of performing professional responsibilities the following abilities:
- (1) Knowledge;
 - (2) Performance skills;
 - (3) Interpersonal abilities;
 - (4) Critical reasoning; and
 - (5) Ethical reasoning.
- (h) "Certification in neurodevelopmental treatment (NDT)" means a certification issued by the Neurodevelopmental Treatment Association, a non-profit corporation which sponsors certification courses for occupational therapists and physical therapists who specialize in neurodevelopmental treatment.
- (i) "Universal precaution education" means didactic education addressing infectious diseases, including but not limited to, HIV and hepatitis B, and addressing the precautions to be taken when such diseases are present in clients.
- Occ 406.02 Maintenance of Continuing Competence.**
- (a) Licensees intending to renew their licensure shall maintain continuing competence by:
- (1) Completing 24 contact hours of continuing professional education per biennium in accordance with (d) below if they are renewing:
 - a. An initial license issued in an even-numbered year; or
 - b. A license already renewed at least once; or
 - (2) Completing 6 contact hours of continuing professional education in accordance with (d) below if they are renewing an initial license issued between January 1 and August 31 in an odd-numbered year.
- (b) At least one half of the contact hours required by (a) above shall relate directly to the clinical application of occupational therapy. These hours shall be considered clinical hours.

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(c) The balance of the contact hours required by (a) above shall relate to general occupational therapy theory and practice, including, but not limited to, supervision and consultation skills, curriculum development and trans-disciplinary issues or skills.

(d) Continuing competence shall be accumulated through on-site, distance-learning or other participation in the following activities related to occupational therapy:

- (1) Maintenance of current NBCOT certification, as further described in Occ 406.03;
- (2) Receipt of academic and non-academic instruction in occupational therapy, as further described in Occ 406.04;
- (3) Facility-based occupational therapy in-service training as further described in Occ 406.05;
- (4) Informal independent study as further described in Occ 406.06;
- (5) Formal mentored independent study as further described in Occ 406.07;
- (6) Direct supervision of fieldwork, as further described in Occ 406.08;
- (7) Employer-required peer review activities, as further described in Occ 406.09;
- (8) Publication of writing related to occupational therapy as further described in Occ 406.10;
- (9) Public professional presentations relating to occupational therapy as further described in Occ 406.11;
- (10) Participation in an occupational therapy research project as further described in Occ 406.12;
- (11) Specialty certifications, as further described in Occ 406.13;
- (12) Product development as further described in Occ 406.14;
- (13) Participation in the work of professional boards, committees and agencies, as further described in Occ 406.15;
- (14) Completion of distance learning courses, as further described in Occ 406.16;
- (15) Teaching occupational therapy, as further described in Occ 406.17;
- (16) Cardiopulmonary certification or re-certification, as further described in Occ 406.18; and
- (17) Receipt of universal precaution education, as further described in Occ 406.19.

Occ 406.03 Maintenance of NBCOT Certification.

(a) The board shall recognize as maintenance of continuing competence a licensee's maintenance of current NBCOT certification.

(b) Maintenance of NBCOT certification shall fulfill the requirements of Occ 406.02(a), (b) and (c) for the biennium.

Occ 406.04 Receipt of Academic and Non-Academic Instruction in Occupational Therapy.

(a) The board shall recognize as maintenance of continuing competence a licensee's completion of academic course work in occupational therapy sponsored and assigned credit by a college or university.

(b) The board shall credit the licensee with 15 contact hours for each credit hour of academic course work described in (a) above.

(c) The board shall recognize as maintenance of continuing competence a licensee's completion of any continuing education program given by a provider approved by AOTA.

(d) The board shall credit the licensee completing a program described in (c) above with the contact hours attributed to the program by the provider.

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- (e) The board shall recognize as maintenance of continuing competence the completion of courses, seminars, conferences and workshops not described by (a) or (c) above if they are primarily on the topics of:
 - (1) Occupational therapy theory or practice or both; or
 - (2) Any conditions for which occupational therapy is often or usually recommended.
- (f) For each clock hour of attendance at such courses, seminars, conferences and workshops, the board shall credit the licensee with one contact hour.

Occ 406.05 Facility-Based Occupational Therapy In-Service Training.

- (a) The board shall recognize as maintenance of continuing competence a licensee's participation in, or attendance at, a facility-based occupational therapy in-service training consisting in an informal exchange of information at a staff meeting.
- (b) The board shall credit the licensee with one contact hour for each clock hour of participation or attendance, to a maximum of 8 contact hours.

Occ 406.06 Informal Independent Study.

- (a) The board shall recognize informal independent study in occupational therapy as maintenance of continuing competence.
- (b) Informal independent study shall include but not be limited to:
 - a. Reading occupational therapy-related books and journals; and
 - b. Viewing occupational therapy-related videotapes and digital videodiscs (DVDs).
- (c) The board shall credit the licensee with one contact hour for every 2 clock hours of informal independent study to a maximum of 4 contact hours, provided that the licensee writes a report of the major theses of the book, journal, videotape or DVD.

Occ 406.07 Formal Mentored Independent Study.

- (a) The board shall recognize formal mentored independent study in occupational therapy as maintenance of continuing competence so long as the study is performed under a written and signed mentorship agreement setting forth:
 - (1) The name of the mentor; and
 - (2) The goals and objectives to be met by the mentored licensee during the course of his or her study.
- (b) The board shall credit the licensee with one contact hour for every 2 clock hours of formal mentored independent study, to a maximum of 4 contact hours.

Occ 406.08 Direct Supervision of Fieldwork.

- (a) The board shall recognize as maintenance of continuing competence the direct supervision of fieldwork when the licensee acts as the primary fieldwork instructor for a level II fieldwork student.
- (b) The board shall credit the licensee with 2 contact hours per student for such fieldwork supervision, to a maximum of 4 contact hours.

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Occ 406.09 Employer-Required Peer Review Activities.

- (a) The board shall recognize as maintenance of continuing competence employer-required peer review activities, including such activities by the licensee as peer ratings, chart audits and direct observation of the work of the licensee's peers.
- (b) The board shall credit the licensee with 1 contact hour for each peer review activity, to a maximum of 4 contact hours.

Occ 406.10 Publication of Writing Related to Occupational Therapy.

- (a) The board shall recognize publication of writing related to occupational therapy, including books, peer-reviewed and non-peer-reviewed chapters of books and peer-reviewed and non-peer-reviewed articles, as maintenance of continuing competence.
- (b) The board shall credit the licensee as follows for no more than 2 published writings:
 - (1) For a book, 12 contact hours;
 - (2) For a peer-reviewed chapter of a book or a peer-reviewed article, 6 contact hours; and
 - (3) For a non-peer reviewed chapter or article, 4 contact hours.

Occ 406.11 Public Professional Presentations Relating to Occupational Therapy.

- (a) The board shall recognize public professional presentations relating to occupational therapy, including workshops, lectures and in-service trainings, as maintenance of continuing competence.
- (b) The board shall credit the licensee with 2 contact hours for each clock hour of a public presentation, to a maximum of 8 contact hours, provided that, if the licensee gives substantially the same public presentation more than once, the board shall credit the licensee for only a single presentation.

Occ 406.12 Participation in an Occupational Therapy Research Project.

- (a) The board shall recognize participation in an occupational therapy research project as maintenance of continuing competence.
- (b) The board shall credit the licensee with one contact hour for every 4 clock hours spent on a research project, to a maximum of 8 contact hours.

Occ 406.13 Specialty Certifications.

- (a) The board shall recognize as maintenance of continuing competence the receipt during the biennium by a licensee of:
 - (1) An initial AOTA board certification in:
 - a. Geriatrics;
 - b. Mental health;
 - c. Pediatrics; or
 - d. Physical disabilities;
 - (2) An initial AOTA specialty certification;
 - (3) An initial certification in neurodevelopmental therapy; or
 - (4) A certification in hand therapy.
- (b) The board shall credit the licensee with 12 contact hours for a board certification named in (a)(1) above, to a maximum of 12 contact hours.

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(c) The board shall credit the licensee with one contact hour for each 4 clock hours the licensee spent in preparation for a specialty certification named in (a)(2) above, to a maximum of 12 contact hours.

(d) Receipt of initial certification in neurodevelopmental therapy shall fulfill the requirements of Occ 406.02(a), (b) and (c) for the biennium.

(e) Receipt of certification in hand therapy shall fulfill the requirements of Occ 406.02(a), (b) and (c) for the current biennium and the following biennium.

Occ 406.14 Product Development.

(a) The board shall recognize as maintenance of continuing competence the development of a product related to occupational therapy and disseminated by a manufacturer, distributor, publisher or government agency.

(b) The board shall credit the licensee with 4 contact hours for the development of a product described in (a) above, to a maximum of 4 contact hours.

Occ 406.15 Participation in the Work of Professional Boards, Committees and Agencies.

(a) The board shall recognize as maintenance of continuing competence the participation by a licensee in the work of a board or committee of a professional occupational therapy organization or government agency.

(b) The board shall credit the licensee with 2 contact hours for each board, committee or agency served, to a maximum of 4 contact hours.

Occ 406.16 Completion of Distance Learning Courses.

(a) The board shall recognize as maintenance of continuing competence a licensee's completion of courses taken through distance learning, including self-study courses and self-paced clinical courses.

(b) The board shall credit the licensee with the contact hours attributed by the sponsor of the course.

Occ 406.17 Teaching Occupational Therapy.

(a) The board shall recognize as maintenance of continuing competence a licensee's teaching a college or university course in occupational therapy.

(b) The board shall credit the licensee with 2 contact hours for each clock hour of teaching, to a maximum of 8 contact hours, provided that, if the licensee gives substantially the same course more than once, the board shall credit the licensee for only a single presentation of the course.

(c) The board shall consider these hours as part of the hours allowed by Occ 406.02(c).

Occ 406.18 Cardiopulmonary Certification or Re-certification.

(a) The board shall recognize as maintenance of continuing competence a licensee's certification or re-certification in cardiopulmonary resuscitation.

(b) The board shall credit the licensee with one contact hour for each clock hour spent in preparation for certification or re-certification in cardiopulmonary resuscitation, to a maximum of 4 contact hours.

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Occ 406.18 Cardiopulmonary Certification or Re-certification.

(a) The board shall recognize as maintenance of continuing competence a licensee's certification or re-certification in cardiopulmonary resuscitation.

Occ 406.19 Receipt of Universal Precaution Education.

(a) The board shall recognize as maintenance of continuing competence a licensee's receipt of infection control education.

(b) The board shall credit the licensee with one contact hour for each clock hour spent in receipt of infection control education, to a maximum of 2 contact hours.

Occ 407 DOCUMENTATION OF MAINTENANCE OF CONTINUING COMPETENCE

Occ 407.01 Documentation Requirements.

(a) A licensee shall retain documentation of maintenance of continuing competence.

(b) The renewal applicant shall furnish the documentation of continuing competence activities set forth in Occ 407.02 through Occ 407.19 only when requested to do so by the board.

Occ. 407.02 Maintenance of Current NBCOT Certification.

Documentation of maintenance of current NBCOT certification shall be a photocopy of the front and back of the certificate.

Occ 407.03 Receipt of Academic and Non-Academic Instruction.

(a) Documentation of successful completion of academic course work shall be:

- (1) An official transcript showing successful completion of the course and the date of the course; and
- (2) One of the following descriptions of the course:
 - a. The description of the course copied from the college or university catalogue; or
 - b. The course syllabus.

(b) Documentation of attendance at programs of AOTA-approved providers and attendance at non-academic courses, seminars, conferences and workshops shall be an official certificate showing:

- (1) The licensee's name;
- (2) The name and location of the program, course, seminar, conference or workshop;
- (3) The name of the provider or sponsoring entity;
- (4) The beginning and ending date(s) of the program, course, seminar, conference or workshop;
- (5) The name of the speaker or instructor;
- (6) The number of hours credited by the provider or sponsoring entity; and
- (7) The signature of the speaker, the instructor or a representative of the provider or sponsoring entity.

Occ 407.04 Facility-Based Occupational Therapy In-Service Training.

Documentation of participation in facility-based occupational therapy in-service training shall be a memo from the occupational therapy supervisor of the facility showing:

- (a) The licensee's name;
- (b) The name of the facility and the topic of the in-service training;

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- (c) The name of the speaker or instructor, if any; and
- (d) The date of the in-service training and the licensee's hours of attendance.

Occ 407.05 Informal Independent Study.

Documentation of informal independent study shall be:

- (a) The licensee's signed written statement setting forth, for each item read or videotape or DVD viewed:
 - (1) The title of the item read or video viewed;
 - (2) The author and publisher of the item read or video viewed;
 - (3) The clock hours spent in reading or viewing; and
 - (4) The date of completion of the reading or viewing; and
- (b) The licensee's report of the major theses of the item read, the videotape or the DVD.

Occ 407.06 Formal Mentored Independent Study.

Documentation of formal mentored independent study shall be:

- (a) A copy of the signed mentorship agreement; or
- (b) The licensee's signed written statement describing the mentor-assigned study showing:
 - (1) The dates of the study;
 - (2) The hours spent on the study; and
 - (3) The focus and outcome of the study.

Occ 407.07 Direct Supervision of Fieldwork.

Documentation of direct supervision of field work shall be a memo signed by the supervisor of the facility where the fieldwork was supervised, specifying:

- (a) The name of the licensee;
- (b) The fieldwork student's school; and
- (c) The beginning and ending dates of the licensee's supervision of the student's fieldwork.

Occ 407.08 Employer-Required Peer Review Activities.

Documentation of employer-required peer review activities shall be a memo signed by the facility supervisor specifying:

- (a) The name of the licensee;
- (b) The peer review activity or activities of the licensee; and
- (c) The dates of the activity or activities.

Occ 407.09 Publication of Writing Related to Occupational Therapy.

Documentation of the publication of writing related to occupational therapy shall be any item showing:

- (a) The title of the writing;
- (b) The date of publication; and
- (c) The licensee's part or full authorship of the published writing.

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Occ 407.10 Public Professional Presentations Relating to Occupational Therapy.

Documentation of public professional presentations relating to occupational therapy shall be:

- (a) A copy of the official program of the presentation; or
- (b) Written verification signed by a representative of the program's sponsor showing:
 - (1) The title of the presentation;
 - (2) The name of the licensee as presenter;
 - (3) The date of the presentation;
 - (4) The hours during which the presentation took place; and
 - (5) The type of audience attending the presentation.

Occ 407.11 Participation in an Occupational Therapy Research Project.

Documentation of participation in an occupational therapy research project shall be a statement signed by either the principal investigator or a representative of the grant sponsor showing:

- (a) The name of the research project;
- (b) The beginning and ending dates of the licensee's participation; and
- (c) The licensee's role in the research project.

Occ 407.12 Specialty Certifications.

Documentation of receipt of an AOTA certification listed in Occ 406.13 shall be a photocopy of the front and back of the certificate.

Occ 407.13 Product Development.

Documentation of product development shall be a letter or other written statement from the disseminating entity acknowledging the licensee as the developer.

Occ 407.14 Participation in the Work of Professional Boards, Committees and Agencies.

- (a) Documentation of participation in the work of a professional board, committee or agency shall be a letter conforming to
- (b) below and issued by:
 - (1) The authority appointing the licensee to the board, committee or agency; or
 - (2) The board, committee or agency served by the licensee.
- (b) The letter shall state:
 - (1) The appointment of the licensee to the board, committee or agency; or
 - (2) The fact of the licensee's participation and the beginning and ending dates of the licensee's service.

Occ 407.15 Completion of Distance Learning Courses.

Documentation of completion of a course through distance learning shall be a photocopy of the certificate of completion issued to the licensee by the course sponsor.

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	<p>Occ 407.16 Teaching Occupational Therapy. Documentation of occupational therapy teaching shall be a list of courses taught and a letter of confirmation signed by an official of the institution sponsoring the courses.</p> <p>Occ 407.17 Cardiopulmonary Certification or Re-Certification. Documentation of cardiopulmonary certification or recertification shall be a photocopy of the front and back of the certificate showing date of issuance.</p> <p>Occ 407.18 Receipt of Universal Precaution Education. Documentation of universal precaution education shall be a photocopy of a certificate of attendance or a statement signed by the supervisor of the facility where the education took place.</p>
<p>New Jersey</p>	<p>Statute: New Jersey Statutes §45:9-37.68, Inactive license status The director may grant inactive license status to a licensee who: a. is not actively practicing as an occupational therapist or an occupational therapy assistant; b. does not represent himself as an occupational therapist or an occupational therapy assistant; and c. completes any continuing education requirements which may be established by the director, in consultation with the council.</p> <p>Regulation: No continuing education requirements.</p>
<p>New Mexico</p>	<p>Statute: New Mexico Statutes Annotated §61-12A-15, License renewal. B. Licenses issued pursuant to the Occupational Therapy Act are subject to annual renewal upon submission of a renewal form provided by the board, payment of the annual renewal fee and the required proof of continuing education units or proof of competency as prescribed by the board. A license not renewed on the annual renewal date is expired.</p> <p>Regulation: 16 New Mexico Administrative Code Title 16, Chapter 15, Part 1 16.15.4.7 DEFINITIONS: “Continuing education” means any organized educational program relating to the topic of health, designed to expand a licensee’s knowledge beyond the basic education requirements for occupational therapists and occupational therapy assistants as recognized by the board. Topics include, but are not limited to, administration, education, communication and clinical practice skills. One “continuing education contact hour” is equivalent to sixty (60) minutes.</p> <p>16.15.4.8 ANNUAL CONTINUING EDUCATION REQUIREMENTS: A. Every licensed occupational therapist and occupational therapy assistant must earn a minimum of twenty (20) continuing education contact hours per year during each year of licensure. Continuing education contact hours must be earned prior to license renewal the following year. The first year during which twenty (20) contact hours must be earned is the year beginning on October 1st following license issuance and ending on the following September 30th. Occupational therapists and occupational therapy assistants licensed during the first year will be expected to pay the annual renewal fee and may submit continuing education contact hours during this first year for carryover. A maximum of twenty (20) contact hours may be carried over.</p>

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- B. No license will be renewed in the absence of satisfactory evidence that the required continuing education contact hours have been earned.
- C. The board office will mail a renewal application to each licensee at least thirty (30) days prior to the expiration date of the license.
- D. Each licensee is responsible for submitting the required renewal fee and continuing education by the expiration date whether or not a renewal application is received by the licensee.
- E. Each licensee is responsible for filing address changes and maintaining a current address with the board office.

16.15.4.9 APPROVAL OF CONTINUING EDUCATION:

- A. No licensee may obtain credit for any continuing education contact hours without approval of those continuing education contact hours by the board.
- B. Prior approval of continuing education contact hours may be obtained upon request by the licensee or continuing education provider. Final determination of values and approval of continuing education contact hours will remain at the discretion of the board.
- C. Continuing education contact hours may be earned in the following ways:
 - (1) Attendance at a seminar, workshop, webinar, on-line course, or program; applicants must provide all of the following:
 - (a) program agenda with number of contact hours;
 - (b) evidence that the program attended was sponsored by a component of the American occupational therapy association or some other sponsor approved by the board for continuing education credit;
 - (c) statement of the program's subject matter and stated objectives;
 - (d) statement indicating the instructor's background/expertise; and
 - (e) proof of actual program attendance; such proof shall be a certificate of completion signed by the presenter or program sponsor.
 - (2) Preparation and presentation of a workshop/in-service. Credit may be given only once for preparation or presentation of the same workshop and the board will determine the number of continuing education contact hours approved. Applicant must provide proof of preparation and presentation. Proof of preparation may be an outline, copy of handouts, presentation slides, and a copy of the agenda showing name of licensee as presenter. Contact hours for the presenter will be calculated at three (3) times the number of hours of audience participation (e.g. a two (2) hour workshop equals six (6) hours for the presenter). A maximum of twelve (12) contact hours per renewal year is allowed in this area.
 - (3) Completion of accredited university college or community courses. Applicant must provide the name of the course; number of credit hours; inclusive dates of attendance; completed transcript or grade report with a passing grade of "C" or better, name of instructor and institution; and a brief summary indicating the course's relationship to the licensee's present or future position in the field of occupational therapy. Non-credit community college courses may be accepted at the board's discretion. A maximum of twenty (20) contact hours is allowed for a three (3) credit course; a maximum of fifteen (15) contact hours is allowed for a two (2) credit course; and a maximum of ten (10) contact hours is allowed for a one (1) credit course.

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	<p>(4) Attendance at workplace in-service programs. The applicant must provide the name of the program; number of hours spent in the program; inclusive dates of attendance; name of the instructor or supervisor of the program; name of the institution; and a brief course summary indicating the course's relationship to the philosophical tenets of occupational therapy. A maximum of ten (10) contact hours will be allowed in this area.</p> <p>(5) Reading a book. The applicant must provide the name of the book; number of pages; name of the author; and a typewritten summary explaining how the information obtained from the book applies to physical therapy philosophical tenets of occupational therapy. The board may approve, on an individual basis, up to two (2) contact hours for each book read. A maximum of four (4) contact hours will be allowed in this area.</p> <p>(6) Writing a book. The applicant must provide a copy of the book written. The book will be returned to the licensee upon request.</p> <ul style="list-style-type: none">(a) The book must have been copyrighted in the year for which the continuing education contact hours are requested.(b) Up to forty (40) contact hours may be awarded at the board's discretion. <p>(7) Audio or Visual Media. An applicant must provide the title of the audio and visual media; the length of presented material, time; name of the presenter; and a summary of the presentation and how it pertains to the philosophical tenets of occupational therapy. A maximum of ten (10) contact hours per year is allowed in this area.</p> <p>(8) Presentation of a paper. The applicant must provide a copy of the paper along with the duration and location of the presentation. The presentation must have been made in the year for which the continuing education contact hours are requested. Credit may be given only once for any individual presentation and the board will determine the number of continuing education contact hours approved.</p> <p>(9) Publication of a paper or article. The applicant must provide a copy of the published paper, which must have been published prior to license renewal. Publication must be in a recognized journal or publication. The board will determine the number of continuing education contact hours approved.</p> <p>(10) Conducting research. The board will determine the number of continuing education contact hours approved. The applicant must provide the following:</p> <ul style="list-style-type: none">(a) title and description of research project, including brief timeline;(b) names of other persons involved in project (i.e., co-investigators or supervisors);(c) a brief statement indicating philosophical tenants of occupational therapy;(d) provide a copy of the completed annual research report. <p>(11) Specialty/certification programs. Applicants or licensees wishing to receive continuing education for certification programs must submit a certificate of completion signed by the program sponsor. The licensee or applicant must indicate how the specialty/certification maintains the philosophical tenets of occupational therapy. The board will determine the number of continuing education contact hours approved.</p> <p>(12) Supervising level II fieldwork. Applicants should provide a copy of the student evaluation (cover and signature pages only). The student's name should be blacked out for confidentiality. A maximum of twelve (12) contact hours will be approved for each OT fieldwork II rotation of twelve (12) weeks. A maximum of eight (8) contact hours will be approved for each OTA fieldwork II rotation of eight (8) weeks. A maximum of twelve (12) contact hours per renewal year is allowed in this area.</p>
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	<p>(13) Mentoring. Applies to an OT or OTA who has been practicing at least one (1) year prior to entering a new area of practice only. Mentoring shall occur for a minimum of six (6) months and no longer than one (1) year. The mentor shall have at least one (1) year of experience in the specialty area of practice and not be the direct supervisor of the mentored therapist. The “mentoring log” should be used as proof of hours mentored. Both the mentor and mentored will be allowed up to a maximum of five (5) contact hours per year.</p> <p>D. Credit screening procedures are as follows:</p> <ul style="list-style-type: none"> (1) the board or its designee must approve each request for continuing education credit; (2) the licensee will be informed of the board’s action within thirty (30) calendar days of receipt of the request; and (3) the licensee whose request has been denied may appeal to the board within thirty (30) calendar days of the notification of the board’s decision. <p>E. Continuing education audit.</p> <ul style="list-style-type: none"> (1) The board shall audit a percentage of renewal applications each year to verify the continuing education requirement. (2) If a notice of audit letter is received with the annual renewal form, evidence of continuing education hours earned during the renewal year must be submitted to the board as requested and as required in the Occupational Therapy Act and by this rule. (3) If the licensee is not audited, all documentation of attendance and agendas should be retained by the licensee for a minimum of three (3) years immediately preceding the current renewal. (4) The board reserves the right to audit continuing education attendance certificates whenever there is reasonable doubt the courses submitted, dates, or hours may be incorrect. (5) Proof of attendance for all continuing education programs is required on all renewal applications submitted after the expiration date. <p>F. Credit for excess continuing education contact hours accumulated may be used only during the following year. Documentation of excess continuing education contact hours which are being submitted for credit must be submitted with the annual renewal fee and application. The board will allow a maximum of twenty (20) continuing education contact hours to be carried over into the next licensing year.</p>
<p>New York</p>	<p><u>Statute:</u> New York Education Law Title 8, Article 156, §7908. Mandatory continuing competency.</p> <p>1.</p> <ul style="list-style-type: none"> a. Each licensed occupational therapist and occupational therapy assistant required under this article to register triennially with the department to practice in the state shall comply with the provisions of the mandatory continuing competency requirements prescribed in subdivision two of this section, except as provided in paragraphs (b) and (c) of this subdivision. Occupational therapists and occupational therapy assistants who do not satisfy the mandatory continuing competency requirements shall not be authorized to practice until they have met such requirements, and they have been issued a registration certificate, except that an occupational therapist or occupational therapy assistant may practice without having met such requirements if he or she is issued a conditional registration pursuant to subdivision three of this section. b. Occupational therapists and occupational therapy assistants shall be exempt from the mandatory continuing competency requirement for the triennial registration period during which they are first licensed. Adjustment to the mandatory continuing competency requirements may be granted by the department for reasons of health of

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	<p>the licensee where certified by an appropriate health care professional, for extended active duty with the armed forces of the United States, or for other good cause acceptable to the department which may prevent compliance.</p> <p>c. A licensed occupational therapist or occupational therapy assistant not engaged in practice, as determined by the department, shall be exempt from the mandatory continuing competency requirement upon the filing of a statement with the department declaring such status. Any licensee who returns to the practice of occupational therapy during the triennial registration period shall notify the department prior to reentering the profession and shall meet such mandatory continuing competency requirements as shall be prescribed by regulations of the commissioner.</p> <p>2.</p> <p>a. During each triennial registration period an applicant for registration as an occupational therapist shall complete a minimum of thirty-six hours of learning activities which contribute to continuing competence, as specified in subdivision four of this section, provided further that at least twenty-four hours shall be in areas of study pertinent to the scope of practice of occupational therapy. With the exception of continuing education hours taken during the registration period immediately preceding the effective date of this section, continuing education hours taken during one triennium may not be transferred to a subsequent triennium.</p> <p>b. During each triennial registration period an applicant for registration as an occupational therapy assistant shall complete a minimum of thirty-six hours of learning activities which contribute to continuing competence as specified in subdivision four of this section, provided further that at least twenty-four hours shall be in recognized areas of study pertinent to the licensee's professional scope of practice of occupational therapy. With the exception of continuing education hours taken during the registration period immediately preceding the effective date of this section, continuing education hours taken during one triennium may not be transferred to a subsequent triennium.</p> <p>c. Any occupational therapist or occupational therapy assistant whose first registration date following the effective date of this section occurs less than three years from such effective date but on or after January first, two thousand thirteen, shall complete continuing competency hours on a prorated basis at the rate of one-half hour per month for the period beginning January first, two thousand thirteen up to the first registration date.</p> <p>d. Thereafter, a licensee who has not satisfied the mandatory continuing competency requirements shall not be issued a triennial registration certificate by the department and shall not practice unless and until a conditional registration certificate is issued as provided for in subdivision three of this section.</p> <p>3. The department, in its discretion, may issue a conditional registration to a licensee who fails to meet the continuing competency requirements established in subdivision two of this section, but who agrees to make up any deficiencies and complete any additional learning activities which the department may require. The fee for such a conditional registration shall be the same as, and in addition to, the fee for the triennial registration. The duration of such conditional registration shall be determined by the department but shall not exceed one year. Any licensee who is notified of the denial of registration for failure to submit evidence, satisfactory to the department, of required continuing competency learning activities and who practices without such registration, may be subject to disciplinary proceedings pursuant to section sixty-five hundred ten of this title.</p> <p>4. As used in subdivision two of this section, "acceptable learning activities" shall mean activities which contribute to professional practice in occupational therapy, and which meet the standards prescribed in the regulations of the</p>
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commissioner. Such learning activities shall include, but not be limited to, collegiate level credit and non-credit courses, self-study activities, independent study, formal mentoring activities, publications in professional journals, professional development programs and technical sessions; such learning activities may be offered and sponsored by national, state and local professional associations and other organizations or parties acceptable to the department, and any other organized educational and technical learning activities acceptable to the department. The department may, in its discretion and as needed to contribute to the health and welfare of the public, require the completion of continuing competency learning activities in specific subjects to fulfill this mandatory continuing competency requirement. Learning activities must be taken from a sponsor approved by the department, pursuant to the regulations of the commissioner.

5. Occupational therapists and occupational therapy assistants shall maintain adequate documentation of completion of (a) a learning plan that shall record current and anticipated roles and responsibilities but shall not require the records of peer review or self-assessment of competencies, and (b) acceptable continuing competency learning activities and shall provide such documentation at the request of the department. Failure to provide such documentation upon request of the department shall be an act of misconduct subject to the disciplinary proceedings pursuant to section sixty-five hundred ten of this title.

6. The mandatory continuing competency fee shall be forty-five dollars for occupational therapists and twenty-five dollars for occupational therapy assistants, shall be payable on or before the first day of each triennial registration period, and shall be paid in addition to the triennial registration fee required by section seventy-nine hundred four of this article.

Regulation: New York Codes Rules and Regulations Title 8, Chapter II, Part 76, §76.10 Continuing competency for occupational therapists and occupational therapy assistants.

(a) Definitions. As used in this section:

- (1) Acceptable accrediting agency means an organization accepted by the Department as a reliable authority for the purpose of accreditation at the postsecondary level, that applies its criteria for granting accreditation in a fair, consistent and nondiscriminatory manner, including, but not limited to, an agency recognized for this purpose by the United States Department of Education.
- (2) Independent study means individualized professional study that is self-initiated, goal-driven learning based on reading and research.
- (3) Licensee means an individual licensed to practice occupational therapy pursuant to section 7904 of the Education Law or authorized to practice as an occupational therapy assistant pursuant to section 7906(7) of the Education Law.
- (4) Peer reviewed means reviewed by an individual or individuals who have appropriate educational, licensure or other credentials and are recognized experts in the subject which they are reviewing.
- (5) Professional subjects means acceptable learning activities, as defined in section 7908(4) of the Education Law and paragraph (2) of subdivision (c) of this section, which contribute to continuing competence in the professional practice of occupational therapy, as defined in section 7901 of the Education Law and section 76.5 of this Part, or of an occupational therapy assistant, as defined in section 76.6 of this Part.
- (6) Related subjects means acceptable learning activities, as specified in section 7908(4) of the Education Law and paragraph (2) of subdivision (c) of this section, relating to legal or regulatory issues, reimbursement issues, general supervision, business practices, pedagogical methodologies or other topics which contribute to

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	<p>continuing competence in the professional practice of occupational therapy as defined in section 7901 of the Education Law and section 76.5 of this Part, or of an occupational therapy assistant as defined in section 76.6 of this Part; or which relate to other matters of health care, law, ethics and professional responsibility which contribute to the health and welfare of the public.</p> <p>(7) Self-study means structured study based on audio, audio-visual, written, on-line, and other media that is provided by a sponsor approved by the Department pursuant to subdivision (i) of this section.</p> <p>(b) Applicability of requirement.</p> <p>(1) Each licensed occupational therapist and occupational therapy assistant, required under Article 156 of the Education Law to register with the Department to practice in New York State, shall comply with the mandatory continuing competency requirements as prescribed in subdivision (c) of this section, except those licensees exempt from the requirement or who obtain an adjustment to the requirement pursuant to paragraph (2) of this subdivision or who are subject to a different requirement pursuant to this section.</p> <p>(2) Exemptions and adjustments to the requirement.</p> <p>(i) Exemptions. The following licensees shall be exempt from the continuing competency requirements, as prescribed in subdivision (c) of this section:</p> <p>(a) licensees for the triennial registration period during which they are first licensed to practice occupational therapy or as an occupational therapy assistant in New York State, except for licensees who have been previously licensed in occupational therapy or authorized as an occupational therapy assistant in another state or jurisdiction; and</p> <p>(b) licensees who are not engaged in the practice of occupational therapy or as an occupational therapy assistant as evidenced by not being registered to practice in New York State, except as otherwise provided in subdivision (e) of this section for purposes of meeting the requirements for the resumption of practice in New York State after a lapse in practice.</p> <p>(ii) Adjustments to the requirement. An adjustment to the continuing competency requirement, as prescribed in subdivision (c) of this section, may be made by the Department, provided that the licensee documents good cause that prevents compliance, which shall include, but not be limited to, any of the following reasons: poor health certified by a physician; or a specific physical or mental disability certified by an appropriate health care professional; or extended active duty with the Armed Forces of the United States; or other good cause which in the judgment of the Department makes it impossible for the licensee to comply with the continuing competency requirements in a timely manner.</p> <p>(c) Mandatory continuing competency requirement.</p> <p>(1) General Requirement.</p> <p>(i) During each triennial registration period, meaning a registration period of three years' duration, an applicant for registration shall complete at least 36 continuing competency hours of acceptable learning activities, as defined in paragraph (2) of this subdivision and within the limitations prescribed in such paragraph, provided that at least 24 continuing competency hours of such acceptable learning activities shall have as their primary focus one or more professional subjects, as defined in paragraph (5) of subdivision (a) of this section; and the remaining hours of such acceptable learning activities shall have as their primary focus one or more related subjects, as defined in paragraph (6) of subdivision (a) of this</p>
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section. A licensee who seeks registration in both occupational therapy and as an occupational therapy assistant shall be required to complete such continuing competency requirement applicable to the profession of occupational therapy, which shall be considered compliance with the requirements of this section for both registrations.

(ii) Proration.

(a) Unless otherwise prescribed in this section, during each registration period of less than three-years duration, an applicant for registration shall complete acceptable learning activities, as defined in paragraph (2) of this subdivision and within the limitations prescribed in such paragraph, on a prorated basis at a rate of one hour per month up to 36 continuing competency hours in the registration period, provided that at least two-thirds of such hours of acceptable learning activities shall have as their primary focus one or more professional subjects, as defined in paragraph (5) of subdivision (a) of this section, and the remaining hours of acceptable learning activities shall have as their primary focus one or more related subjects, as defined in paragraph (6) of subdivision (a) of this section.

(b) Notwithstanding the provisions of clause (a) of this subparagraph, any licensed occupational therapist or occupational therapy assistant whose first registration date following February 13, 2013 occurs less than three years from such date, shall complete acceptable learning activities on a prorated basis at the rate of one half hour per month for the period beginning February 13, 2013 up to the first registration date thereafter, provided that at least two-thirds of such hours of acceptable learning activities shall have as their primary focus one or more professional subjects as defined in paragraph (5) of subdivision (a) of this section, and the remaining hours of acceptable learning activities shall have as their primary focus one or more related subjects as defined in paragraph (6) of subdivision (a) of this section. Such acceptable learning activities shall be completed during any time in the registration period which immediately precedes the first registration date following February 13, 2013.

(2) Acceptable learning activities shall meet the requirements of this paragraph and be subject to the limitations prescribed in this paragraph.

(i) Subjects. Acceptable learning activities shall have as their primary focus one or more professional subjects as defined in paragraph (5) of subdivision (a) of this section, or one or more related subjects as defined in paragraph (6) of subdivision (a) of this section.

(ii) In those instances where subparagraph (iii) of this paragraph sets forth an upper limit on the number of continued competency hours which may be earned for a learning activity, the licensee shall be responsible for assigning a reasonable number of hours to such activity, subject to a final determination, if necessary, by the Department.

(iii) Types of learning activities. Acceptable learning activities shall be in one or more of the types of activities prescribed in this subparagraph, and shall be subject to the limitations prescribed in this subparagraph.

(a) Coursework or training offered by an approved sponsor. Acceptable learning activities may include coursework or training offered by a sponsor, approved pursuant to the requirements of

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	<p>subdivision (i) of this section, which may include but need not be limited to the following types of offerings by such approved sponsors: formal continuing education courses or workshops; or formal academic study offered as part of a registered program pursuant to Part 52 of this Title or an equivalent program that is accredited by an acceptable accrediting agency; or in-service training programs offered by an employer to its employees; or self-study, as defined in paragraph (7) of subdivision (a) of this section, provided that no more than two-thirds of the mandatory continuing competency requirement may be completed through self-study.</p> <p>(b) Independent study. Acceptable learning activities may include independent study as defined in paragraph (2) of subdivision (a) of this section. A licensee who completes independent study to meet the mandatory continuing competency requirement shall prepare a narrative account of what was learned and an overall written evaluation of the learning activity. Such licensee shall maintain a copy of the narrative account and written evaluation for six years after completion of this learning activity. Study in conjunction with supervision of fieldwork education conducted as part of a program of study as set forth in section 76.1 or 76.7 (b) of this Part may be considered independent study. A licensee who completes study in conjunction with such fieldwork supervision shall prepare and retain a narrative account of the preparation associated with the supervision in addition to the other requirements of this clause, and shall retain a letter of verification or certificate from the program that includes the dates of fieldwork. Three clock hours of independent study shall equal one continuing competency hour. No more than one-third of the mandatory continuing competency requirement may be completed through independent study.</p> <p>(c) Mentoring or receiving mentoring as a mentee. Acceptable learning activities may include mentoring or receiving mentoring as a mentee in accordance with the requirements of this clause.</p> <p>(1) The mentoring shall be a one-to-one relationship between a mentor and a mentee. The mentorship shall provide a minimum of 15 clock hours of direct contact between the mentor and the mentee.</p> <p>(2) The mentor shall be licensed as an occupational therapist or occupational therapy assistant, or in another profession licensed pursuant to Title VIII of the Education Law and have at least five years of post-licensure experience in the subject of the mentoring. The mentee shall be licensed as an occupational therapist or occupational therapy assistant.</p> <p>(3) The mentor and the mentee shall develop written mentee goals that shall be met during the mentorship by the mentee.</p> <p>(4) The mentor shall develop a written teaching plan that shall guide the mentorship and shall provide for the formal evaluation of the mentee in writing.</p> <p>(5) The mentee shall prepare a narrative account of what was learned in the mentorship and an overall evaluation of the mentorship.</p> <p>(6) A licensee who is either a mentor or mentee who completes a mentorship that meets the requirements of this clause shall receive up to 10 continuing competency hours of credit for each mentoring relationship, except that no more than one-half of the mandatory</p>
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	<p>continuing competency requirement may be completed through either mentoring or receiving mentoring as a mentee, and the mentor or mentee shall not receive credit for activity that is conducted as part of their professional employment.</p> <p>(7) Each licensee who meets a portion of his or her continuing competency requirement through participation in a mentorship either as a mentor or as a mentee shall maintain the following records for a period of six years from the date of the completion of this activity: name of the mentor and mentee, mentee goals, the teaching plan of the mentor, the evaluation of the mentee by the mentor, the narrative account of the mentee of what was learned, and the evaluation of the mentorship by the mentee or mentor, as applicable.</p> <p>(d) Publication. Acceptable learning activities may include publication of a written work by the licensee during the registration period in accordance with the requirements of this clause.</p> <p>(1) A licensee may receive up to 10 continuing competency hours of credit for publishing, as primary or co-author, an article, the subject of which shall be a professional subject as defined in paragraph (5) of subdivision (a) of this section in a professional journal that is peer reviewed as defined in paragraph (4) of subdivision (a) of this section, or a chapter in a text book, the subject of which shall be a professional subject as defined in paragraph (5) of subdivision (a) of this section. A licensee shall receive up to five continuing competency hours of credit for publishing, as primary or co-author, an article, the subject of which shall be a professional subject as defined in paragraph (5) of subdivision (a) of this section in a professional journal that is not peer reviewed as defined in paragraph (4) of subdivision (a) of this section, or in a non-professional journal.</p> <p>(2) A licensee may receive up to 10 continuing competency hours of credit as primary or co-primary investigator in research activities, the subject of which shall be a professional subject as defined in paragraph (5) of subdivision (a) of this section, conducted by an educational program registered pursuant to Part 52 of this Title or an equivalent program that is accredited by an acceptable accrediting agency, or up to five continuing competency hours of credit for developing instructional materials, including but not limited to training manuals, multimedia or software programs, the subject of which shall be a professional subject as defined in paragraph (5) of subdivision (a) of this section, except that no more than one-half of the mandatory continuing competency requirement may be completed through such publication.</p> <p>(3) A licensee may receive up to five continuing competency hours of credit for the peer review as defined in subdivision (a) of this section, of an article in a professional journal, or a chapter in a professional text book, the subject of which shall be a professional subject as defined in paragraph (5) of subdivision (a) of this section, except that no more than one-half of the mandatory continuing competency requirement may be completed through such peer review.</p> <p>(e) Presentation at a professional conference. Acceptable learning activities may include a presentation by the licensee at a professional conference sponsored by a bona-fide organization</p>
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	<p>that has an established record of sponsoring conferences for a profession licensed pursuant to Title VIII of the Education Law. A licensee who makes one or more such presentations during the registration period shall receive up to five continuing competency hours in total for this learning activity, except that no more than one-sixth of the mandatory continuing competency requirement may be completed through such a presentation.</p> <p>(f) Chairing a professional practice committee. Acceptable learning activities may include chairing a professional practice committee of an international, national, state or local professional association that has an established record of providing support and guidance for the practice of occupational therapists or occupational therapy assistants. A licensee who serves as such chair for at least one year during the registration period shall receive up to five continuing competency hours in total for this learning activity, except that no more than one-sixth of the mandatory continuing competency requirement may be completed through such activity. Such activity shall be considered a learning activity in a related subject as defined in paragraph (6) of subdivision (a) of this section, and may only be credited as such in meeting the mandatory continuing competency requirement.</p> <p>(g) Participation in a professional study group. Acceptable learning activities may include participation in a professional study group in accordance with the requirements of this clause.</p> <p>(1) The professional study group shall be composed of three or more licensed occupational therapists or occupational therapy assistants.</p> <p>(2) The study group shall have written goals for what it expects to accomplish and a written study plan to meet these goals. The study group shall evaluate the learning activity in writing when the group has met its study goals.</p> <p>(3) The study group shall maintain attendance records and meeting notes for what transpired at each meeting of the study group.</p> <p>(4) Each licensee who meets a portion of the continuing competency requirement through participation in a study group shall maintain the following records for a period of six years from the date of the completion of this activity: a list of participants, an attendance record, goals of the group, study plan, notes of meetings, and the evaluation of the learning activity.</p> <p>(5) Two clock hours of participation in a study group pursuant to this clause shall equal one continuing competency hour. No more than one-half of the mandatory continuing competency requirement may be completed through participation in a study group.</p> <p>(d) Renewal of registration. At each renewal of registration, licensed occupational therapists or occupational therapy assistants shall certify to the Department that they have either complied with the continuing competency requirements, as prescribed in this section, or are subject to an exemption or adjustment to such continuing competency requirements, as prescribed in subdivision (b) of this section.</p> <p>(e) Requirement for lapse in practice.</p> <p>(1) Registrations prior to February 13, 2016. A licensee returning to the practice of occupational therapy or as an occupational therapy assistant after a lapse in practice, defined as not being registered to practice in New York</p>
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State, whose first registration date after such lapse in practice begins prior to February 13, 2016, shall complete acceptable learning activities on a prorated basis at the rate of one-half hour per month for the period beginning February 13, 2013 up to the first registration date thereafter. Such licensee shall also complete acceptable learning activities, prorated at the rate of one continuing competency hour for each month for which the licensee was not authorized to practice occupational therapy or as an occupational therapy assistant as applicable, in any jurisdiction in the three-year period prior to the commencement of the new registration period, up to an additional 36 continuing competency hours. At least two-thirds of the total number of continuing competency hours shall be in acceptable learning activities in one or more professional subjects, as defined in paragraph (5) of subdivision (a) of this section, and the remaining hours shall be in acceptable learning activities in one or more related subjects, as defined in paragraph (6) of subdivision (a) of this section. The continuing competency hours required by this paragraph shall be completed in the three-year period prior to the commencement of the new registration period, except that at least 12 of the total number of continuing competency hours shall be completed in the 12 months preceding the commencement of the new registration period.

(2) Registrations on or after February 13, 2016. A licensee returning to the practice of occupational therapy or as an occupational therapy assistant after a lapse in practice, defined as not being registered to practice in New York State, whose first registration date after such lapse in practice begins on or after February 13, 2013, shall complete 36 continuing competency hours of acceptable learning activities. Such licensee shall also complete acceptable learning activities, prorated at the rate of one continuing competency hour for each month for which the licensee was not authorized to practice occupational therapy or as an occupational therapy assistant, as applicable, in any jurisdiction in the three-year period prior to the commencement of the new registration period, up to an additional 36 continuing competency hours. At least two-thirds of the total number of continuing competency hours shall be in acceptable learning activities in one or more professional subjects as defined in paragraph (5) of subdivision (a) of this section, and the remaining hours shall be in acceptable learning activities in one or more related subjects as defined in paragraph (6) of subdivision (a) of this section. The continuing competency hours required by this paragraph shall be completed in the three-year period prior to the commencement of the new registration period, except that at least 12 of the total number of continuing competency hours shall be completed in the 12 months preceding the commencement of the new registration period.

(f) Conditional registration.

(1) The Department may issue a conditional registration to a licensee who admits to noncompliance with the continuing competency requirements of this section, provided that such licensee meets the following requirements:

- (i) the licensee agrees to remedy such deficiency within the conditional registration period;
- (ii) the licensee agrees to complete the regular continuing competency requirement prorated at the rate of at least one continuing competency hour per month during such conditional registration period, and the licensee agrees to complete such additional continuing competency requirements during such conditional registration period as the Department may require to ensure the licensee's proper delivery of professional care consistent with the licensee's practice of occupational therapy or as an occupational therapy assistant, as applicable.

(2) The duration of such conditional registration shall not exceed one year and shall not be renewed or extended.

(g) Licensee records.

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	<p>(1) Each licensee subject to the requirements of this section shall maintain, and ensure access by the Department to, the following records:</p> <ul style="list-style-type: none">(i) a learning plan for continuing competency that shall record current and anticipated goals; and(ii) a comprehensive list of acceptable learning activities completed, which includes for each learning activity:<ul style="list-style-type: none">(a) the sponsor's name, if any, and any identifying number;(b) a written verification of attendance, if attendance was required;(c) the date and location of the learning activity; and(d) the number of continuing competency hours completed. <p>(2) In addition to meeting the recordkeeping requirement prescribed in paragraph (1) of this subdivision, each licensee who meets a portion of his or her continuing competency requirement through independent study, participation in a mentorship either as a mentor or as a mentee, or participation in a professional study group, shall meet the recordkeeping requirements prescribed in subparagraph (c)(2)(iii) of this section, applicable to that learning activity.</p> <p>(3) Such records shall be retained for at least six years from the date of completion of the activity and shall be available for review by the Department in the administration of the requirements of this section.</p> <p>(h) Measurement of continuing competency learning activities. Continuing competency credit shall be granted only for learning activities that meet the requirements set forth in paragraph (2) of subdivision (c) of this section. A minimum of 50 minutes of formal continuing education courses or workshops shall equal one continuing competency hour of credit. For credit-bearing university or college courses, each semester-hour of credit shall equal 15 continuing competency hours of credit, and each quarter-hour of credit shall equal 10 continuing competency hours of credit. For credit-bearing university or college courses not organized on a semester hour or quarter-hour basis, an equivalent competency hour determination shall be made by the Department. For activities that carry continuing education units (CEUs), one-tenth of a CEU shall equal one continuing competency hour.</p> <p>(i) Sponsor approval.</p> <ul style="list-style-type: none">(1) To be approved by the Department, sponsors of coursework or training offered to licensed occupational therapists or occupational therapy assistants to meet the continuing competency requirement shall meet the requirements of either paragraph (2) or (3) of this subdivision.(2) The Department shall deem approved as a sponsor of coursework or training offered to licensed occupational therapists or occupational therapy assistants to meet the continuing competency requirement:<ul style="list-style-type: none">(i) A sponsor of coursework or training that is approved by the American Occupational Therapy Association, the National Board for Certification in Occupational Therapy, the New York State Occupational Therapy Association, the International Association for Continuing Education and Training, or an equivalent organization determined by the Department to have adequate standards for approving sponsors of continuing education for professionals regulated by Title VIII of the Education Law that include but are not limited to standards that are equivalent to the standards prescribed in clauses (3)(ii)(a) (b), (c), (d), and (e) of this subdivision; or
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	<p>(ii) postsecondary institutions, provided that such approval is limited only to the offering of courses in programs that are registered by the Department pursuant to Part 52 of this Title, or in equivalent programs that are accredited by an acceptable accrediting agency; or</p> <p>(iii) postsecondary institutions, or a consortium of such institutions, that offer programs that are registered pursuant to Part 52 of this Title as leading to licensure in occupational therapy or authorization to practice as an occupational therapy assistant or postsecondary institutions that offer equivalent professional education programs accredited by an acceptable accrediting agency, for credit and noncredit offerings.</p> <p>(3) Department review of sponsors.</p> <p>(i) The Department shall conduct a review of sponsors that apply for approval of coursework or training offered to licensed occupational therapists or to occupational therapy assistants to meet the continuing competency requirement and that are not deemed approved pursuant to the requirements of paragraph (2) of this subdivision.</p> <p>(ii) Organizations desiring to offer course work or training based upon a Department review under this paragraph shall submit, with the fee as set forth in subdivision (j) of this section, an application for advance approval as a sponsor at least 90 days prior to the date for the commencement of such coursework or training that documents that the organization:</p> <ul style="list-style-type: none">(a) will offer courses of study in one or more professional subjects, as defined in subdivision (a) of this section or one or more related subjects as defined in subdivision (a) of this section;(b) is an organized educational entity or is an entity that has expertise in the professional area that will be taught, including but not limited to, a postsecondary degree-granting institution; or an occupational therapy association; or a hospital or health maintenance organization; or a public school;(c) provides instructors who are qualified to teach the courses which will be offered, including but not limited to, faculty of an occupational therapy or an occupational therapy assistant program accredited by an acceptable accrediting agency; or instructors who are authorities in the health sciences specially qualified, in the opinion of the Department after consultation with the State Board for Occupational Therapy, to conduct such courses;(d) has a method of assessing the learning of participants, and describes such method; and(e) will maintain records for at least six years from the date of completion of coursework, which shall include, but shall not be limited to, the name and curriculum vitae of the faculty, a record of attendance of licensed occupational therapists or occupational therapy assistants in such coursework, an outline of the course of instruction, date and location of the coursework, and the number of hours for completion of the coursework. In the event an approved sponsor discontinues operation, the governing body of such sponsor shall notify the Department and shall transfer all records as directed by the Department. <p>(iii) Sponsors that are approved by the Department pursuant to the requirements of this paragraph shall be approved for a three-year term.</p>
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	<p>(iv) The Department may conduct site visits of or request information from a sponsor approved pursuant to the requirements of this paragraph to ensure compliance with such requirements, and a sponsor shall cooperate with the Department in permitting such site visits and in providing such information.</p> <p>(v) A determination by the Department that a sponsor approved pursuant to the requirements of this paragraph is not meeting the standards set forth in this paragraph shall result in the denial or termination of the approved status of the sponsor.</p> <p>(j) Fees.</p> <p>(1) At the beginning of each registration period, a mandatory continuing competency fee of \$45 shall be collected from licensees engaged in the practice of occupational therapy in New York State and a mandatory continuing competency fee of \$25 shall be collected from licensees authorized to practice as an occupational therapy assistant in New York State, except for those exempt from the requirement pursuant to subparagraph (b) (2) (i) of this section. This fee shall be in addition to the registration fee required by section 7904 of the Education Law for licensees engaged in the practice of occupational therapy, and the registration fee required by section 76.7 of this Part for individuals authorized to practice as an occupational therapy assistant.</p> <p>(2) Licensees applying for a conditional registration, pursuant to the requirements of subdivision (f) of this section, shall pay a fee that is the same as and in addition to, the fee for the triennial registration required by section 7904 of the Education Law. In addition, such licensees shall pay the mandatory continuing competency fee required by section 7908(6) of the Education Law.</p> <p>(3) Organizations desiring to offer coursework or training based upon a department review, pursuant to paragraph (i) (3) of this section, shall submit an application fee of \$900.00 with its application for the issuance of a permit from the department to become an approved sponsor of coursework or training offered to occupational therapists and/or occupational therapy assistants to meet the continuing competency requirement. Application for a three-year renewal of the permit shall be accompanied by a fee of \$900.00.</p>
<p>North Carolina</p>	<p>Statute: North Carolina General Statutes § 90-270.75, Renewal of license.</p> <p>(a) Licenses issued under this Article shall be subject to annual renewal upon completion of continuing education and competency requirements as may be required by the Board, upon the payment of a renewal fee specified under G.S. 90-270.77 and in compliance with this Article, and shall expire unless renewed in the manner prescribed by the Board. The Board may provide for the late renewal of a license upon the payment of a late fee in accordance with G.S. 90-270.77, but no such late renewal may be granted more than five years after a license expires.</p> <p>(b) A suspended license is subject to expiration and may be renewed as provided in this section, but such renewal shall not entitle the licensee to engage in the licensed activity or in any other conduct or activity in violation of the order or judgment by which the license was suspended until the license is reinstated. If a license revoked on disciplinary grounds is reinstated, the licensee shall pay the renewal fee and any late fee that may be applicable.</p> <p>Regulation: North Carolina Administrative Code 21 NCAC 38.0801, SECTION .0800 – CONTINUING COMPETENCE ACTIVITY</p> <p>.0801 CONTINUING COMPETENCE DEFINITIONS</p> <p>As used in this Section:</p>

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- (1) "AOTA Approved Provider Program" means a voluntary process of review and approval of continuing education (CE) providers by the American Occupational Therapy Association (AOTA) based on criteria and guidelines that assess a provider's ability to develop and implement CE activities that are relevant to the practice of occupational therapy.
- (2) "Contact Hour" means a unit of measure for a continuing education activity. One contact hour equals 60 minutes in a learning activity, excluding meals and breaks.
- (3) "Continuing Competence" means a process in which an occupational therapist or an occupational therapy assistant develops and maintains the knowledge, performance skills, interpersonal abilities, critical reasoning skills, and ethical practice reasoning skills necessary to perform his or her occupational therapy professional responsibilities.
- (4) "Continuing Education" means structured educational experiences beyond academic degree work that are intended to provide knowledge in a particular area.
- (5) "Continuing Education Credit" means credit given for a formalized activity in the form of contact hours or continuing education units.
- (6) "Continuing Education Unit (CEU)" means a unit of measure for continuing education. One CEU is defined as 10 contact hours of participation in a learning activity excluding meals and breaks.
- (7) "Peer Reviewed" means any written work that is blind reviewed by more than one person.
- (8) "Points" means an assigned unit of measure for each continuing competence activity as set forth in Rule .0805 of this Section.

.0802 CONTINUING COMPETENCE REQUIREMENTS FOR LICENSURE

- (a) Licensed occupational therapists and occupational therapy assistants applying for license renewal shall document having earned a minimum of 15 points for approved continuing competence activities between July 1 of the preceding year and June 30 of the current year. Documentation of each continuing competence activity shall comply with Rule .0805 of this Chapter.
- (b) For each renewal period, the licensee shall document completion of at least one contact hour of a qualified activity for maintaining continuing competence related to ethics in the practice of occupational therapy that shall be included in the total points for the year. Continuing competence activities in ethics shall be related to developing the licensee's ability to reflect on, determine, and act on the moral aspects of practice as required by Rule .0308 of this Chapter.
- (c) Continuing competence contact hours exceeding the total needed for renewal shall not be carried forward to the next renewal period.
- (d) Continuing competence activities shall not include new employee orientation or annual training required by the employer.
- (e) Licensees shall not receive credit for completing the same continuing competence activity more than once during a renewal period.

.0803 APPROVAL OF ACTIVITIES FOR MAINTAINING CONTINUING COMPETENCE

- (a) Provided the activities meet the requirements of Rule .0804, the Board shall approve:

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	<p>(1) Continuing competence activities sponsored or approved by the North Carolina Occupational Therapy Association;</p> <p>(2) Continuing competence activities sponsored or approved by the American Occupational Therapy Association; and</p> <p>(3) Continuing competence activities sponsored by AOTA approved providers.</p> <p>(b) A provider of a continuing competence activity shall furnish documentation for demonstrating completion to all participants, specifying the following information:</p> <p>(1) name of the participant;</p> <p>(2) name of the provider;</p> <p>(3) dates of the activity and completion;</p> <p>(4) title and location of the activity;</p> <p>(5) number of contact hours; and</p> <p>(6) signature of the provider or representative.</p> <p>.0804 SCOPE OF QUALIFIED ACTIVITIES FOR MAINTAINING CONTINUING COMPETENCE</p> <p>(a) To be approved by the Board, activities that qualify for maintaining continuing competence as set forth in Rule .0805 of this Section must be related to the licensee’s current or anticipated roles and responsibilities in occupational therapy by enhancing the licensee’s continuing competence.</p> <p>(b) Subject matter for approved activities include research; theoretical or practical content related to the practice of occupational therapy; or the development, administration, supervision, and teaching of clinical practice or service delivery programs by occupational therapists or occupational therapy assistants.</p> <p>(c) Documentation of completion of continuing competence activities must be submitted to the Board as set forth in Rule .0805 of this Section.</p> <p>.0805 QUALIFIED ACTIVITIES FOR MAINTAINING CONTINUING COMPETENCE</p> <p>Activities that qualify for maintaining continuing competence shall include the following:</p> <p>(1) Continuing Education:</p> <p>(a) Includes attendance and participation at a live presentation such as a workshop, seminar, conference, or in-service educational program and may include participation in other continuing education activities that require an assessment of learning. Examples of continuing education include electronic or Web-based courses, AOTA Self-Paced Clinical Courses or other formalized self-study courses, or AOTA Continuing Education Articles;</p> <p>(b) A licensee shall earn one point for each contact hour that is awarded by the provider. There are no maximum points in this category; and</p> <p>(c) Documentation shall include a certificate of completion including name of course, date, author/instructor, sponsoring organization, location, and number of hours attended.</p> <p>(2) Academic Coursework:</p> <p>(a) Includes participation in on-site or distance learning academic courses from a university, college, or vocational technical adult education course related to the practice of occupational therapy;</p>
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	<p>(b) A licensee shall earn one point for each contact hour, up to a maximum of six points, except that a licensee enrolled in a graduate or post-graduate OT curriculum has no maximum points in this category; and</p> <p>(c) Documentation shall include an original official transcript indicating completion of the course, date, and a description of the course from the school catalogue or course syllabus.</p> <p>(3) Small Group Study:</p> <p>(a) Includes review and discussion of journal articles, clinical videotapes or audiotapes by at least two licensed practitioners;</p> <p>(b) A licensee shall earn one point for three contact hours, up to a maximum of three points; and</p> <p>(c) Documentation shall include title, author, publisher, time spent, and date of completion. Licensee must complete the Small Group Study Form provided by the NCBOT and include a statement that describes how the activity relates to a licensee's current or anticipated roles and responsibilities.</p> <p>(4) Mentorship Agreement:</p> <p>(a) Participation as a Mentee:</p> <p>(i) Participation in a formalized mentorship agreement with a mentor as defined by a signed contract between the occupational therapy practitioner mentor and the occupational therapy practitioner mentee that outlines specific goals and objectives and designates the plan of activities that are to be met by the mentee. These activities must be related to the development of new occupational therapy skills outside current required job performance;</p> <p>(ii) A licensee shall earn one point for each 10 contact hours spent in activities directly related to achievement of goals and objectives up to a maximum of two points; and</p> <p>(iii) Documentation shall include name of mentor and mentee, copy of signed contract, dates, hours spent and focus of mentorship activities, and outcomes of mentorship agreement.</p> <p>(b) Participation as Mentor:</p> <p>(i) Participation in a formalized mentorship agreement with an occupational therapy practitioner or post Level II OT or OTA fieldwork student mentee as defined by a signed contract between the mentor and mentee that designates the responsibilities of the mentor and specific goals and objectives that are to be met by the mentee. These activities must be related to the development of occupational therapy skills for the mentee. The mentorship must not be part of the mentor's current required job responsibilities.</p> <p>(ii) A licensee shall earn one point for each four hours spent in mentorship activities as a mentor up to a maximum of five points; and</p> <p>(iii) Documentation shall include name of mentor and mentee, copy of signed contract, dates, hours spent and focus of mentorship activities, and outcomes of mentorship agreement.</p> <p>(5) Fieldwork Supervision:</p> <p>(a) Participation as the primary clinical fieldwork educator for Level I or Level II OT or OTA fieldwork students;</p> <p>(b) A licensee shall earn one-half point for each 20 hours of fieldwork, up to a maximum of 12 points; points for Level I may not exceed six.</p> <p>(c) Documentation shall include verification provided by the school to the fieldwork educator with the name of student, school, and dates of fieldwork or the signature page of the completed student evaluation form. Evaluation scores and comments shall be deleted or blocked out; and</p>
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	<p>(d) If fieldwork spans two licensure years, credit shall be given only for the year it is completed.</p> <p>(6) Professional Writing:</p> <p>(a) Publication of a peer-reviewed book, chapter, article, or contracted review of occupational therapy resource material;</p> <p>(b) During the year written, edited, or reviewed a licensee shall earn:</p> <ul style="list-style-type: none">(i) 15 points as author of a book;(ii) 10 points as author of a chapter;(iii) Five points as author of a peer-reviewed article;(iv) Five points as a contracted reviewer of a print or multimedia occupational therapy resource; or(v) 10 points as listed editor of a book. <p>(c) Documentation shall consist of full reference for publication including title, author, editor, and date of publication; or copy of acceptance letter, if not yet published; and</p> <p>(d) Credit for submitted items shall be given for one licensure period only.</p> <p>(7) Presentation and Instruction:</p> <p>(a) Presentation of an academic course or peer-reviewed or non peer-reviewed workshop, seminar, in-service, electronic or Web-based course for the first time or for which more than 50% of the material has been revised related to occupational therapy;</p> <p>(b) A licensee shall earn two points for one contact hour that is awarded for an activity, up to a maximum of six points; and</p> <p>(c) Documentation shall include a copy of official program, schedule, or syllabus including presentation title, date, hours of presentation, and type of audience or verification of such, signed by the sponsor.</p> <p>(8) Professional Meetings and Activities:</p> <p>(a) Includes participation in board or committee work with agencies or organizations to promote and enhance the practice of occupational therapy;</p> <p>(b) A licensee shall earn one point for five hours, up to a maximum of two points for participation on committees or boards; and</p> <p>(c) Documentation must include name of committee or board, name of agency or organization, purpose of service, description of licensee's role, and hours of participation must be signed by an officer or representative of the organization or committee.</p> <p>(9) Board Certification or Specialty Certification:</p> <p>(a) The Board shall recognize completion of activities that result in board certification or specialty certification by AOTA during the current licensure period;</p> <p>(b) A licensee shall earn 15 points for each board certification or specialty certification credential earned or re-certified during the current licensure period; and</p> <p>(c) Documentation shall include certificate of completion or other documentation from the recognized certifying body that identifies satisfactory completion of requirements for obtaining board certification or specialty certification.</p> <p>(10) Research and Grants:</p> <p>(a) Development of or participation in a research project or grant proposal;</p>
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	<p>(b) A licensee shall earn one point for each three hours spent working on a research project or grant proposal, up to a maximum of five points; and</p> <p>(c) Documentation includes verification from the primary investigator indicating the name of the research project, dates of participation, major hypotheses or objectives of the project, and licensee's role in the project or name of grant proposal, name of grant source, purpose and objectives of the project, and verification from the grant author regarding licensee's role in the development of the grant if not the author.</p> <p>.0806 WAIVER OF REQUIREMENTS The Board shall waive all or part of the continuing competence activity requirements of this Section if an occupational therapist or occupational therapy assistant submits written request for a waiver and provides evidence to the satisfaction of the Board of an illness, injury, financial hardship, family hardship, or other similar extenuating circumstance which precluded the individual's completion of the requirements. The Board shall add the unfulfilled continuing competence hours to the following year's requirements.</p> <p>.0807 DOCUMENTATION/REPORTING PROCEDURES (a) Licensees shall maintain the required proof of completion for each continuing competence activity as specified in the rules of this Section. The required documentation shall be retained by the licensee for two years following the last day of the license renewal period for which the continuing competence activities were earned. (b) Licensees shall not send their continuing competence activity documentation to the Board unless audited or otherwise requested by the Board.</p> <p>.0808 AUDIT OF CONTINUING COMPETENCE ACTIVITIES (a) The Board shall perform a random audit of licensees' continuing competence activity requirements at least once during each licensing period. (b) A licensee who is audited shall provide proof of completion of the continuing competency activities. (c) A licensee who fails to comply with the continuing competence activity requirements of this Section shall be subject to disciplinary action that may include suspension or revocation of license.</p>
<p>North Dakota</p>	<p><u>Statute:</u> North Dakota Century Code §43-40-15, Renewal of license. 1. Any license issued under this chapter is subject to annual renewal and expires unless renewed in the manner prescribed by the rules of the board. The board may provide for the late renewal of a license upon the payment of a late fee in accordance with its rules, but no late renewal of a license may be granted more than three years after its expiration. 2. The board may establish additional requirements for license renewal which provide evidence of continuing competency.</p> <p><u>Regulation:</u> North Dakota Administrative Code 55.5-02-01-04, Continued competency. Continued competency is the ongoing application and integration of knowledge, critical thinking, interpersonal, and psychomotor skills essential to safely and effectively deliver occupational therapy services within the context of a licensee's role and environment. 1. The board requires a minimum of twenty contact hours within the twenty-four months prior to the completed application for renewal of licensure. One contact hour is equal to one clock-hour.</p>

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2. Any licensee initially licensed between July first and December thirty-first of the odd-numbered year is required to complete ten contact hours for that licensing period with twenty contact hours for each subsequent licensing period.
3. Any licensee initially licensed on or after January first of the even-numbered year has no contact hour requirement until the following licensing period when the licensee is required to complete twenty contact hours for that licensing period and each subsequent licensing period.
4. When an applicant for renewal has not been licensed for up to three years, the applicant must submit evidence of a minimum of twenty contact hours of continued competency earned within the twenty-four months prior to the completed application for renewal of license.
5. Board-approved continued competency must meet all the following requirements:
 - a. Be directly related to or supportive of occupational therapy practice.
 - b. Enhance the licensee's professional development and competence.
 - c. Be specific to the licensee's current area of practice or an intended area of practice within the next year.
6. Continued competency includes:
 - a. Workshops, refresher courses, professional conferences, seminars, or education programs presented by organizations such as the American occupational therapy association, the national board for certification in occupational therapy, the North Dakota occupational therapy association, medical associations, or educational and national or state health organizations or approved by the North Dakota board of occupational therapy practice. There is no limit on hours that may be earned under this subdivision.
 - b. Presentations by licensee:
 - (1) Professional presentations, for example, inservices, workshops, or institutes. A presentation may be counted only one time. There is no limit on hours that may be earned under this paragraph.
 - (2) Community or service organization presentations. A presentation may be counted only one time. No more than eight hours may be earned under this paragraph.
 - c. Formal academic coursework.
 - (1) One or two credit hour class is equal to five contact hours.
 - (2) Three or four credit hour class is equal to ten contact hours.
 - d. Authoring professional publications. There is no limit on hours that may be earned under this subdivision. Publications include:
 - (1) Book chapter.
Primary or coauthor of chapter in practice area-related professional textbook. One chapter is equal to ten contact hours as evidenced by a copy of published chapter or letter from the editor.
 - (2) Article.
Primary or coauthor of practice area-related article in nonpeer-reviewed professional publication. One article is equal to five contact hours as evidenced by a copy of published article.
Primary or coauthor of practice area-related article in peer-reviewed professional publication. One article is equal to ten contact hours.
Primary or coauthor of practice area-related article in lay publication (e.g., community newspaper or newsletter). One article is equal to two contact hours.
 - (3) Multimedia.

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	<p>Developing instructional materials - training manuals, multimedia, or software programs - that advance the professional skills of others (not for proprietary use; must not be part of one’s primary role) as evidenced by program description (materials may be requested by MBCOT). Five contact hours.</p> <p>(4) Research activities.</p> <p>Primary or coprimary investigator in extensive scholarly research activities or outcomes studies. Method of substantiation includes a copy of a research study that indicates certificant as primary or coprimary investigator. Ten contact hours.</p> <p>Externally funding service or training projects associated with grants or postgraduate studies. Method of substantiation includes grant funding number or abstract or executive summary or completed report. Ten contact hours.</p> <p>e. Formal self-study course with a completion certificate. There is no limit on hours that may be earned under this subdivision.</p> <p>f. Direct supervision of occupational therapy students performing level II fieldwork in an occupational therapy program accredited by the accreditation council for occupational therapy education. The licensee must be the primary supervisor. The supervision may not be the primary responsibility of the licensee’s employment. The licensee must submit to the board a record of the students supervised and the dates and times of supervision and a certification of the supervision from the occupational therapy program. No more than twelve contact hours in a licensing period may be earned under this subdivision.</p> <p>g. Professional leadership. This category encompasses leadership responsibilities or committee involvement in professional organizations, including officer or committee chairperson in an occupational therapy or related practice area of a professional organization or item writing for a professional certification examination. No more than six hours may be earned under this subdivision.</p> <p>h. Employer-based continued competency education program with measurable learning outcomes at least one hour in length. No more than six hours may be earned under this subdivision.</p> <p>i. Distance learning activities.</p> <p>7. Licensees and continuing education providers may submit continuing education courses to the board for preapproval.</p> <p>8. A copy of a continuing education certificate must be submitted for board approval. The continuing education certificate must contain the person’s name, dates of attendance, title of the course, and contact hours. If the program was not formally granted contact hours, the licensee must submit written verification of attendance signed by a supervisor or program coordinator which includes the name of the participant, dates of attendance, title of the course, and hours of the course, not including breaks and lunch.</p> <p>9. Failure to meet the continuing competency requirements as outlined in this section will result in denial of an application for renewal and may subject a licensee to disciplinary action. The board may waive or allow exceptions due to extraordinary circumstances.</p> <p>10. Continued competency hours may only be used once to satisfy the requirements of this section.</p>
<p>Ohio</p>	<p>Statute: Ohio Revised Code §4755-10, Renewals.</p> <p>Each license issued under section 4755.08 of the Revised Code is valid without further recommendation or examination until revoked or suspended or until the license expires for failure to file an application for renewal as provided for in this section.</p>

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Licenses shall be renewed biennially in accordance with the schedule established in rules adopted by the occupational therapy section of the Ohio occupational therapy, physical therapy, and athletic trainers board under section 4755.06 of the Revised Code. Applicants for renewal shall file the fee for renewal as provided in section 4755.12 of the Revised Code, an application for renewal on a form prescribed by the occupational therapy section, and proof of completion of continuing education requirements as provided in rules adopted by the section under section 4755.06 of the Revised Code. An application for renewal shall be mailed by the section to the licensee in accordance with the schedule established in rules adopted by the section under section 4755.06 of the Revised Code. In all other respects the renewal process is as provided in section 4745.02 of the Revised Code.

The license of any licensee who fails to file an application for renewal on or before the deadline established in rules adopted by the section under section 4755.06 of the Revised Code shall expire automatically, unless the section, for good cause shown, determines that the application for renewal could not have been filed by such day.

Except as provided in sections 3123.41 to 3123.50 of the Revised Code and any applicable rules adopted under section 3123.63 of the Revised Code, the section may renew a license while the license is suspended, but the renewal shall not affect the suspension. The section shall not renew a license that has been revoked. If a revoked license is reinstated under section 4755.11 of the Revised Code after it has expired, the licensee, as a condition of reinstatement, shall pay a reinstatement fee equal to the renewal fee in effect on the last preceding regular renewal date before the reinstatement date, plus any delinquent fees accrued from the time of the revocation, if such fees are prescribed by the section by rule.

**Regulations: Ohio Administrative Code Chapter 4755-9, Continuing Education
4755-9-01 Continuing education.**

(A) Pursuant to division (C) of section 4755.06 of the Revised Code, no person shall qualify for licensure renewal as an occupational therapist or occupational therapy assistant unless the licensee has shown to the satisfaction of the occupational therapy section that the licensee has completed twenty contact hours of continuing education activities within the two year renewal cycle.

(1) If the license was valid for a period of twelve months or less, the licensee shall complete ten contact hours of continuing education within the renewal cycle, including one contact hour of ethics pursuant to paragraph (A)(5) of this rule. The category limits contained in paragraph (B) of this rule do not apply if the license was valid for twelve months or less.

(2) Any person who obtains an initial license by examination in Ohio pursuant to paragraph (C) of rule 4755-3-01 of the Administrative Code within twelve months of graduation from an entry level occupational therapy/occupational therapy assistant program is not required to obtain any continuing education units for the first renewal.

(3) A “contact hour” is one hour spent in a continuing education activity meeting the requirements of this rule. Contact hours exclude refreshment breaks, receptions, social gatherings, and meals that do not include an acceptable activity.

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	<p>(4) All continuing education activities must be earned in the two year period immediately preceding the thirtieth day of June of the year in which licensure renewal is required. Contact hours may not be carried over from one renewal period to the next.</p> <p>(5) Licensees shall complete at least one contact hour of ethics education per renewal cycle. The one hour ethics requirement may be fulfilled by completing an acceptable activity outlined in paragraph (B) of this rule that contains at least one hour addressing professional ethics. In addition, any presentation by the occupational therapy section meets the ethics requirement.</p> <p>(B) Acceptable continuing education activities may include:</p> <p>(1) Activities sponsored or approved by the occupational therapy section, the American occupational therapy association (AOTA), the Ohio occupational therapy association (OOTA), the national board for certification in occupational therapy, or offered by an AOTA approved provider.</p> <p>(2) Attending professional workshops, seminars, and/or conferences. There is no limit of contact hours in this category.</p> <p>(a) Credit is obtained by attending presentations that have either been sponsored or approved by the occupational therapy section, AOTA, OOTA, offered by an AOTA approved provider, or which meets the following criteria:</p> <p>(i) It contributes directly to professional competency;</p> <p>(ii) It relates directly to the clinical practice, management, or education of occupational therapy practitioners; and</p> <p>(iii) It is conducted by people who have demonstrated expertise in the subject matter of the program.</p> <p>(b) Prior approval from the section is not required if paragraphs (B)(2)(a)(i) to (B)(2)(a)(iii) of this rule have been met.</p> <p>(c) Proof of content shall be demonstrated by the original workshop or conference brochure, agenda, notes, or materials given to participants during the presentations.</p> <p>(d) Copies of continuing education unit certificates or other original documents indicating credits awarded may also be used as verification of participation. If no other form of verification is available, license holders may obtain from the board verification of participation forms, which are to be signed by each presenter at the conclusion of each presentation. If a presentation is made by a panel of people, only one signature is required.</p> <p>(3) Presentations of occupational therapy programs, workshops, or seminars. The presentation must be to health or education professionals and/or students, be at least one contact hour in length and relate to the clinical practice, management, or education of occupational therapy practitioners. Two contact hours will be awarded for each hour of presentation. A maximum of eight contact hours may be earned in this category. Proof of presentation is the workshop, conference, or seminar contract, or the brochure, agenda, or other printed materials describing content and audience. Continuing education credit will not be awarded for subsequent presentations of the same material.</p> <p>(4) Preparation to teach a clinical course in occupational therapy. The course must be taught in an occupational therapy program accredited by the accreditation council for occupational therapy education (ACOTE). Credit will only be awarded for preparation for a new course or substantive changes to an existing course. One contact hour</p>
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	<p>will be awarded for each hour of preparation. A maximum of eight contact hours may be earned in this category. Proof of presentation is the course syllabus or other printed materials describing the content and goals of the course.</p> <p>(5) Publications of books, articles, or films related to clinical practice, management, or education of occupational therapy. A maximum of five contact hours for each published article, ten contact hours for a published book, five contact hours for a chapter in a book, and ten contact hours for a film may be earned in these categories. Co-authorship is acceptable. The item must be published within the current renewal cycle. Proof of completion is the published article, title page of the book, or film.</p> <p>(6) Undergraduate or graduate courses. A maximum of ten contact hours may be earned per completed course. Courses must be related to the management, practice, or education of occupational therapy. Proof of completion is an official college or university transcript or grade slips. Proof of content is the catalog description. There is no limit of contact hours in this category.</p> <p>(7) Supervision of fieldwork. Continuing education credit can be earned by supervising level II students. One contact hour may be earned for every eighty hours of student supervision completed, with a maximum of eight contact hours per renewal cycle. Proof of student supervision will be a certificate of supervision from the student's school or the student's completed evaluation form.</p> <p>(8) Self-study. Formal study packages, such as printed text, multi-media, or internet based activities, related to the clinical practice, management, or education of occupational therapy are acceptable. There is no limit of contact hours in this category. Proof of completion is the certificate of completion and/or a copy of the post test results.</p> <p>(9) Distance learning. Credit for distance learning requires that there be opportunity for interaction with the program presenter and that the content is related to the clinical practice, management, or education of occupational therapy. The agenda and certificate of participation are required to verify completion. There is no limit of contact hours in this category.</p> <p>(10) Apprenticeships. Supervised clinical experience aimed at developing specialized skills in occupational therapy is acceptable. Five contact hours shall be credited for each forty hour week. There is no limit to the amount of contact hours that can be earned under this category. Proof of completion is a signed letter from the clinical supervisor describing length and type of education experiences and an evaluation of the occupational therapist's or occupational therapy assistant's performance.</p> <p>Apprenticeships must be served under the supervision of a licensed occupational therapist whose license is in good standing and who has demonstrated expertise in the practice of occupational therapy or other individuals who have demonstrated expertise in specialized techniques as approved by the occupational therapy section.</p> <p>(11) Research projects. A maximum of ten contact hours may be earned in this category. The hours will be granted only for completed, published or unpublished research projects related to the theory, clinical practice, management, or education of occupational therapy. Proof of completion is the published article or unpublished manuscript.</p> <p>(12) Informal independent study. One contact hour will be given for reading an evidence based book chapter or research journal article relating to the clinical practice, management, or education of occupational therapy practitioners and identifying how the information presented can be applied to one's own practice, management, or education situation. Proof of completion is a copy of the article's title page and the first page, and a written</p>
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report summarizing the information and outlining how it can be applied by the licensee. One hour will be awarded for each chapter/article. A maximum of four contact hours may be earned in this category per renewal cycle.

(13) Laws and rules examination. One contact hour may be earned for completing and passing the Ohio occupational therapy laws and rules examination. This contact hour may be utilized only once per renewal cycle for continuing education credit. Proof of completion is the graded examination. This contact hour may be used to fulfill the ethics requirement established in paragraph (A)(5) of this rule.

(14) Mentorship. Continuing education credit can be earned by mentoring a student completing a graduate level research/capstone project at an ACOTE accredited entry-level or a post-professional occupational therapist education program. One contact hour may be earned for every eighty hours of mentorship completed, with a maximum of four contact hours per renewal cycle. Proof of mentorship will be a certificate from the student's school and a time log documenting the mentor's activities and the time spent completing those activities. Faculty members mentoring students enrolled in the faculty member's own program are not eligible for continuing education credit for mentorship.

(15) Volunteer services to indigent and uninsured persons pursuant to section 4745.04 of the Revised Code. To qualify under this rule, volunteer services shall:

(a) Be provided at a free clinic or other non-profit organization that offers health care services based on eligibility screenings identifying the client as an "indigent and uninsured person" as that term is defined in division (A)(7) of section 2305.234 of the Revised Code.

(b) Be documented in writing in the form of a certificate or a written statement on letterhead from an administrative official at the organization where services were rendered, specifying at a minimum the license holder's name, license number, date(s) of qualifying volunteer services, number of hours of services, and describing the services that were rendered.

(c) Not be credited for license holders in a paid position at the organization at which the services are rendered.

(d) Be occupational therapy or occupational therapy assistant services provided in compliance with the Revised Code and Administrative Code.

(e) Be credited as one hour of CE for each sixty minutes spent providing services as a volunteer, not to exceed four hours of the total biennial CE requirement.

(f) Not count toward the one contact hour of ethics, jurisprudence, or cultural competence education per renewal cycle as required by paragraph (A)(5) of this rule.

(16) Competency assessment or knowledge/skills assessment activities. Credit for completion of competency assessment or knowledge/skill assessment activities, or both, completed either online or in person. A certificate of completion or similar document that includes the participant's name, activity, date, contact hours awarded, and sponsoring organization shall be submitted as proof of completion.

(C) Continuing education credit will not be granted to standard employer required annual competency training, such as CPR, blood-borne pathogens, or HIPAA.

(D) The occupational therapy section shall conduct an audit of the continuing education records of not less than five percent of the licensees each renewal year.

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<p>(1) Licensees chosen for audit shall submit to the board by the date specified by the board copies of all records and documentation of the continuing education activities used to meet the requirements of paragraph (A) of this rule.</p> <p>(2) Failure to provide proof of the required number of continuing education hours, in the appropriate categories, for the specified time period will result in the commencement of disciplinary action.</p> <p>(3) Failure to respond to or acknowledge receipt of an audit notice will result in the commencement of disciplinary action.</p> <p>(E) An occupational therapist or occupational therapy assistant license shall not be renewed unless the licensee certifies that the individual completed the required number of continuing education hours specified in paragraph (A) of this rule. A licensee who falsifies a renewal application may be disciplined by the occupational therapy section for violating section 4755.11 of the Revised Code.</p> <p>4755-9-02 Waivers; exemptions for continuing education. In individual cases involving disability, illness, or undue hardship, the occupational therapy section may grant waivers of the continuing education requirements, or extensions of time within which to fulfill these requirements not to exceed two calendar years.</p> <p>(A) To apply for a waiver or extension due to undue hardship, the licensee must submit a signed letter to the section describing the hardship no later than April 1 of the renewal year.</p> <p>(B) To apply for a waiver or extension due to disability or illness, the licensee must obtain, complete, and submit the waiver or extension form to the occupational therapy section no later than April 1 of the renewal year. This form or appropriate letter must also be signed by a licensed physician in good standing verifying that the licensee suffers from a disability or illness.</p> <p>(C) The deadlines in paragraphs (A) and (B) of this rule may be waived at the discretion of the occupational therapy section.</p>
<p>Oklahoma</p>	<p>Statute: Oklahoma Statutes Title 59, Section 888.10, Renewal of license - Continuing education</p> <p>A. Licenses under this act shall be subject to annual renewal and shall expire renewed in the manner prescribed by the rules and regulations of the Board, upon payment of a renewal fee provided for in Section 11 of this act. The Board may provide for a license upon payment of a late fee in accordance with its rules and regulations, but no such late renewal of a license may be granted more than five (5) years after its expiration. A hearing before the Board may be required in addition to a late fee.</p> <p>B. A suspended license is subject to expiration and may be renewed as provided in this section, but such renewal shall not entitle the licensee, while the license remains suspended and until it is reinstated, to engage in the licensed activity, or in any conduct or activity in violation of the order or judgment by which the license was suspended. If a license revoked on disciplinary grounds is reinstated, the licensee as a condition of reinstatement, shall pay the renewal fee and any late fee that may be applicable.</p> <p>C. The Board may establish continuing education requirements to facilitate the maintenance of current practice skills of all persons licensed under this act.</p> <p>Regulation: Oklahoma Administrative Code §435:30-1-5. License renewal; late fees; continuing education; re-entry guidelines</p> <p>B. Continuing education for renewal.</p>

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<p>(1) Continuing education for renewal of licensure has been established to require therapists' involvement in activities which keep their skills and knowledge of current practice up to date. A point is the equivalent of 1 contact hour. Twenty contact hours every 2 years will be required.</p> <p>(2) A Sub-Committee, composed of Occupational Therapists and Occupational Therapy Assistants, may review all points submitted. The Sub-Committee will forward recommendations to the Occupational Therapy Advisory Committee for approval or denial. Reasons for denial will be given to each therapist. Should any individual therapist have questions as to the appropriateness of a program, the therapist could consult the Committee. The Committee would have the authority to decide on any type of program not listed and assign appropriate hours. The responsibility for showing how a particular activity is relevant to maintaining skills as an Occupational Therapist or Occupational Therapy Assistant will be with the therapist applying for approval. The Committee will automatically accept programs offered or approved by the American Occupational Therapy Association or the Oklahoma Occupational Therapy Association as proved courses.</p> <p>(3) The Committee recognizes the role that ongoing practice plays in maintaining competence as an Occupational Therapist or Occupational Therapy Assistant. Continuing education requirements are designed to update knowledge and skills. Synthesis takes place when the therapist has the opportunity to apply this knowledge and these skills to their practice. Therefore, therapists will be asked to provide information about their practice of occupational therapy at the time of renewal.</p> <p>(4) Traditional method of points/value/documentation:</p> <ul style="list-style-type: none">(A) Traditional methods of points:<ul style="list-style-type: none">(i) Workshops(ii) Inservices (6 point maximum per compliance period)(iii) Seminars(iv) Conferences(v) Programs offered by or approved by the American Occupational Therapy Association or the Oklahoma Occupational Therapy Association or the National Board for Certification in Occupational Therapy(vi) Programs at Special Interest Section meetings(vii) Occupational Therapy Education Council of Oklahoma workshops (points as assigned on request from Committee)(B) Assigned Value: 1 point per hour of participation.(C) Documentation: Verification of attendance and copies of supporting documentation such as program brochure, syllabus, etc. If unable to verify attendance, use Form B Verification of Conference Attendance, attach a copy of receipt for conference fee and statement of relevancy to practice of Occupational Therapy if not obvious from the program materials. <p>(5) Alternative methods of points:</p> <ul style="list-style-type: none">(A) Presentations of occupational therapy programs<ul style="list-style-type: none">(i) Presentations at workshops, seminars, conferences(ii) Presentations as guest lecturer at accredited occupational therapy curriculum
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OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<ul style="list-style-type: none">(iii) Presentations as guest lecturer at other programs on topics related to occupational therapy department inservices(iv) Assigned Value: 2 points per hour for first presentation of original material. No additional points for subsequent presentations.(v) Documentation: Copies of supporting documentation such as brochures, programs, or syllabus and a statement of objectives of presentation. <p>(B) Clinical Instruction of Occupational Therapist students or Occupational Therapy Assistant students.</p> <ul style="list-style-type: none">(i) Assigned Value: 1 point per week of continuous direct supervision.(ii) Documentation: Copy of letter of verification of fieldwork from educational program. <p>(C) Publications (published or accepted for publication)</p> <ul style="list-style-type: none">(i) Authorship or co-authorship of a book relating to occupational therapy:<ul style="list-style-type: none">(I) Maximum of 20 points.(II) Documentation: Copy of Title page.(ii) Authorship of a chapter in a book or journal article appearing in a professional journal:<ul style="list-style-type: none">(I) Maximum of 10 points.(II) Documentation: Copy of table of contents and first page of chapter or article.(iii) Authorship of an article, book review or abstract in a newsletter (such as OOTA Newsletter, OT Newsweek, SIS Newsletter, or other related newsletters):<ul style="list-style-type: none">(I) Maximum of 10 points per compliance period.(II) Documentation: Copy of article, book review or abstract evidencing title of newsletter and date of publication.(iv) Alternative media such as video tapes, slide/tape presentations, etc., that would be available for general viewing. Media or description of media to be submitted to Committee for approval and assignment of points as appropriate.<ul style="list-style-type: none">(I) Assigned Value: 10-20 points per publication or finished product(II) Documentation: Copy of approval letter from Committee. <p>(D) Research</p> <ul style="list-style-type: none">(i) Principal or co-investigator, project director or research assistant. Research proposal and final results submitted to Committee for approval:<ul style="list-style-type: none">(I) 10 points(II) Documentation: Statement of participation and abstract of proposal and results.(ii) Quality assurance studies completed and published in journal or newsletter:<ul style="list-style-type: none">(I) 5 points Assigned Value: 5-10 points per project(II) Documentation: Manuscript acknowledgment or copy of article. <p>(E) Formal Coursework</p> <ul style="list-style-type: none">(i) College and university coursework courses directly relating to improvement, advancement, or extension of one's skills as an Occupational Therapist. One credit course would be 10 points, 2-credit course 20 points, and 3-credit course would be 30 points. Assigned Value: 10-30 points as approved.
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OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<p>(ii) College or university courses which are indirectly related, yet support skills and knowledge will be evaluated individually and assigned value accordingly.</p> <p>(iii) Documentation: Course description with statement of relevance to Occupational Therapy and transcript or other documentation of passing grade.</p> <p>(F) Self-Study: (Independent Learning Projects). A combination of activities which may include, but are not limited to a combination of reading, observing other therapists, viewing video tapes and quality assurance studies and related professional activities which enhance knowledge and skill in a specific area. A Report of Professional Self-Study should be submitted to Committee for approval (Form C). Points will be assigned by the Committee based on the relevance to practice and complexity. Documentation: Copy of approval letter from OT Advisory Committee.</p> <p>(G) Specialty Certification. Achievement of a specialty certification by a recognized body such as Neuro Developmental Techniques, Sensory Integration, American Society of Hand Therapists will be awarded 20 points one time only. Credit will be granted for Certification obtained within the compliance period in which certification was granted or the next subsequent compliance period only.</p> <p>(H) Professional Activities</p> <p>(i) American Occupational Therapy Association membership: 2 points Documentation: Copy of current AOTA membership card.</p> <p>(ii) Oklahoma Occupational Therapy Association or American Occupational Therapy Association elected office (up to 8 points per year). Documentation: Copy of annual report submitted to OOTA or AOTA listing activities of office.</p> <p>(iii) AOTA or OOTA Committee chair - points awarded based on the extent to which activities are relative to maintaining involvement in the profession as evidenced by their annual report (up to 8 points per year). Documentation: Copy of approval letter from OT Advisory Committee.</p> <p>(iv) Member of Committee - based on evidence of involvement in appropriate activities (up to 4 points per year). Documentation: Copy of approval letter from OT Advisory Committee.</p> <p>(v) Active involvement in related organizations and committee upon approval by the Committee (up to 4 points per year). Documentation: List of dates of activities and types of activities, signed by committee chair, with a statement of relevance of the organization or committee to the practice of occupational therapy.</p>
<p>Oregon</p>	<p><u>Statute:</u> Oregon Revised Statutes §675.320 Powers of board; fees; rules. The Occupational Therapy Licensing Board shall have the following powers in addition to powers otherwise granted under ORS 675.210 to 675.340 or necessary to carry out the provisions of ORS 675.210 to 675.340: (10) To establish minimum requirements for continuing education to be complied with by all licensees under ORS 675.210 to 675.340.</p> <p><u>Regulation:</u> Oregon Administrative Rules Chapter 339, Division 20, Continuing Education 339-020-0000 Continuing Education Defined Continuing education (CE) is participation in courses, classes, workshops and other means for the purpose of developing and updating professional skills to provide appropriate occupational therapy services.</p>

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

339-020-0010 CE Requirements for Current Licensees

- (1) All current licensees shall obtain a minimum of 30 points of CE from Board approved categories during the two years immediately preceding the date of the license renewal; or
- (2) The Board recognizes the maintenance of continuous professional development hours as evidenced by current NBCOT Certification (National Board of Certification in Occupational Therapy) as fulfilling the requirements for CE under (1).
- (3) Exceptions:
 - (a) Current licensees who have their first NBCOT certification do not need CE for their first year.
 - (b) Current licensees who have their second year of NBCOT certification shall obtain a minimum of 15 points of CE from Board approved categories.

339-020-0015 One-time requirement for CE on Pain Management

- (1) After January, 2008, a one-time requirement of 7 points of CE on Pain Management must be completed as part of the 30 points of CE defined in OAR 339-020-0020.
- (2) All currently licensed Occupational Therapists and Occupational Therapy Assistants who renew their license in May, 2010 must complete the one-hour online Oregon Pain Commission class and six additional points of CE on Pain Management. Any classes provided by the Pain Commission will count toward the 7 points. Licensees may use any CE points on Pain Management taken between 2006 and their renewal date in May, 2010.
- (3) All new applicants for Occupational Therapy and Occupational Therapy Assistants must complete the one-time requirement of 7 points of CE on Pain management (including the one online hour offered by the Pain Commission) prior to their next renewal or within two years of license in Oregon, whichever comes later.

339-020-0020: CE Categories and Points

These numbers refer to a two year total of 30 points. Credit for CE shall be calculated on a point basis in the following categories and must relate to occupational therapy services. It is the responsibility of the licensee to demonstrate how specific classes contribute to the development of the occupational therapy skills. "Application to OT Services" (CE Log) must be included for credit. Unless stated otherwise, one point equals one contact hour. Sixteen to 30 required CE points must come from categories 1-11. A limit of 14 of the required CE points may be accrued from categories 12-18.

- (1) Attendance at university, college or vocational technical adult education courses at or above practice level: Four points per credit hour. Documentation of successful completion required.
- (2) Attendance at seminars, workshops, or institutes: One point per direct hour of content.
- (3) Completion of educational telecommunication network or on-line courses: Points as awarded by certificate or per credit, see (1). Certificate of successful completion required.
- (4) Attendance at educational sessions relating to occupational therapy sponsored by OTAO, AOTA, AOTA approved providers, and NBCOT or professional academic institutions relating to occupational therapy: One point per hour of attendance. Certificate of attendance required.
- (5) Satisfactory completion of American Occupational Therapy Association approved courses/materials or courses/materials offered by AOTA approved providers: Points per certificate on completion. Documentation of satisfactory completion required.

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

- (6) Publication — Copy of publications required.
- (a) Publication of article in non-peer reviewed publication (e.g. OT Practice, SIS Quarterly, Advance, etc.): Five points per article.
 - (b) Publication of article in peer-reviewed professional publication (e.g. journals, book chapter, research paper): Ten points per article.
 - (c) Publication of chapter(s) in occupational therapy or related textbook: Ten points per chapter.
- (7) Professional presentation (person presenting): Presentation must be at practice level for credit, e.g. CNA training would not be acceptable: Two points per hour with no additional points for subsequent presentation of same content. Course outline must be provided.
- (8) Development of alternative media (computer software, video or audio tapes): Three points/hr of finished product. Outline required.
- (9) Completing requirements for occupational therapy specialty certification (initial or recertification one time only for each specialty): 12 points. Copy of certificate required.
- (10) Research, provided an abstract of the research is retained to prove participation: Principal — Eight points. Associate — Six points.
- (11) Development and implementation of a school approved Level II student program (one time only and completed within a year): Four points. Copy of program must be provided.
- (12) In-service training: One point per hour of attendance.
- (13) Attendance at videotaped presentations of educational courses, seminars, workshops or institutes (group viewing with discussion): One-half point per direct hour of viewing with additional points for discussion, not to exceed seven points.
- (14) Student supervision, Level I and Level II Fieldwork: One point for 8 hours of supervision.
- (15) Doctorate student supervision, OT Experiential level work: Once point for 8 hours of supervision.
- (16) Mentoring; as defined in OAR-339-010-0005(5): One point for every eight hours contract mentoring with documentation. Points may be obtained for both the mentor and the mentee.
- (17) Professional leadership on a Board or Commission relating to OT — Volunteer services to organizations, populations, and individuals that advance the reliance on and use of one's occupational therapy skills and experiences to the volunteer setting or experience: 10 hours equal two points. Up to four points a year with documentation.
- (18) Re-Entry Supervisors: Therapists providing supervision under OAR 339-010-0016: One point for 8 hours.
- 339-020-0025 CE in Cultural Competency**
- (1) Effective July 1, 2020, all currently licensed occupational therapists and occupational therapy assistance must complete at least one hour on Cultural Competency during each license renewal cycle.
 - (2) Beginning in 2024, demonstration of completion of required Cultural Competency CE must be provided in a format prescribed by the Board during every other license renewal.
 - (3) This required CE in Cultural Competency may also be used towards satisfying the Occupational Therapy CE requirement under OAR 339-020-0010.
 - (4) The Board encourages all licensees to obtain Cultural Competency CE from the approved list, promulgated by the Oregon Health Authority. The Board shall also accept Cultural Competency CE that is not obtained from the Oregon Health Authority's approved list, to the extent the Board determines that Cultural Competency CE claimed teaches the Cultural

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<p>Competency skills recognized by the Oregon Health Authority in rules that are effective at the time the Cultural Competency CE is obtained. However, the Board will not pre-approve Cultural Competency CE outside the approved list promulgated by the Oregon Health Authority.</p> <p>339-020-0080 CE Certification (1) Persons seeking to renew their license or to restore a lapsed license shall submit with their application a signed statement certifying that they have completed CE requirements set forth in these rules that are applicable to them. If persons seeking renewal practiced in Oregon at any point during the prior licensing period, they are required to obtain Cultural Competency CE as stated in 339-020-0025(1). (2) Licensees must maintain a record of continuing education for a minimum of four years and provide these records to the Board upon request.</p> <p>339-020-0090 Waiver The Board may, in individual cases involving physical disability or illness, or undue hardship, grant waivers of the minimum continuing education requirements or extensions of time within which to fulfill the same or make the required reports. Applications for waiver shall be made to the Board in writing at least two months prior to license expiration.</p> <p>339-020-0100 Mentorship between licensees for CE Credit For purposes of mentorship between licensed occupational therapy practitioners, in order to obtain CE credit: (1) Enter into a written mentorship agreement signed by both parties that includes a detailed description of the planned and collaborative experience and the goals to be achieved under the plan; (2) Provide written documentation signed and dated by both parties that the mentorship was successfully completed, if requested by the Board. (3) Both the mentor and the mentee may obtain CE credit under OAR 339-020-0020</p>
<p>Pennsylvania</p>	<p>Statute: P.L. 502, No. 140 §15, Renewal of license; effect of license suspension or revocation. (a) A license issued under this act shall be renewed biennially upon payment of the renewal fee prescribed in section 17. It shall expire unless renewed in the manner prescribed by the regulations of the board. The board may provide for the late renewal of a license upon the payment of a late fee. A late renewal of a license shall not be granted more than four years after its expiration. A license shall be renewed after the four-year period only by complying with section 11. The board may establish additional requirements for license renewal designed to assure continued competency of the applying occupational therapist or occupational therapy assistant.</p> <p>Regulation: Pennsylvania Code Title 49, Part I, Subpart A, Chapter 42 §42.52. Definitions The following words and terms, when used in §§ 42.51 and 42.53—42.58, have the following meanings, unless the context clearly indicates otherwise:</p> <p><i>Contact hour</i>—A unit of measure for a continued competency activity that equals 50-60 minutes of participation.</p>

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

Continued competency—The multidimensional process by which an occupational therapist demonstrates the development and maintenance of the knowledge, skills, attitudes, judgment, abilities and ethics necessary to practice occupational therapy in a variety of roles and settings.

Educational courses—Academic and continuing education courses delivered onsite or by distance education.

Level I fieldwork—Introductory fieldwork experiences that are a component of an educational program in occupational therapy in which students develop a basic understanding of the needs of clients through directed observation and supervised participation in the occupational therapy process.

Level II fieldwork—In-depth fieldwork experiences that are a component of an educational program in occupational therapy that provide multiple occupational therapy services to a variety of clients in multiple settings.

Mentor—A person who holds a current license, certificate or registration in a health-related or education field, or who is otherwise exempt by statute from the requirement to hold a license, certificate or registration, who is engaged in a one-on-one or group teaching/coaching relationship with an occupational therapist for the stated purpose of imparting specific knowledge and skills that will advance the occupational therapist's competency in occupational therapy.

Mentorship—Participation in a formalized, one-on-one or group teaching/learning relationship for the purposes of building an occupational therapist's capacity to practice occupational therapy.

Mentorship agreement—A written agreement between the mentor and the protégé or protégés that outlines specific goals and objectives and designates a plan of activities.

Professional continued competence portfolio—A document that evidences the occupational therapist's completion of the continued competency requirement in § 42.53 (relating to continued competency requirements).

Protégé—An occupational therapist who is engaged in a one-on-one or group relationship with a mentor for the stated purpose of acquiring specific skills and knowledge related to the practice of occupational therapy.

Unpaid service—Volunteering in an organization when the unpaid service directly relates to occupational therapy.

§42.53. Continued competency requirements.

(a) Beginning with the July 1, 2013—June 30, 2015, biennium, an occupational therapist shall complete a minimum of 24 contact hours in each biennial period in acceptable continued competency activities listed in §42.55 (relating to acceptable continued competency activities) as a condition of licensure renewal.

(b) An occupational therapist is exempt from complying with subsection (a) for the first biennial renewal following initial licensure.

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

(c) An occupational therapist seeking to reactivate a lapsed or inactive license shall show compliance with the continued competency contact hour requirement during the 2-year period immediately preceding application for reactivation.

(d) As a condition of reinstatement, an occupational therapist whose license has been suspended or revoked shall complete the required continued competency contact hours for each licensure biennium in which the license was suspended or revoked.

§42.55. Acceptable continued competency activities.

(a) Irrespective of the provider, contact hours will only be awarded for continued competency activities that are relevant to the practice of occupational therapy including direct care, management, education and research. Contact hours will not be awarded for activities related to marketing, office management, financial gain or self-promotion.

(b) The following activities are acceptable as long as the specific activity complies with subsection (a):

(1) Educational courses.

(i) For continuing education courses, contact hours equal the number of instructional hours.

(ii) For academic courses, one credit equals 15 contact hours.

(iii) Instead of the documentation required under § 42.57(a) (relating to documentation and reporting of continued competency activities), acceptable documentation of educational courses consists of an official transcript or certificate of completion indicating the name and date of the course and a description of the course from the school catalog or brochure.

(2) Mentorship.

(i) Prior to beginning a mentorship, the mentor and the protégé shall enter into a mentorship agreement.

(ii) At the conclusion of the mentorship, the mentor shall provide a postmentorship summary documenting the time spent in and outcomes of the mentoring program. A copy of the summary shall be provided to the protégé and maintained by the mentor and the protégé for 4 years.

(iii) The mentor and the protégé may each earn 1 contact hour for every 5 hours spent in mentorship activities up to a maximum aggregate of 12 contact hours per biennium.

(iv) Instead of the documentation required under § 42.57(a), acceptable documentation consists of a copy of the mentorship agreement and the postmentorship summary.

(3) Fieldwork supervision.

(i) An occupational therapist may earn:

(A) One contact hour per student, up to a maximum aggregate of 12 contact hours per biennium, for serving as a supervisor for level I fieldwork.

(B) Three contact hours per student, up to a maximum aggregate of 12 contact hours per biennium, for serving as a supervisor for level II fieldwork.

(ii) In addition to the information required under § 42.57(a), the educational program shall verify the name of the supervisor, the names and number of students being supervised, the locations where the fieldwork is being performed and the dates and level of fieldwork.

(4) Professional writing.

(i) An occupational therapist may earn the following contact hours, up to a maximum aggregate of 15 per biennium, for professional writing:

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<ul style="list-style-type: none">(A) Fifteen contact hours for writing a book.(B) Ten contact hours for writing a chapter in a book.(C) Ten contact hours for writing an article published in a peer-reviewed journal.(D) Five contact hours for writing an article published in a non-peer-reviewed journal, magazine, newsletter or other publication. <ul style="list-style-type: none">(ii) Credit will be awarded for the biennium in which the book, chapter or article is published.(iii) Instead of the documentation required under § 42.57(a), acceptable documentation of professional writing consists of a copy of the editor’s or publisher’s acceptance letter and a copy of the article, chapter or the cover page of the book including the title, author, source and date of publication, and editor. <p>(5) Editing.</p> <ul style="list-style-type: none">(i) An occupational therapist may earn the following contact hours, up to a maximum aggregate of 15 per biennium, for editing:<ul style="list-style-type: none">(A) A maximum of 10 contact hours may be earned for editing a book relevant to occupational therapy.(B) A maximum of 6 contact hours per biennium may be earned for serving as a reviewer for a professional journal, provided that only 1 contact hour may be accrued for each article reviewed.(ii) Instead of the documentation required under § 42.57(a), acceptable documentation of editing activities consists of the following:<ul style="list-style-type: none">(A) For editing a book, a copy of the editor’s or publisher’s acceptance letter and the cover page of the book including the title, author, source and date of publication, and editor.(B) For serving as a reviewer, a copy of a letter from the editor acknowledging the number of articles reviewed. <p>(6) Presentation and instruction.</p> <ul style="list-style-type: none">(i) An occupational therapist may earn 2 contact hours, up to a maximum aggregate of 12 per biennium, for each 60-minute oral or poster presentation or instruction related to occupational therapy.(ii) Credit will not be awarded for presentations or instruction when the activities are within the presenter’s/instructor’s employment role.(iii) Credit will only be awarded one time per biennium for each presentation/instruction regardless of the number of times the material is presented.(iv) In addition to the information required under § 42.57(a), the provider shall provide a copy of the official program, schedule or syllabus including presentation title, date, hours of presentation/instruction and attestation by the provider. <p>(7) Unpaid service.</p> <ul style="list-style-type: none">(i) An occupational therapist may earn:<ul style="list-style-type: none">(A) One contact hour, up to a maximum aggregate of 12 contact hours per biennium, for every 5 hours of unpaid service.(B) Credit will not be awarded for administrative services performed, even if part of the unpaid service.
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OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<p>(ii) In addition to the documentation required under § 42.57(a), acceptable documentation of unpaid service consists of a letter on organization letterhead from the president or executive director attesting to and outlining the unpaid service completed.</p> <p>§42.56. Waivers of continued competency requirements. (a) The Board may waive all or part of the continued competency activity requirements in the case of a serious illness, injury or emergency which prevents a licensee from completing the continued competency requirements. (b) An occupational therapist seeking a waiver shall submit a written request for a waiver and provide documentary evidence to the satisfaction of the Board of the serious illness, injury or emergency which would preclude the completion of the continued competency requirements. (c) The request for a waiver shall be filed with the Board 60 days before the end of the biennium in which the contact hours are being accrued unless the occupational therapist proves to the satisfaction of the Board that it was impracticable to do so.</p> <p>§42.57. Documentation and reporting of continued competency activities. (a) A provider of a continued competency activity shall furnish to each participant documentation, signed by the provider, which includes the following, unless otherwise directed in § 42.55(b)(1)(iii), (2)(iv), (3)(ii), (4)(iii), (5)(ii) and (6)(iv) (relating to acceptable continued competency activities): (1) The name of the participant, provider and instructor. (2) The title, date and location of the activity. (3) The number of contact hours awarded. (b) An occupational therapist shall: (1) Prepare a professional continued competence portfolio as defined in § 42.52 (relating to definitions) for each biennial period and retain it for 4 years following the last day of the biennial period during which the continued competency activities were completed. (2) Verify completion of the required contact hours of continued competency activities when the license is renewed. An occupational therapist who has not completed the required hours of continued competency activities will not be eligible for renewal until the hours are completed, unless a waiver or extension has been granted. (3) Provide a copy of the professional continued competence portfolio to the Board within 30 days of notification of an audit.</p>
<p>Rhode Island</p>	<p><u>Statute:</u> Rhode Island General Laws §5-40.1-12 Renewal of licenses – Inactive status. (a) Upon the recommendation of the board, the director shall issue to applicants who have satisfactorily met the licensure requirements of this chapter, a license to practice occupational therapy in this state. The license, unless sooner suspended or revoked, shall expire on the thirty-first (31st) day of March, of each even year (biennially). (1) On or before the first (1st) day of March of each even year, the administrator of the division shall mail an application for renewal of license to every individual to whom a license has been issued or renewed during the current licensure period. (2) Every licensed individual who desires to renew his or her license shall file with the division a renewal application executed together with the evidence of continuing education requirements as delineated in</p>

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subdivision (3) of this subsection and the renewal fee of ninety dollars (\$90.00) made payable by check to the general treasurer, state of Rhode Island, on or before the thirty-first (31st) day of March of each even year.

(3) On application for renewal of license, occupational therapists and occupational therapy assistants must show proof of participation in twenty (20) hours biennially in presentations, clinical instruction, publications, research, inservice programs, American Occupational Therapy Association-recognized conferences, university course, and/or self-study courses.

(4) Upon receipt of a renewal application and payment of fee, the director shall, upon the recommendation of the board, grant a renewal license effective the thirty-first (31st) day of March for a period of two (2) years, unless sooner suspended or revoked.

(5) Any individual who allows his or her license to lapse by failing to renew it on or before the thirty-first (31st) day of March of the next even year as provided in subdivisions (1), (2) and (3) of this subsection, may be reinstated by the director upon receiving a receipt from the division for payment of the current renewal fee plus an additional forty dollars (\$40.00) made payable by check to the general treasurer, state of Rhode Island.

(6) An individual using the title "occupational therapist" or "occupational therapy assistant" during the time his or her license has lapsed is subject to the penalties provided for violation of those regulations and this chapter.

(b) An individual licensed as an occupational therapist or occupational therapy assistant in this state who does not intend to engage in the practice of occupational therapy within this state during any year, may upon request to the division, have his or her name transferred to an inactive status and shall not be required to register biennially or pay any fee as long as he or she remains inactive. Any individual whose name has been transferred to an inactive status pursuant to this section, may be restored to active status to practice occupational therapy without a penalty fee, upon the filing of an application for licensure renewal, the licensure renewal fee of ninety dollars (\$90.00) made payable by check to the general treasurer of the state of Rhode Island, and any other information that may be requested by the division.

Regulation: Rhode Island Code of Regulations Title 216, Chapter 40, Subchapter 05, Part 12
12.7 Issuance and Renewal of License

B. On or before the first (1st) day of March of each even year, the Administrator of the Division shall mail an application for renewal of license to every individual to whom a license has been issued or renewed during the current licensure period. Every individual so licensed who desires to renew his or her license shall file with the Division such renewal application duly executed together with the evidence of continuing education requirements of § 12.7(E) of this Part and the renewal fee as set forth in the Fee Structure for Licensing, Laboratory and Administrative Services Provided by the Department of Health (Part 10-05-2 of this Title) on or before the thirty-first day of March of each even year.

E. Continuing Education

1. On application for renewal of license, occupational therapists and occupational therapy assistants must show proof of participation in twenty (20) hours biennially in presentations, clinical instruction, publications, research, inservice programs, continuing education activities offered by the American Occupational Therapy Association or American Occupational Therapy Association approved providers, Rhode Island Occupational Therapy Association, National Board for Certification in Occupational Therapy, university courses, and/or self-study courses. Contact hours of continuing education shall be recognized by the Board as follows:

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<p>Category I: Formal continuing education program that may consist of university courses, workshops, inservice programs, and/or institutes.</p>	<p>Credit: One (1) continuing education contact hour for each hour attended</p>
<p>Category II: Professional continuing education activities and scientific meetings and self-directed continuing education activities that may consist of local, regional, national symposia, colloquia, journal clubs, self- study courses, etc.</p>	<p>Credit: One (1) continuing education contact hour for each hour attended or One (1) competency assessment unit (CAU) for each hour completed.</p>
<p>Category III: Formal presentations (including clinical instruction)</p>	<p>Credit: Two (2) hours of continuing education contact hours for each hour of instruction; four (4) hours of continuing education contact hours for two (2) hours of instruction; five (5) hours of continuing education contact hours for three (3) hours of instruction; up to a maximum of five (5) hours of continuing education contact hours.</p>
<p>Category IV: Exceptional contributions to professional development that may consist of written publications</p>	<p>Credit: Continuing education contact hours shall be awarded for each written publication as listed below:</p> <p>Book: ten (10) continuing education contact hours;</p> <p>Juried article: eight (8) continuing education contact hours;</p> <p>Book chapter: five (5) continuing education contact hours;</p> <p>Non-juried article (must be published in a national publication in order to receive CE credit): four (4) continuing education contact hours.</p>
<p>2. It shall be the sole responsibility of the individual occupational therapist or occupational therapy assistant to obtain documentation (e.g., course descriptions, proof of attendance) from the sponsoring organization, agency, or institution of his/her participation in a continuing education program and/or activity. These documents shall be retained by each licensee for no less than four (4) years and are subject to random audit by the Department.</p> <p>3. Occupational therapists or occupational therapy assistants initially licensed during the two (2) year period preceding license renewal shall have their credits for continuing education prorated according to the time actually licensed during the two (2) year period.</p> <p>4. The Board, at its discretion, may grant one of the following to an occupational therapist or occupational therapy assistant for reasons of hardship or other extenuating circumstances:</p> <ul style="list-style-type: none"> a. An extension of time to complete the continuing education requirements; b. A variance from the continuing education requirements; c. A waiver from the continuing education requirements. 	

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<p>South Carolina</p>	<p>Statute: South Carolina Code of Laws §40-36-260 C) As a condition of license renewal, a licensee must complete satisfactorily sixteen hours of continuing education per biennium as defined in regulation and must submit proof of completion on a form approved by the board and must be certified and in good standing with NBCOT or other board-approved certification program. D) Notwithstanding subsection (H), if a person’s license lapses because the person did not satisfy the continuing education and certification requirements of subsection (c), the person must comply with subsection (c) before the board may renew the license.</p> <p>Regulation: South Carolina Code of Regulations Chapter 94, ARTICLE 4. CONTINUING EDUCATION 94-08. Continuing Education. (1) A licensee must maintain continuing education requirements in compliance with NBCOT or other board-approved standards. (2) The Board reserves the right to audit continuing education requirements, or delegate audit of continuing education requirements.</p>
<p>South Dakota</p>	<p>Statute: South Dakota Codified Laws §36-31-11 Expiration of license - Renewal - Fee - Restoration of forfeited license - Time limit - Continuing competency requirements. Any license issued by the board, pursuant to the provisions of this chapter, shall expire on the first day of January of the year next succeeding the issuance thereof. A license may be renewed upon the payment of a fee to be fixed annually by the board. Failure of a licensee to renew his license on or before the first day of March of each year, constitutes a forfeiture of such license. However, any person who has forfeited his license under this chapter may have it restored to him by making written application thereof and by payment of the annual renewal fee for the current year and late renewal fee. Late renewal of a license may not be granted more than five years after its expiration. The board may establish, pursuant to chapter 1-26, additional requirements for license renewal which provide evidence of continuing competency.</p> <p>Regulation: South Dakota Administrative Rules Article 20:64, Chapter 04 20:64:04:01 Continuing competency requirements. To qualify for renewal of a license upon its expiration as prescribed in SDCL 36-31-11, an applicant for renewal must complete 12 continuing competency points in a one-year period in professional education activities updating competency in occupational therapy and practice.</p> <p>20:64:04:02 Activities for continuing competency requirements. The following activities qualify for credit toward completion of continuing competency points: (1) Attendance at workshops, seminars, conferences, or in-service education programs relating to the practice of occupational therapy. A certificate of completion is evidence of attendance. One point shall be credited for each hour of attendance; (2) Presentation to health or education professionals of a workshop, seminar, or in-service education program. The presentation must relate to the practice of occupational therapy and must be at least two hours in length. A program outline is evidence of participation. One point should be credited for each hour of presentation. A maximum of six points may be credited for this activity;</p>

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	<p>(3) Publication in professional journals or other nationally recognized publications or books or chapters in books. The publisher’s manuscript acknowledgment is evidence of publication. Six points shall be credited for each publication; and</p> <p>(4) Completion of an undergraduate or graduate course at a college or university that is accredited by an accrediting agency recognized by the council on postsecondary education and the United States department of education in 50 Fed Register 40213 to 40217, inclusive (October 2, 1985), 50 Fed Register 41933 (October 16, 1985), and 51 Fed Register 44940 (December 15, 1986). The course must be related to the applicant’s professional skills and knowledge of the practice of occupational therapy. A transcript from the college or university is evidence of completion of the course. Six points shall be credited for each course completed.</p> <p>20:64:04:03 Reporting completion of continuing competency requirements. To demonstrate compliance with the continuing education requirements, each occupational therapist and occupational therapy assistant shall sign a statement to confirm completion of the required CEU hours each year at renewal time, and shall present proof of completion if requested by the board.</p> <p>20:64:04:04 Waiver of continuing competency requirements. The board may excuse an applicant from the annual continuing competency requirements if the applicant submits an affidavit to the board that the applicant was prevented from completing the requirements because of illness or undue hardship.</p>
<p>Tennessee</p>	<p><u>Statute:</u> Tennessee Code Unannotated §63-13-204, Licenses--Issuance--Fees--Revocation--Reinstatement--Renewal. (d) The board is authorized to establish requirements for assessing continued competence of licensees.</p> <p><u>Regulation:</u> Tennessee Compiled Rules and Regulations §1150-02, .12 CONTINUED COMPETENCE. On January 1, 2006 the Board shall begin to notify applicants for licensure renewal of the continued competence requirements as provided in T.C.A. § 63-13-204 (d). The Board shall require each licensed occupational therapist and occupational therapist assistant to participate in a minimum number of activities to promote continued competence for the two (2) calendar years (January 1-December 31) that precede the licensure renewal year (a.k.a. biennium). Beginning January 1, 2008 all applicants for licensure, renewal of licensure, reactivation of licensure, or reinstatement of licensure must attest to having completed continued competence requirements for the two (2) calendar years (January 1-December 31) that precede the licensure renewal, reactivation or reinstatement year.</p> <p>(1) The requirements for continued competence activities are defined as planned learning experiences that occur for occupational therapists and occupational therapist assistants. Content of the experiences must relate to a licensee’s current or anticipated roles and responsibilities in occupational therapy. Qualified learning experiences may include theoretical or practical content related to the practice of occupational therapy; research; management; or the development, administration, supervision, and teaching of clinical practice or service delivery programs in occupational therapy. The purpose of this requirement is to assist in assuring safe and effective practices in the provision of occupational therapy services to the citizens of Tennessee.</p>

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- (2) For applicants approved for initial licensure by examination, successfully completing the requirements of Rules 1150-2-.04, .05, and .08, as applicable, shall be considered proof of sufficient competence to constitute compliance with this rule for the initial period of licensure. The use of physical agent modalities by any licensee requires additional certification pursuant to Rule 1150-2-.04.
- (3) Occupational Therapists and Occupational Therapy Assistants are required to complete twenty-four (24) continued competence credits for the two (2) calendar years (January 1 - December 31) that precede the licensure renewal year.
- (a) A maximum of four (4) continued competence credits achieved during the two (2) calendar year period that are in excess of the twenty-four (24) credit requirement may be used to partially complete the requirement for the subsequent two (2) calendar year period.
- (b) The subjects of any continued competence credits used to partially complete the requirement for the subsequent two (2) calendar year period shall not pertain to:
1. the AOTA Code of Ethics; or
 2. the occupational therapy portions of T.C.A. §§ 63-13-101, et seq., the Tennessee Occupational and Physical Therapy Practice Act; or
 3. Chapter 1150-2, General Rules Governing the Practice of Occupational Therapy.
- (4) Twelve (12) of the required twenty-four (24) continued competence credits must be directly related to the delivery of occupational therapy services.
- (5) One (1) hour of the required twenty-four (24) continued competence credits shall pertain to the AOTA Code of Ethics or other ethics related continued competence activities which have implications for the practice of occupational therapy.
- (6) One (1) hour of the required twenty-four (24) continued competence credits shall pertain to the occupational therapy portions of T.C.A. §§ 63-13-101, et seq., the Tennessee Occupational and Physical Therapy Practice Act, and shall pertain to Chapter 1150-2, General Rules Governing the Practice of Occupational Therapy.
- (7) Ten (10) hours of the required twenty-four (24) continued competence credits may pertain to the licensee's current or anticipated professional role or may be directly related to the delivery of occupational therapy services.
- (8) Continued competence credits are awarded pursuant to the Activity Table in paragraph (11).
- (9) Approved Continued Competence Activity Providers
- (a) American Medical Association (AMA)
 - (b) American Nurses Association (ANA)
 - (c) American Occupational Therapy Association (AOTA) and AOTA approved providers
 - (d) American Physical Therapy Association (APTA)
 - (e) American Speech-Language-Hearing Association (ASHA)
 - (f) International Association of Continuing Education (IACET)
 - (g) Rehabilitation Engineering and Assistive Technology Society of North America (RESNA)
 - (h) Tennessee Occupational Therapy Association (TOTA)
 - (i) State occupational therapy associations
 - (j) State occupational therapy regulatory agencies
 - (k) Accredited colleges and universities
- (10) The Board does not pre-approve continued competence activities. It is the responsibility of the licensed occupational therapist and occupational therapist assistant to use his/her professional judgment in determining whether or not the

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activities are applicable and appropriate to his/her professional development and meet the standards specified in these rules.				
(11) Activity Table (Per Two [2] Year Cycle)				
	Approved Activities	Equivalency	Max. Credits	Documentation
(a)	Volunteer Services to organizations, populations, individuals, that advance the reliance on the use of one's OT skills and experiences. This excludes holding any elected or appointed offices.	5 Hours Equals 1 Credit	12 Credits	Verification letter from organizations. Describe outcomes of volunteer service provided. (See guidelines on the Board's web page at Tennessee.gov/health)
(b)	Attending workshops, seminars, lectures, professional conferences offered by approved providers such as TOTA, AOTA, AMA, ASHA, APTA, state OT associations and regulatory boards, IACET, or a 3rd party entity that reviews and approves the course and provider.	1 Hour Equals 1 Credit	24 Credits	Certificates of attendance or letter from sponsor of course.
(c)	Attending workshops, seminars, lectures, professional conferences by other providers.	1 Hour Equals 1 Credit	12 Credits	Certificates of attendance or letter from sponsor.
(d)	Attending employer-provided continuing education.	1 Hour Equals 1 Credit	12 Credits	Attendance records or certificates with name, date of course. (Attending OSHA, CPR & Safety Courses required for maintaining employment are not acceptable.)
(e)	Attaining an OT specialty or board certification (i.e., Certified Hand Therapist.)	10 Credits	20 Credits	Award of certification within the renewal cycle.
(f)	Making professional presentations at state, national or international workshops, seminars, and conferences.	1 Hour Equals 2 Credits	20 Credits	Copy of presentation, or program listing.
(g)	Panel and/or poster presentations for state, national, or international workshops, seminars, and conferences.	1 Presentation Equals 1 Credit	12 Credits	Copy of presentation, or program listing.
(h)	Publication of an OT article in non-peer-reviewed publication (e.g., OT Practice, SIS Quarterly, Advance, Community Newsletters, etc.)	1 Article Equals 5 Credits	20 Credits	Copy of publication.

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(i)	Publication of article in peer reviewed professional publication (e.g., journals, book chapter, research paper)	1 Article Equals 10 Credits	20 Credits	Copy of publication.
(j)	Publication of chapter (s) in occupational therapy or related professional textbook.	1 Chapter Equals 10 Credits	20 Credits	Copy of text and original letter from editor.
(k)	Mentoring a licensed OT colleague to improve the skills of the protégé. (Mentor must be currently licensed).	10 Hours Equals 2 Credits	12 Credits	Goals and objectives, analysis of protégé performance. (See guidelines)
(l)	Mentoring other professionals in good standing to improve the skills of the protégé. (Mentor must be currently licensed.)	10 Hours Equals 2 Credits	12 Credits	Goals and objectives, analysis of protégé performance. (See guidelines)
(m)	Mentoring with other professionals in good standing to improve the skills of the protégé. (Protégé must be currently licensed.)	10 Hours Equals 2 Credits	12 Credits	Goals and objectives established in collaboration with the mentor and self-analysis of performance. (See guidelines)
(n)	Reflective occupational therapy practice in collaboration with an advanced licensed OT colleague to improve one's skill level.	10 Hours Equals 2 Credits	12 Credits	Verification of skills obtained. Evaluation experience. Analysis of learning. (See guidelines)
(o)	Guest lecturer, teaching OT related academic course per semester (must not be one's primary role). For one time lecture use presentation value, see subparagraph (f).	1 College Credit Hour Equals 6 Credits	20 Credits	Date, lecture or academic course title, name of institution, original letter from instructor regarding time spent in classroom, and course/lecture goals and objectives.
(p)	Independent reading peer reviewed, role-related professional articles/chapters in textbook, and writing a report describing the implications for improving skills in one's specific role. Current copyright on textbook edition, which should not exceed 5 years at time of licensure renewal. Textbooks required to be read for academic courses or audit courses are not allowed.	5 Articles and / or Chapters Equal 1 Credit	12 Credits	Annotated bibliography and analysis of how articles impacted improving skills in one's role. (See guidelines)
(q)	Providing professional inservice training and/or instruction for occupational	1 Hour Equals 1 Credit	12 Credits	In-Service training attendance records,

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	therapists, occupational therapy assistants, and related professionals.			goals, and objectives with verification letter from supervisor.
(r)	Making presentations for local organizations/associations/groups on OT related topic. (e.g., energy conservation, back care and prevention of injury.)	1 Hour Equals 1 Credit	12 Credits	Date and location of presentation, copy of presentation or program listing; organization's contact person.
(s)	1. Level I fieldwork direct supervision OT or OTA (Not one's primary employment role.)	1 Credit Per Student Supervised	12 Credits (A licensee may not receive more than 12 Credits for fieldwork supervision total.)	Documentation required, name of student(s), letter of verification from school, dates of fieldwork. Cosupervision is acceptable; maintain dates & times when acting as primary student supervisor. Apply appropriate credits based on time spent supervising.
	2. Level II fieldwork direct supervision OT or OTA (Not one's primary employment role.)	1 Credit per each week of supervision, per student supervised	12 Credits (A licensee may not receive more than 12 Credits for fieldwork supervision total.)	Documentation required, name of student(s), letter of verification from school, dated of fieldwork. Cosupervision is acceptable; maintain dates & times when acting as primary student supervisor. Apply appropriate credits based on time spent supervising.
(t)	Professional manuscript review (editing) for journals or textbooks.	5 Hours Equals 1 Credit	12 Credits	Letter from publishing organization, verifying time spent.
(u)	Formal academic coursework.	1 Credit Hour per Semester Equals 10 Credits	20 Credits	Official transcript from an accredited Educational institution.
(v)	Auditing formal academic coursework.	15 Clock Hours Equals 2	12 Credits	Original letter from instructor regarding time in class or labs at accredited schools. Report by

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		Credits		OT/OTA on learning objectives accomplished.
(w)	Professional study group/online study group designed to advance knowledge through active participation.	3 Hours Equals 1 Credit	20 Credits	Group attendance records; study group goals; analysis of goal attainment and learning. (See guidelines)
(x)	Outcomes of self-assessment and professional development plan.	2 Credits for Self-Assessment and Professional Development Plan	2 Credits	Acceptable documents include a completed formal self-assessment and professional development plan describing how goals were met and how they impacted competence and skills.
(y)	Extensive scholarly research activities, or extensive outcome studies (defined as research associated with, e.g., grants, post graduate studies, peer reviewed journals)	10 Credits	20 Credits	Grant funding number, abstract, executive summary and/or copies of the completed research/studies.
(z)	Collaborative or Clinical Research activities	5 Credits	10 Credits	Executive summary and/or copies of the completed research studies or letter of verification from senior researcher or supervisor.
(aa)	Fellowship Training in specific area.	10 Credits (Minimum 12 Weeks)	12 Credits	Certificate awarded from sponsoring organization to include dates and learning objectives.
(bb)	Independent learning/study (e.g., CE articles, video, audio, and/or online courses.)	2 Hours Equals 1 Credit	12 Credits	CEUs, certificate of completion and # of contact hours awarded.
(cc)	Interactive online course.	1 Hour Equals 1 Credit	12 Credits	CEUs, certificate of completion and # of contact hours awarded.
(dd)	External self-study series	1 Hour Equals 1 Credit	20 Credits	Certificate of completion.
(ee)	Development of instructional materials using alternative media such as: video, audio and/or software programs to advance professional skills of others (not for proprietary use).	5 Credits	12 Credits	Program description and media/software materials available if requested during validation process.

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	<p>(12) Documentation of compliance.</p> <p>(a) Each licensee must retain documentation of completion of all continued competence requirements of this rule for a period of five (5) years from when the requirements were completed. This documentation must be produced for inspection and verification, if requested in writing by the Board during its verification process.</p> <p>(b) The licensee must, within forty-five (45) days of receipt of a request from the Board, provide evidence of continued competence activities.</p> <p>(c) Any licensee who fails to complete the continued competence activities or who falsely certifies completion of continued competence activities may be subject to disciplinary action pursuant to T.C.A. §§ 63-13-108, 63-13-209, and 63-13-210.</p> <p>(13) Reinstatement/Reactivation of an Expired, Retired or Inactive License.</p> <p>(a) Expired, retired, or inactive for three (3) years or less - An individual whose license has expired, or has been retired or inactive for three (3) years or less shall submit the appropriate application and documentation of continued competence, as provided in paragraph (12), for the two (2) year period that precedes the reinstatement/reactivation year.</p> <p>(b) Expired, retired or inactive more than three (3) years</p> <ol style="list-style-type: none"> 1. An individual whose license has expired, or has been retired or inactive for more than three (3) years shall submit the appropriate application and documentation of continued competence, as provided in paragraph (12), for the two (2) year period that precedes the reinstatement/reactivation year; and 2. The Board may, at its discretion, require additional education, supervised clinical practice, or successful passage of examinations. <p>(14) The Board, in cases of documented illness, disability, or other undue hardship, may waive the continued competence requirements and/or extend the deadline to complete continued competence requirements. To be considered for a waiver of continued competence requirements or for an extension of the deadline to complete the continued competence requirements, a licensee must request such in writing with supporting documentation before the end of the two (2) year period in which the continued competence requirements were not met.</p>
<p>Texas</p>	<p>Statute: Texas Statutes, Sec. 454.254. MANDATORY CONTINUING EDUCATION</p> <p>(a) The board by rule shall:</p> <ol style="list-style-type: none"> (1) assess the continuing education needs of license holders; (2) establish a minimum number of hours of continuing education required to renew a license; and (3) develop a process to evaluate and approve continuing education courses. <p>(b) The board may require license holders to attend continuing education courses specified by the board. The board shall adopt a procedure to assess a license holder's participation in continuing education programs.</p> <p>(c) The board shall identify the key factors for the competent performance by a license holder of the license holder's professional duties.</p> <p>(d) In adopting rules under Subsection (a)(3), the board may authorize license holder peer organizations in this state to evaluate and approve continuing education courses in accordance with the board's evaluation and approval process.</p> <p>(e) The board by rule shall establish a process for selecting a license holder peer organization in this state to evaluate and approve continuing education courses under Subsection (d). The selection process must include a request for proposal and bidding process. If the board authorizes a peer organization to evaluate and approve continuing education courses</p>

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under Subsection (d), the board shall request bids and proposals from that organization and other organizations at least once every four years.

Regulation: Texas Administrative Code Title 40, Part 12, Chapter 367

§367.1 Continuing Education

(a) The Act mandates licensee participation in a continuing education program for license renewal. All activities taken to complete this requirement must meet the definition of continuing education as outlined in this section. The licensee is solely responsible for keeping accurate documentation of all continuing education activities and for selecting continuing education as per the requirements in this chapter.

(1) Definition of Continuing Education; also known as CE. Continuing Education - Professional development activities that meet the requirements in this chapter and directly concern one or more of the following:

- (A) occupational therapy practice as defined in §362.1 of this title (relating to Definitions),
- (B) health conditions treated by occupational therapy,
- (C) ethical or regulatory matters in occupational therapy, or
- (D) occupational therapy documentation or reimbursement for occupational therapy services.

(2) Unacceptable Activities. Unacceptable professional development activities not eligible for continuing education include but are not limited to:

- (A) Any non-instructional time frames such as breaks, meals, introductions, and pre/post testing.
- (B) Business meetings.
- (C) Exhibit hall attendance.
- (D) Reading journals.
- (E) Courses that provide information about the work setting's philosophy, policies, or procedures or designed to educate employees about a specific work setting.
- (F) Courses in topics concerning professionalism or customer service.
- (G) Courses such as: social work; defensive driving; water safety; team building; GRE; GMAT; MCAT preparation; general foreign languages; disposal of hazardous waste; patient privacy; CPR; First Aid; HIPAA; and FERPA.

(b) Required Continuing Education Hours.

(1) Unless otherwise specified in this chapter, 1 hour of continuing education is equal to 1 contact hour.

(2) All licensees must complete a minimum of 24 contact hours every two years during the period of time the license is current in order to renew the license. Licensees must provide proof of completion of contact hours at the Board's request.

(3) Training on Human Trafficking. As part of the minimum hours of required continuing education for each renewal, licensees must complete a training course on human trafficking that is approved by the Health and Human Services Commission. Documentation of completion of a training course is a certificate of completion or letter of verification indicating credit awarded.

(A) Pre-Approved Credit and Additional Credit. The completion of one training course per renewal period to meet the training requirement is pre-approved for continuing education credit up to a maximum of 2 contact

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hours. Additional continuing education credit may be earned for a training course exceeding 2 hours if the additional hours meet the requirements of this chapter.

(B) Repeated Course. A specific training course completed during one renewal period to meet the training requirement may be completed again during the next renewal period to meet the training requirement for that next renewal. Up to a maximum of 2 contact hours from the repeated course are exempt from subsection (c) of this section and may be applied toward license renewal.

(4) Licensees who submit their renewal with all required items prior to the month when their license expires may count CE completed during their license's expiration month for their next renewal period.

(c) Each continuing education activity may be counted only one time in two renewal cycles.

(d) Activities approved or offered by the American Occupational Therapy Association or the Texas Occupational Therapy Association are pre-approved for CE credit for license renewal. The Board will review its approval process and continuation thereof for educational activities at least every five years.

(e) Program providers are prohibited from self-promotion of programs, products, and/or services during the presentation of the program.

§367.2 Categories of Education.

Continuing education activities completed by the licensee for license renewal shall be acceptable if falling under one or more of the following categories and meeting further requirements in this chapter.

(1) Formal academic courses from an occupational therapy program.

(A) Completion of course work at or through an accredited college or university shall be counted as follows: 3 contact hours for each credit hour of a course with a grade of A, B, C, and/or P (Pass). Thus a 3 credit course counts for 9 contact hours, no maximum. Documentation shall include a transcript from the accredited college or university.

(B) Creation of a new course or courses at or through an accredited college or university may be counted for 10 contact hours maximum. Documentation shall be a letter from the Program Director.

(2) In-service educational programs, training programs, institutes, seminars, workshops, facility based courses, internet-based courses, conferences, and home-study courses with specified learning objectives. Hour for hour credit on program content only, no maximum. Documentation shall include a certificate of completion or letter of verification.

(3) Development of publications, media materials, or grant/research activities. Documentation shall include a copy of the actual publication or media material(s) or a letter of verification documenting acceptance for publication or distribution, or title page and receipt of grant or research proposal.

(A) Published scholarly work in a peer-review journal.

(i) Primary or second author, 15 contact hours maximum.

(ii) Other author, consultant, reviewer, or editor, 5 contact hours maximum.

(B) Grant or research proposals accepted for consideration.

(i) Principal investigator or co-principal investigator, 10 contact hours maximum.

(ii) Consultant or reviewer, 4 contact hours maximum.

(C) Published book.

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	<ul style="list-style-type: none">(i) Primary author or book editor, 15 contact hours maximum.(ii) Second or other author, 7 contact hours maximum.(iii) Consultant or reviewer, 5 contact hours maximum. <p>(D) Published book chapter or monograph.</p> <ul style="list-style-type: none">(i) Primary author, 7 contact hours maximum.(ii) Second or other author, consultant, reviewer, or editor, 2 contact hours maximum. <p>(E) Author, consultant, reviewer, or editor of other practice related publications such as newsletters, blogs, and trade magazines, 2 contact hours maximum.</p> <p>(F) Developer of practice-related or instructional materials using alternative media such as video, audio, or software programs or applications to advance the professional skills of others (not for proprietary use), 15 contact hours maximum.</p> <p>(4) Presentations by licensee. Documentation shall include verification of presentation noting the date, title, and number of contact hours of the presentation, presenter(s), and type of presentation (i.e., 2 hour poster, 3 hour workshop). Any presentation may be counted only once.</p> <ul style="list-style-type: none">(A) Professional presentation, e.g. in-services, workshops, institutes. Hour for hour credit. 10 contact hours maximum.(B) Community/Service organization presentation. Hour for hour credit. 10 contact hours maximum. <p>(5) Supervision of students completing an accredited educational program or re-entry course.</p> <ul style="list-style-type: none">(A) A licensee may earn a maximum of 10 contact hours for student supervision per renewal period.(B) Fieldwork Supervision.<ul style="list-style-type: none">(i) Fieldwork Level 1: A licensee may earn .025 contact hours for each hour of supervision provided to a student.(ii) Fieldwork Level 2:<ul style="list-style-type: none">(I) A licensee may earn 6 contact hours for 8 weeks of supervision provided to a student.(II) A licensee may earn 9 contact hours for 12 weeks of supervision provided to a student.(III) Licensees may divide fieldwork supervision hours based on the supervision provided.(iii) Documentation shall include verification provided by the school to the fieldwork educator(s) with the name of the student, level of fieldwork, school, and dates or hours of fieldwork or the signature page of the completed evaluation form. Evaluation scores and comments should be deleted or blocked out.(C) Student Project Supervision.<ul style="list-style-type: none">(i) A licensee may earn .025 contact hours for each hour of supervision provided to a student completing a supervised project for the accredited educational program.(ii) Documentation shall include the following:<ul style="list-style-type: none">(I) verification provided by the school to the supervisor with the name of the student, school and academic program, and dates of the semester for which the project was completed; and(II) an attestation signed by the licensee and the student or school attesting to the dates and hours of supervision and the activities completed.
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	<p>(D) Supervision of a Re-Entry Student.</p> <ul style="list-style-type: none">(i) A licensee may earn CE for the supervision of a student completing a re-entry course through an accredited college or university.(ii) A licensee may earn 3 contact hours for 4 weeks of supervision.(iii) A licensee may earn 6 contact hours for 8 weeks of supervision.(iv) Licensees may divide fieldwork supervision hours based on the supervision provided.(v) Documentation shall include verification provided by the school to the supervisor(s) with the name of the student, school and re-entry program, and dates of the supervision rotation or the signature page of the completed evaluation form. Evaluation scores and comments should be deleted or blocked out. <p>(6) Mentorship.</p> <ul style="list-style-type: none">(A) Participation as a mentor or mentee for the purpose of the development of occupational therapy skills by a mentee under the guidance of a mentor skilled in a particular occupational therapy area. Both the mentor and mentee must hold a regular OT or OTA license in a state or territory of the U.S.(B) Documentation shall include a signed mentorship agreement between a mentor and mentee that outlines specific goals and objectives and designates the plan of activities that are to be met by the mentee; the names of both mentor and mentee and their license numbers and issuing states; an activity log that corresponds to the mentorship agreement and lists dates and hours spent on each objective-based activity; a final evaluation of the outcomes of the mentorship agreement completed by the mentor; and a final evaluation of the outcomes of the mentorship agreement completed by the mentee.(C) Participation as a Mentee: A licensee may earn one contact hour for each 3 hours spent in activities as a mentee directly related to the achievement of goals and objectives up to a maximum of 15 contact hours.(D) Participation as Mentor: A licensee may earn one contact hour for each 5 hours spent in activities as a mentor up to a maximum of 10 contact hours. <p>(7) Participation in volunteer activities related to occupational therapy including service on a committee, board, or commission of a state occupational therapy association, AOTA, or NBCOT for the purpose of tangible outcomes such as official documents, publications, and official reports. Documentation shall include a copy of the actual publication or official document/report that reflects the licensee's name. Maximum of 10 contact hours.</p> <p>(8) NBCOT Navigator® Activities. Licensees may earn CE for the completion of NBCOT Navigator activities. For such activities, 1 NBCOT CAU is the equivalent of 1 contact hour, no maximum. Documentation is a certificate of completion or letter of verification. Self-reflections and self-assessments, reading list and research portal activities, professional development plans, or similar activities are not eligible for CE credit.</p> <p>(9) AOTA Benchmark. Licensees may earn CE for the completion of the AOTA Benchmark. Documentation is a certificate of completion or letter of verification indicating credit awarded. No maximum.</p> <p>(10) Any deviation from the continuing education categories will be reviewed on a case by case basis by the Coordinator of Occupational Therapy or by the Continuing Education Committee. A request for special consideration must be submitted in writing a minimum of 60, though no more than 270, days prior to expiration of the license.</p>
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	<p>§367.3 Continuing Education Audit.</p> <p>(a) The Board shall select for audit a random sample of licensees. The audit will cover a period for which the licensee has already completed the continuing education requirement.</p> <p>(b) Licensees randomly selected for the audit must provide to TBOTE appropriate documentation within 30 days of notification.</p> <p>(c) The licensee is solely responsible for keeping accurate documentation of all continuing education requirements. Continuing education documentation must be maintained for two years from the date of the last renewal for auditing purposes.</p> <p>(d) Continuing education documentation includes, but is not limited to: an official transcript, AOTA self-study completion certificates, copies of official sign-in or attendance sheets, course certificates of attendance, certificates of completion, and letters of verification.</p> <p>(e) Documentation must identify the licensee by name, and must include the date and title of the course, the name and signature of the authorized signer, and the number of hours or contact hours awarded for the course. When continuing education units (CEUs), professional development units (PDUs), or other units or credits are listed on the documentation, such must be accompanied by documentation from the continuing education provider noting the equivalence of the units or credits in terms of contact hours.</p> <p>(f) Knowingly providing false information or failure to respond during the audit process or the renewal process is grounds for disciplinary action.</p> <p>§367.4 Process for Selecting a Peer Organization to Evaluate and Approve Continuing Education Courses</p> <p>If the Board chooses to authorize a license holder peer organization in Texas to evaluate and approve continuing education courses:</p> <p>(1) The Board will conduct a request for proposals and bid process to select an organization, and</p> <p>(2) The Board will request bids and proposals at least once every four years.</p>
<p>Utah</p>	<p>Statute: Utah Code Title 58, Chapter 1, Part 3 (Division of Occupational and Professional Licensing law)</p> <p>58-1-308 Term of license—Expiration of license—Renewal of license—Reinstatement of license—Application procedures</p> <p>(3) (a) The division shall notify each licensee in accordance with procedures established by rule that the licensee's license is due for renewal and that unless an application for renewal is received by the division by the expiration date shown on the license, together with the appropriate renewal fee and documentation showing completion of or compliance with renewal qualifications, the license will not be renewed.</p> <p>(b) Examples of renewal qualifications which by statute or rule the division may require the licensee to document completion of or compliance with include:</p> <p>(i) continuing education;</p> <p>(ii) continuing competency;</p> <p>(iii) quality assurance;</p> <p>(iv) utilization plan and protocol;</p> <p>(v) financial responsibility;</p> <p>(vi) certification renewal; and</p>

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	<p align="center">(vii) calibration of equipment.</p> <p>Statute: Utah Code 58-42a-303.5, Continuing education (Occupational Therapy Practice Act) (1) As a condition for renewal of a license under this chapter, a licensee shall complete 24 hours of qualified continuing professional education, in accordance with standards defined by division rule in collaboration with the board, during each two-year licensure cycle. (2) If a renewal cycle is extended or shortened under Subsection (1), the continuing education hours required for license renewal under this section shall be increased or decreased proportionally. Utah Code Page 5 Enacted by Chapter 432, 2015 General Session</p> <p>Rule: Utah Administrative Code R156-42a-304 (1) Continuing education required by Subsection 58-42a-302.5(1) shall consist of 24 hours of qualified continuing professional education in each preceding two-year period of licensure or prior to reinstatement of licensure. Each hour of continuing professional education may include a 10-minute break. (2) If a renewal period is shortened or extended to effect a change of renewal cycle, the continuing professional education hours required for that renewal period shall be increased or decreased accordingly as a pro rata amount of the requirements of a two-year period. (3) The required number of contact hours of continuing professional education for an individual who first becomes licensed during the two-year renewal cycle shall be decreased by a pro-rata amount. (4) The standards for qualified continuing professional education include: (a) an identifiable clear statement of purposed and defined objective for the educational program directly related to the practice of occupational therapy; (b) relevance to the licensee's professional practice; (c) presentation in a competent, well organized, and sequential manner consistent with the stated purpose and objective of the continuing education; (d) preparation and presentation by individuals who are qualified by education, training, and experience; (e) completion of a minimum of two hours related to legal and ethical principles of practice; and (f) verification from the continuing education provider to licensee of the completed continuing education. (5) Supervision of one Level II occupational therapy student may account for two hours of continuing education, up to a maximum of eight hours of continuing education during each renewal cycle. (6) Records of qualified continuing education completion shall be maintained by the licensee and reported to the Division when requested.</p>
Vermont	<p>Statute: Vermont Statutes Title 26, Chapter 071, §3359 Renewals (a) Licenses shall be renewed every two years upon payment of the required fee, provided the person applying for renewal completes at least 20 hours of continuing competence requirements, approved by the director, during the preceding two-year period. The director, with the advice of the advisor appointees, shall establish, by rule, guidelines and criteria for continuing competence credit. The director may waive the continuing competence requirement for the initial licensure period.</p>

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- (b) Biennially, the director shall forward a renewal form to each licensee. Upon receipt of the completed form and the renewal fee, the director shall issue a new license.
- (c) Any application for renewal of a license which has expired shall be accompanied by the renewal fee and late fee. A person shall not be required to pay renewal fees for years during which the license was lapsed.
- (d) The director may, after notice and opportunity for reinstatement hearing, revoke a person's right to renew licensure if the license has lapsed for five or more years.

Statute: Vermont Statutes Title 3, Chapter 005, §136 Uniform continuing education evaluation

If continuing education is required by law or rule, the Office shall apply uniform standards and processes that apply to all professions regulated by the Office for the assessment and approval or rejection of continuing education offerings, informed by profession-specific policies developed in consultation with relevant boards and advisor appointees.

Regulation: Vermont Administrative Code 04-030-190, Part 3

3.2 CONTINUING COMPETENCE REQUIREMENTS

- (a) "Continuing competence" means the direct involvement of an occupational therapist or occupational therapy assistant as a participant in activities promoting continuing competency in occupational therapy theory and practice. A total of 20 hours of continuing competence shall be earned in a two year renewal period. An occupational therapist or occupational therapy assistant who is renewing his or her license for the first time after initial licensure is subject to a 10 hour continuing competence requirement per full year of licensure. If the license has been held for one year or less, no continuing competence is required. If held more than one year but less than two years, ten hours is required.
- (b) Scope of qualified activities for maintaining continuing competence:
- 1) To be accepted by the Director, activities must be related to a licensee's current or anticipated roles and responsibilities in occupational therapy and must directly or indirectly serve to protect the public by enhancing the licensee's continuing competence.
 - 2) Subject matter for qualified activities include research; theoretical or practical content related to the practice of occupational therapy; or the development, administration, supervision, and teaching of clinical practice or service delivery programs by occupational therapists or occupational therapy assistants.
- (c) Qualified activities for maintaining continuing competence include:
- 1) Continuing education courses, which include attendance and participation as required at a live presentation such as a workshop, seminar, conference, or in-service educational program. May also include participation in other continuing education activities that require a formal assessment of learning. Examples include electronic or web-based courses, AOTA self-paced clinical courses or other formalized self-study courses, AOTA continuing education articles and other substantially similar activities.
 - 2) Academic coursework, which includes participation in on-site or distance learning academic courses from a university college, or vocational technical adult education course related to the practice of occupational therapy.
 - 3) Independent study, which includes reading books, journals, articles, reviewing videos and other substantially similar activities.
 - 4) Mentorship, which includes participation as a mentor or mentee in a formalized mentorship agreement as defined by a signed contract between the mentor and the mentee that outlines specific goals and objectives and

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designates the plan of activities that are to be met by the mentee and designates the responsibilities of the mentor. This activity may qualify for credit for one renewal cycle only.

5) Fieldwork supervision, which includes participation as the primary clinical fieldwork educator for Level II OT or OTA fieldwork students

6) Professional writing, which includes publication of a peer-reviewed or non peer-reviewed book, chapter or article.

7) Presentation and instruction, which includes first time or significantly revised presentation of an academic course or peer-reviewed or non peer-reviewed workshop, seminar, in-service, electronic or web-based course or other substantially similar activity.

8) Research, which includes development or participation in a research project as a primary or assistant investigator in the research project.

9) Grants, which include development of a grant proposal.

10) Professional meetings and activities, which include participation in board or committee work with agencies or organizations in professionally related areas to promote and enhance the practice of occupational therapy.

(d) See Appendix A of these rules for guidelines for professional development. This document outlines in further detail acceptable professional development activities, maximum hourly amounts and the documentation required for each activity.

3.3 CONTINUING COMPETENCE REPORTING AND PROGRAM APPROVAL FOR INDIVIDUALS

(a) At renewal time the Office will provide a form upon which all continuing competency activities must be reported. The form must be submitted with the biennial renewal form.

(b) Requests for extension because of unforeseen circumstances may be granted. Under extenuating circumstances, the Director may waive all or part of the continuing competence activity requirements if the applicant provides a written request for a waiver and provides evidence of an illness, injury, financial hardship, family hardship, or other extenuating circumstance which precluded the applicant's completion of continuing competence requirements.

(c) If the continuing competence submitted for credits is deemed by the Director not to be directly pertinent to the profession of occupational therapy, the applicant will be allowed four months to earn and submit replacement hours. Replacement hours can only be considered for one renewal period. If the applicant feels the continuing competence credit has been denied inappropriately, the applicant may appeal in writing to the Director within 30 days of the date of receiving notice from the Director.

(d) Licensees shall maintain the required proof of completion for each continuing competence activity as specified in these rules. The required documentation shall be maintained for a minimum of two years following the last day of the renewal period for which the continuing competency activities were earned. Licensees should not send their continuing competency activity documentation to the Office unless audited or otherwise requested to do so.

(e) The Office may perform a random audit of licensees' continuing competency activity requirements. A licensee who fails to comply with continuing competency activity requirements is subject to disciplinary action.

3.4 CONTINUING COMPETENCE PROGRAM APPROVAL FOR SPONSORS

(a) Provided that the activities are consistent with the provisions of these rules, the Director shall grant pre-approval to activities:

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	<ol style="list-style-type: none">1) sponsored or approved by the Vermont Occupational Therapy Association;2) sponsored or approved by the American Occupational Therapy Association;3) sponsored by AOTA approved providers. <p>(b) A provider who wishes to obtain approval of activities for maintaining continuing competence shall submit to the Office, at least 90 days in advance of the program, all required information, including:</p> <ol style="list-style-type: none">1) Course description;2) Learning outcomes;3) Target audience;4) Content focus;5) Detailed agenda for the activity;6) Amount of credit offered;7) Qualifications of the presenter(s);8) Sample documentation for demonstrating satisfactory completion by course participants such as a certificate of completion. <p>(c) Upon review of the completed application, the office shall notify the provider as to whether or not the program has been approved and, if approved, the number of continuing competence hours to be awarded.</p> <p>(d) A provider of continuing competence activity shall furnish documentation for demonstrating satisfactory completion to all participants, specifying the following information:</p> <ol style="list-style-type: none">1) Name of participant;2) Name of provider;3) Dates of the activity and completion;4) Title and location of activity;5) Number of points awarded by the Office; and6) Signature of the provider or representative. <p>(e) A licensee may obtain office approval of continuing competence credits for activities not already approved. Activities must be consistent with Rule 3.2, above. In order to obtain approval, the licensee shall submit the following materials:</p> <ol style="list-style-type: none">1) Course description;2) Learning outcomes;3) Target audience;4) Content focus;5) Detailed agenda for the activity;6) Qualifications of the presenter(s);7) Sample documentation for demonstrating satisfactory completion by course participants such as a certificate of completion. <p>(f) Upon review of the completed application, the Office shall notify the licensee as to whether or not the activity has been approved and, if approved, the number of continuing competence hours to be awarded.</p>
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OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

APPENDIX A		
Guidelines for Continuing Competency		
<p>A minimum of fifty percent (50%) of your continuing competency hours of the required 20 hours must be directly related to the delivery of occupational therapy services. The remaining continuing competency hours may be obtained for activities or programs that support your current professional role.</p>		
Continuing Competency Activities	Maximum per 2 year cycle	Audit documentation
Attending workshops, seminars, lectures, professional conference offered by AOTA approved provider or equivalent recognition from another association or organization	20 hours	CEU, contact hours, certificates of attendance, letter from sponsor
Attending workshops, seminars, lectures, professional conference other provider approved by the State	20 hours	CEU, contact hours, certificates of attendance, letter from sponsor
Attending employer-provided continuing competency	5 hours	Attendance records, certificates
Attending continuing competency programs offered by colleges and universities	20 hours	Attendance records, certificates
Making professional presentations at state or national workshops, seminars, and conferences	4 hours = 4 hours presentation time	Copy of presentation, or program listing
Publication of article in non-peer-reviewed publication (e.g. OT Practice, SIS Quarterly, Advance, etc.)	2 hours = 1 article	Copy of publication
Publication of article in peer-reviewed professional publication (e.g journals, book chapter, research paper)	10 hours =1 chapter	Copy of text, letter from editor
Mentoring a colleague to improve skills of the protégé (mentor)	5 hours	Goals and objectives, analysis of mentee performance
Reflective occupational therapy practice in collaboration with an advanced colleague to improve one's skill level (mentee)	5 hours	Mentor verification of skills obtained. Evaluation of Mentor and experience analysis of learning
Guest lecturer, teaching OT-related academic course per semester (must not be one's primary role)	2 hours	Syllabus of course, course outline. Verification letter from Dept. Chair

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	Providing professional in-service training and/or instruction for occupational therapists, occupational therapy assistants, and related professionals	2 hours	Attendance records, goals and objectives of in-service training. Verification letter from supervisor
	Volunteer services to organizations, populations, individuals, that advance the reliance on the use of one’s OT skills and experiences	10 hours	Verification letter from organization. Report describing outcomes of volunteer service provided.
	Level II fieldwork direct supervision OT or OTA	10 hours	Documentation required, name of student(s), letter of verification from school, dates of fieldwork
	Formal academic coursework	20 hours 1 credit = 15 hours	Official transcript from accredited college
	Professional study group. Minimum of 3 participants	5 hours	Group attendance records; study group goals; analysis of goal attainment and learning
	Extensive scholarly research activities, or extensive outcome studies	20 hours	Grant funding number, abstract/executive summary and/or copies of the completed research/studies
	Independent learning/study, such as CE articles, peer-reviewed, role-related professional articles video, audio, and/or online courses	10 hours	CEUs, contact hours. Annotated bibliography and analysis of how articles impacted improving skills in one’s role
	External self-study series	20 hours	Certificate of completion
Virginia	<p><u>Statute:</u> Code of Virginia § 54.1-2956.4, Advisory Board of Occupational Therapy; powers.</p> <p>The Advisory Board shall, under the authority of the Board:</p> <ol style="list-style-type: none"> 1. Recommend to the Board, for its promulgation into regulation, the criteria for licensure as an occupational therapist or an occupational therapy assistant and the standards of professional conduct for holders of licenses. 2. Assess the qualifications of applicants for licensure and recommend licensure when applicants meet the required criteria. The recommendations of the Advisory Board on licensure of applicants shall be presented to the Board, which shall then issue or deny licenses. Any applicant who is aggrieved by a denial of recommendation on licensure of the Advisory Board may appeal to the Board. 3. Receive investigative reports of professional misconduct and unlawful acts and recommend sanctions when appropriate. Any recommendation of sanctions shall be presented to the Board, which may then impose sanctions or take such other action as may be warranted by law. 4. Assist in such other matters dealing with occupational therapy as the Board may in its discretion direct. 		

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

	<p>Regulation: 18 VAC 85-80-71, Continued competency requirements for renewal of an active license.</p> <p>A. In order to renew an active license biennially, a practitioner shall complete the Continued Competency Activity and Assessment Form that is provided by the board and that shall indicate completion of at least 20 contact hours of continuing learning activities as follows:</p> <ol style="list-style-type: none"> 1. A minimum of 10 of the 20 hours shall be in Type 1 activities offered by a sponsor or organization recognized by the profession and may include in-service training, self-study courses, continuing education courses, specialty certification or professional workshops. 2. No more than 10 of the 20 hours may be Type 2 activities, which may include consultation with another therapist, independent reading or research, preparation for a presentation or other such experiences that promote continued learning. <p>B. A practitioner shall be exempt from the continuing competency requirements for the first biennial renewal following the date of initial licensure in Virginia.</p> <p>C. The practitioner shall retain in his records the completed form with all supporting documentation for a period of six years following the renewal of an active license.</p> <p>D. The board shall periodically conduct a random audit of at least one to two percent of its active licensees to determine compliance. The practitioners selected for the audit shall provide the completed Continued Competency Activity and Assessment Form and all supporting documentation within 30 days of receiving notification of the audit.</p> <p>E. Failure to comply with these requirements may subject the licensee to disciplinary action by the board.</p> <p>F. The board may grant an extension of the deadline for continuing competency requirements for up to one year for good cause shown upon a written request from the licensee prior to the renewal date.</p> <p>G. The board may grant an exemption for all or part of the requirements for circumstances beyond the control of the licensee, such as temporary disability, mandatory military service, or officially declared disasters.</p>
<p>Washington</p>	<p>Statute: Revised Code of Washington §18.59.090, Renewal of licenses—Reinstatement of suspended or revoked licenses—Inactive status.</p> <p>(1) Licenses under this chapter shall be renewed at the time and in the manner determined by the secretary and with the payment of a renewal fee. The board shall establish requirements for license renewal which provide evidence of continued competency. The secretary may provide for the late renewal of a license upon the payment of a late fee in accordance with its rules which may include additional continuing education or examination requirements.</p> <p>(2) A suspended license is subject to expiration and may be renewed as provided in this section, but the renewal does not entitle the licensee, while the license remains suspended and until it is reinstated, to engage in the licensed activity, or in any other conduct or activity in violation of the order or judgment by which the license was suspended. If a license revoked on disciplinary grounds is reinstated, the licensee, as a condition of reinstatement, shall pay the renewal fee and any applicable late fee.</p> <p>(3) Any occupational therapist or occupational therapy assistant licensed under this chapter not practicing occupational therapy or providing services may place his or her license in an inactive status. The secretary may prescribe requirements for maintaining an inactive status and converting from an inactive or active status.</p>

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

Statute: Revised Code of Washington § 18.120.050, Continuing education requirements—Legislative proposals—Evidence of effectiveness.

Requirements for licensees to engage in continuing education as a condition of continued licensure has not been proven to be an effective method of guaranteeing or improving the competence of licensees or the quality of care received by the consumer. The legislature has serious reservations concerning the appropriateness of mandated continuing education. Any legislative proposal which contains a continuing education requirement should be accompanied by evidence that such a requirement has been proven effective for the profession addressed in the legislation.

Statute: Revised Code of Washington § 43.70.280, Procedure for issuance, renewal, or reissuance of credentials—Extension or modification of licensing, certification, or registration period authorized.

(1) The secretary, in consultation with health profession boards and commissions, shall establish by rule the administrative procedures, administrative requirements, and fees for initial issue, renewal, and reissue of a credential for professions under RCW 18.130.040, including procedures and requirements for late renewals and uniform application of late renewal penalties. Failure to renew invalidates the credential and all privileges granted by the credential. Administrative procedures and administrative requirements do not include establishing, monitoring, and enforcing qualifications for licensure, scope or standards of practice, continuing competency mechanisms, and discipline when such authority is authorized in statute to a health profession board or commission. For the purposes of this section, “in consultation with” means providing an opportunity for meaningful participation in development of rules consistent with processes set forth in RCW 34.05.310.

Purpose: WAC 246-847-010 (amended), WAC 246-847-065 (amended) and WAC 246-847-066 (new). The rules implement ESHB 2366 (Chapter 181, Laws of 2012) and SHB 1376 (Chapter 78, Laws of 2013), both codified as RCW 43.70.442. The rules create new continuing education requirements for occupational therapists and occupational therapy assistants in suicide assessment, including screening and referral.

Regulation: Washington Administrative Code Title 246, Chapter 847 246-847-065 Continued competency.

Licensed occupational therapists and licensed occupational therapy assistants must complete thirty hours of continued competency every two years in the form of continuing education and professional development. The licensee must submit documentation upon request as required by chapter 246-12 WAC.

(1) Beginning January 1, 2014, as part of their continued competency, occupational therapists and occupational therapy assistants are required to obtain at least three hours of training every six years in suicide assessment as specified in WAC 246-847-066. The licensee must keep documentation for six years.

(a) Except as provided in (b) of this subsection, an occupational therapist or occupational therapy assistant must complete the first training required by this section during the first full continued competency reporting period after January 1, 2014, or the first full continued competency reporting period after initial licensure, whichever occurs later.

(b) An occupational therapist or occupational therapy assistant applying for initial licensure on or after January 1, 2014, may delay completion of the first training required by this section for six years after initial licensure if:

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	<p>(i) He or she can demonstrate successful completion of a three-hour training program in suicide assessment that was completed no more than six years prior to the application for initial licensure; and</p> <p>(ii) The training meets the qualifications listed in WAC 246-847-066.</p> <p>(2) The thirty hours of continuing education and professional development must be obtained through two or more of the activities listed in this subsection. A minimum of twenty hours must directly relate to the practice of occupational therapy as defined in RCW 18.59.020 and WAC 246-847-010. Any remaining hours may be in professional development activities that enhance the practice of the licensed occupational therapist or licensed occupational therapy assistant. Documentation for all activities must include licensee's name, date of activity, and number of hours. Additional specific documentation is defined below:</p> <p>(a) Continuing education course work. The required documentation for this activity is a certificate or documentation of attendance.</p> <p>(b) Employer sponsored in-service training or professional study groups. The required documentation for this activity is a certificate or documentation of attendance. A maximum of fifteen hours is allowed per reporting period for this category.</p> <p>(c) Attendance at a professional conference or workshop presented by a professional organization. The required documentation for this activity is a certificate or documentation of attendance.</p> <p>(d) Course work offered by an accredited college or university, provided that the course work is taken after the licensee has obtained a degree in occupational therapy, and the course work provides skills and knowledge beyond entry-level skills or knowledge. The required documentation for this activity is a transcript. One course credit is equal to five hours. A maximum of fifteen hours is allowed per reporting period for this category.</p> <p>(e) Interactive online courses and webinars. The required documentation for this activity is a certificate or documentation of completion.</p> <p>(f) Presentation to professionals, including poster presentations. One hour of preparation time may be counted per hour of presentation time. The required documentation for this activity is a copy of the presentation or program listing. Any particular presentation may be reported only once per reporting period. A maximum of ten hours is allowed per reporting period for this category.</p> <p>(g) Guest lecturing on an occupational therapy-related topic in an academic setting. The occupational therapist or occupational therapy assistant must not be primarily employed in academia to submit credit for this activity. The required documentation for this activity is a letter or other documentation from the course instructor. A maximum of ten hours is allowed per reporting period for this category. One hour of preparation time may be counted per hour of lecture time.</p> <p>(h) Authoring a publication. The required documentation for this activity is a copy of the publication. For a peer reviewed journal article or chapter in a textbook a maximum of ten hours is allowed per reporting period for this category. For nonpeer reviewed professional publication a maximum of five hours is allowed per reporting period for this category.</p> <p>(i) Development of instructional materials incorporating alternative media such as: Video, audio and/or software programs to advance professional skills of others. The required documentation for this activity is</p>
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	<p>a program description. The media/software materials must be available if requested during audit process. A maximum of ten hours is allowed per reporting period for this category.</p> <p>(j) Professional manuscript review. The required documentation for this activity is a letter from the publishing organization verifying review of manuscript. One hour of continuing education may be counted per hour of review time. A maximum of ten hours is allowed per reporting period for this category.</p> <p>(k) Service on a professional board, committee, disciplinary panel, or association. The required documentation for this activity is a letter or other documentation from the organization. A maximum of ten hours is allowed per reporting period for this category.</p> <p>(l) Self-study of peer reviewed, role-related professional journal articles, textbooks or chapters, or professionally developed multimedia and digital media educational materials. The required documentation for this activity is a typed, one-page synopsis of each item written by the licensee or a certificate from OT practice continuing education article. A maximum of ten hours is allowed per reporting period for this category. Time spent writing synopsis is not reportable.</p> <p>(m) Direct supervision of an occupational therapy student or occupational therapy assistant student. The required documentation for this activity is a name of student(s), letter of verification from school, and dates of fieldwork. Forty hours of supervision per student is equal to one hour of continued competency. A maximum of twelve hours per supervisor is allowed per reporting period for this category.</p> <p>(n) Mentoring. Mentoring in this section means a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or knowledgeable person for the informal transmission of knowledge and support relevant to professional development. The required documentation for this activity is a written report of goals, objectives and analysis of mentee performance signed by both mentor and mentee. Mentoring credits do not count towards the requirement of twenty hours directly related to the practice of occupational therapy. A maximum of five hours is allowed per reporting period for this category.</p> <p>(o) Attending a Washington occupational therapy practice board meeting. A maximum of two credits per reporting period is allowed.</p> <p>246-847-066 Suicide assessment training standards.</p> <p>(1) A qualifying training in suicide assessment must:</p> <ul style="list-style-type: none">(a) Be an empirically supported training in suicide assessment that includes risk assessment, screening, and referral;(b) Be provided by a single provider and must be at least three hours in length which may be provided in one or more sessions; and(c) <ul style="list-style-type: none">(i) Until July 1, 2017, meet any other requirements of RCW 43.70.442; and(ii) Beginning July 1, 2017, be taken from a provider listed on the department's suicide prevention training model list. <p>(2) The hours spent completing a training program in suicide assessment under this section count toward meeting any applicable continued competency requirements.</p> <p>(3) Nothing in this section is intended to expand or limit the occupational therapist or occupational therapy assistant scope</p>
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<p>West Virginia</p>	<p>of practice.</p> <p>Regulation: West Virginia Code of State Rules §13-4-2. Definitions. As used in this rule: 2.1. “AOTA” means the American Occupational Therapy Association. 2.2. “Audit” means the selection of licensees for verification of satisfactory completion of continuing education and competency requirements during a specified time period. 2.3. “Board” or “WVBOT” means the West Virginia Board of Occupational Therapy. 2.4. “Contact hour” means 1 hour spent in a continuing education activity that meets the requirements of the Board as outlined in this rule. It excludes refreshment breaks, receptions, other social gatherings, and meals that do not include an acceptable educational activity. 2.5. “Continuing education and competency” means those learning activities intended to build upon the educational and experiential basis of the occupational therapist or occupational therapy assistant for the enhancement of practice, education, administration, research, or theory development. 2.6. “Formal self-study” means a program of learning designed for the occupational therapist or occupational therapy assistant who completes the program at the individual’s pace, e.g., AOTA self study series, on-line courses, etc. 2.7. “Informal self-study” means a program of learning designed by the licensee to enhance knowledge and skill in a specific area. These activities may include, but are not limited to, reading professional journals, observing other therapists, and viewing videotape quality assurance or peer review studies.</p> <p>Regulation: West Virginia Code of State Rules §13-4-3. Continuing Education and Competency Requirements for Renewal of License. 3.1 When a licensee applies for the renewal of an active license, that licensee shall certify to the Board his or her involvement in continuing education and competency activities in occupational therapy theory and practice and provide documentation upon the Board’s request. 3.2. This section applies to all occupational therapists and occupational therapy assistants seeking to renew their licensure in West Virginia. 3.3. Unit Requirements. 3.3.a. Each licensee shall complete a minimum of 24 contact hours of continuing education and competency activities, as approved by this rule, during the 2 year period preceding the application for renewal. 3.3.b. A licensee may carry over up to 6 excess contact hours from one consecutive licensure period to another. 3.4. The Board shall exempt from the continuing education and competency requirements in subdivision 3.3.a. of this section, a licensee who qualifies for exceptions set forth in this subdivision. 3.4.a. A licensee who obtains a license for the first time in West Virginia during the first twelve months of any 24 month reporting period shall complete 12 contact hours in approved continuing education and competency activities, as set forth in this rule, before the end of the current reporting period. 3.4.b. A licensee who is serving on active duty with the military for more than 3 months, but less than 12 months of any 24 month reporting period shall complete 12 contact hours of approved continuing education and competency activities, as set forth in this rule, before the end of the current reporting period. A licensee who is serving on active duty with the military for more than 12 months of any 24 month reporting period is exempt from</p>
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	<p>the continuing education and competency requirements for the entire reporting period. A licensee who claims this exception shall retain evidence of active duty with the military and shall present this evidence to the Board upon request.</p> <p>3.5. Approval of Continuing Education and Competency Programs. It is the responsibility of the licensee to assure that the selected courses meet his or her individual needs to maintain knowledge of theory and practice in accordance with continuing education and competency options as outlined in subsection 3.8. of this rule.</p> <p>3.6. Documentation of Continuing Education and Competency Activities.</p> <p>3.6.a. At the time of licensure renewal, a licensee who has completed the continuing education and competency requirement shall sign the licensure renewal application attesting to completion of the required contact hours.</p> <p>3.6.b. Licensees shall obtain a certificate of completion from providers of continuing education specifying the following information:</p> <ul style="list-style-type: none">3.6.b.1. The dates of completion;3.6.b.2. The title and location of the course;3.6.b.3. The name of participant;3.6.b.4. The name of provider;3.6.b.5. The number of contact hours; and3.6.b.6. The signature of the provider. <p>3.6.c. A licensee shall retain continuing education and competency supporting documents for a period of 2 years after the date of renewal for inspection by the Board.</p> <p>3.6.d. The Board may take formal disciplinary action if a licensee submits any false statement regarding continuing education and competency.</p> <p>3.6.e. The Board may suspend or revoke the license of any licensee who fails to substantiate contact hours.</p> <p>3.7. Audit of licensees. The Board may select any licensee who holds a current license to audit for compliance with continuing education and competency requirements.</p> <p>3.7.a. The Board shall notify licensees being audited.</p> <p>3.7.b. To comply with the audit request from the Board, a licensee shall submit legible copies of certificates of completion of continuing education programs, transcripts of courses taken, or other documentation substantiating completion of the continuing education and competency activity with his or her license renewal application.</p> <p>3.7.c. If a licensee fails to submit the audit information requested by the Board or meet the requirements in subdivision 3.3.a. of this rule, the Board shall not renew a license before the audit is completed.</p> <p>3.7.d. A licensee who fails to notify the Board of a current mailing address is not absolved from the audit requirements. The Board shall not renew a license before the audit is completed.</p> <p>3.8. Approved Continuing Education and Competency Activities.</p> <p>3.8.a. Licensees may obtain continuing education and competency hours by their involvement in various types of programs and activities which are recognized by the Board as contributing to the development of professionals and updating competency in occupational therapy theory and practice.</p> <p>3.8.b. A licensee may accumulate the total required contact hours per renewal period through participation in the activities listed in this section. The Board suggests that licensees accumulate hours from a broad scope and variety of activities.</p>
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	<p>3.8.b.1. Workshops, Seminars, Conferences. 3.8.b.1.A. A licensee may earn 1 hour of continuing education credit per hour of attendance at a workshop, seminar, or conference.</p> <p>3.8.b.2. University, College, or Vocational Technical Adult Education Courses. 3.8.b.2.A. A licensee may obtain credit by successfully completing university, college, or vocational technical adult education courses related to the practice of occupational therapy. 3.8.b.2.B. A licensee may earn 3 hours of continuing competency credit per university, college, or vocational technical adult education credit hour earned.</p> <p>3.8.b.3. Educational Telecommunication Network Courses. 3.8.b.3.A. A licensee may obtain credit by providing an outline or abstract of content from the course sponsor. 3.8.b.3.B. A licensee may earn 1 hour of continuing competency credit per hour of education by telecommunication network courses.</p> <p>3.8.b.4. Videotaped Presentations of Educational Courses, Seminars, Workshops, and Conferences. 3.8.b.4.A. A licensee may obtain credit by providing an outline or abstract of content from the course sponsor. 3.8.b.4.B. A licensee may earn 1 hour of continuing competency credit per hour of education by videotaped presentations of educational courses, seminars, workshops, or conferences.</p> <p>3.8.b.5. In-service Training. 3.8.b.5.A. A licensee may obtain credit by providing an outline or abstract of content from the in-service sponsor. 3.8.b.5.B. A licensee may earn 1 hour of continuing competency credit per hour of education by in-service training.</p> <p>3.8.b.6. Presentations by licensees of Occupational Therapy Education Programs, Workshops, Seminars, In-service Trainings, Conferences, or Guest Lectures within appropriate curriculums. 3.8.b.6.A. A licensee may obtain credit by making presentations which relate to the practice of occupational therapy to health or education professionals or students, or both. 3.8.b.6.B. A licensee may earn 2 hours of continuing competency credit for each 1 hour presentation to allow for credit for preparatory work. For example, a 1 hour presentation would qualify for 2 hours of continuing competency credit. 3.8.b.6.C. A licensee may not obtain continuing competency credit for subsequent presentations of the same content. 3.8.b.6.D. A licensee may earn up to 6 continuing competency credits for the review of proposals for conferences, workshops, seminars, or educational programs at .5 contact hour for each proposal reviewed and accepted.</p> <p>3.8.b.7. Publications Published or Accepted for Publication. 3.8.b.7.A. A licensee may earn up to a maximum of 10 hours of continuing competency credit for authorship or editorship or co-authorship or co-editorship of a book relating to occupational therapy.</p>
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	<p>3.8.b.7.B. A licensee may earn up to a maximum of 5 hours of continuing competency credit for authorship or editorship or review of a chapter in a book or journal article appearing in a professional journal.</p> <p>3.8.b.7.C. A licensee may earn up to a maximum of 3 hours of continuing competency credit for authorship of an article, book review, or abstract in a weekly periodical or professional newsletter.</p> <p>3.8.b.7.D. A licensee may earn up to 6 hours of continuing competency credit through the development of other media such as videotapes, slide presentations, etc., that would be promoted for public or professional viewing.</p> <p>3.8.b.8. Research Projects. A licensee may earn up to a maximum of 6 hours of continuing competency credit per research project for work as project director, research assistant, principal, or co-investigator of a research project.</p> <p>3.8.b.9. Quality Assurance or Program Evaluation Studies Completed and Published in a Journal or Newsletter. A licensee may earn up to a maximum of 4 hours of continuing competency credit per study for quality assurance or program evaluation studies completed and published in a journal or newsletter.</p> <p>3.8.b.10. Papers and Proposals for Conference Presentations. A licensee may earn up to 2 hours of continuing competency credit for each accepted paper or proposal for conference presentation.</p> <p>3.8.b.11. Formal Self-Study.</p> <p>3.8.b.11.A. A licensee may earn continuing competency credit for completion of formal study packages related to the practice of occupational therapy and shall maintain a certificate of completion provided by the self study sponsor.</p> <p>3.8.b.11.B. A licensee may earn credit for completion of the American Occupational Therapy Association self-study series and shall maintain a certification of completion provided by the self-study sponsor.</p> <p>3.8.b.11.C. A licensee may earn the full contact hour that is awarded by the provider.</p> <p>3.8.b.12. Informal Self-Study.</p> <p>3.8.b.12.A. A licensee may earn continuing competency credit for completion of a combination of other activities and independent learning projects. These projects may include, but not limited to, a combination of reading, observing other therapists, viewing videotape quality assurance or peer review studies, and related professional activities which enhance knowledge and skill in a specific area.</p> <p>3.8.b.12.B. Credit is earned by maintaining a report of professional self-study. A licensee may earn .5 contact hours for each of these activities not to exceed 6 contact hours in a renewal period. A licensee shall maintain a detailed log of activity including the type, subject, and source of self-study.</p> <p>3.8.b.13. Clinical Instruction of Occupational Therapy Students and Occupational Therapy Assistant Students.</p> <p>3.8.b.13.A. A licensee may earn continuing competency credit for participation as a clinical instructor for fieldwork level 1 and level 2 students.</p>
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	<p>3.8.b.13.B. Only one licensee shall be awarded contact hours per student. The licensee who does the majority of actual supervision is eligible for the credit.</p> <p>3.8.b.13.C. A licensee may earn 2 contact hours per student for clinical instruction of level 1 occupational therapist student and occupational therapy assistant students. A licensee may not earn more than 6 total contact hours in this category.</p> <p>3.8.b.13.D. A licensee may earn 6 contact hours per student for clinical instruction of level 2 occupational therapist or occupational therapy assistant students. A licensee may not earn more than 12 total contact hours in this category.</p> <p>3.9. Recency of Education.</p> <p>3.9.a. When an applicant has chosen not to practice for any period of time, he or she is still obligated to maintain competency in occupational therapy knowledge, theory, and practice skills.</p> <p>3.9.b. When an applicant applies for a license, reinstatement of a license, or renewal of a license and meets all requirements for licensure, reinstatement, or renewal, but has not been a practicing clinician within a period of 2 years, the Board shall request verification of the applicant’s effort toward maintaining and updating occupational therapy continuing competency.</p> <p>3.9.c. If the applicant has completed fewer than 24 hours of continuing competency contact hours within the 2 years preceding the application as required by this section, the Board has the sole discretion to determine the sufficiency of these efforts of the applicant and to decide whether additional continuing competency hours are required before granting the applicant a license.</p>
<p>Wisconsin</p>	<p><u>Statute: Wisconsin Statutes §448.965, Duties and powers of affiliated credentialing board.</u></p> <p>(1) The affiliated credentialing board shall promulgate rules that establish each of the following:</p> <ul style="list-style-type: none"> (a) Standards for acceptable examination performance by an applicant for licensure as an occupational therapist or occupational therapy assistant. (b) Continuing education requirements for license renewal for an occupational therapist or occupational therapy assistant under s. 448.967 (2). (c) Standards of practice for occupational therapy, including a code of ethics and criteria for referral. <p>(2) The affiliated credentialing board may promulgate rules that define the scope of practice of occupational therapy or the scope of assisting in the practice of occupational therapy.</p> <p><u>Regulation: Wisconsin Administrative Code OT §3.06, Continuing education.</u></p> <p>The purpose and intent of continuing education in occupational therapy is to assure the public of the expectation and obligation that practitioners maintain currency, knowledge levels and professional competence. Occupational therapists and occupational therapy assistants shall complete continuing education as follows:</p> <ul style="list-style-type: none"> (1) Each holder of a license as an occupational therapist shall, at the time of applying for renewal of a license of registration under s. 448.07, Stats., certify that he or she has, in the 2 years preceding the renewal application, completed at least 24 points of acceptable continuing education. (2) Each holder of a license as an occupational therapy assistant shall, at the time of applying for renewal of a license of registration under s. 448.967, Stats., certify that he or she has, in the 2 years preceding the renewal application, completed at least 24 points of acceptable continuing education.

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(3) At least 12 of the points shall be accumulated through professional development activities related to occupational therapy in the following categories set forth in the following table:

PROFESSIONAL DEVELOPMENT ACTIVITIES	PROFESSIONAL DEVELOPMENT POINTS
(a) Attendance at academic credit courses.	4 points per academic credit.
(b) Attendance at seminars, workshops, lectures, professional conferences, interactive online courses and video courses.	1 point per contact hour of attendance.
(c) Satisfactory completion of a self-study course approved by the American occupational therapy association (AOTA) or other related recognized professional associations.	4 points per continuing education unit.
(d) Satisfactory completion of an AOTA continuing education article (review and examination).	1 point per article.
(e) Attendance at employer-provided continuing education, including video and non-interactive online courses.	1 point per contact hour of attendance.
(f) Initial completion of specialty board certification in occupational therapy, including but not limited to certification in neurorehabilitation, pediatrics, hand therapy, gerontology, driver rehabilitation, advanced practice, neuro-developmental treatment, case management, and rehabilitation counseling.	12 points.
(g) Authorship of a book in occupational therapy or a related professional area.	12 points.
(h) Publication of one or more chapters of a book in occupational therapy or a related professional area.	6 points.
(i) Publication of an article in a non-peer-reviewed publication, such as OT Practice, SIS Quarterly, and Advance.	4 points.
(j) Publication of an article in peer-reviewed professional publications, including journals, book chapters, and research papers.	6 points.
(k) Development of alternative media materials, including computer software, programs and video instructional material.	6 points.
(L) Development of a quality assurance study for clinical program improvement.	6 points.
(m) Clinical or theoretical research as the principal researcher where an abstract is prepared.	12 points.
(n) Professional presentations. Note: No additional points are given for subsequent presentations of the same content.	2 points per contact hour.
(o) Providing or pursuing professional mentoring for skill advancement in occupational therapy.	1 point for each 2 contact hours.

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	<table border="1"> <tr> <td data-bbox="449 191 1335 224">(p) Student fieldwork supervision – Level I</td> <td data-bbox="1335 191 1921 224">2 points.</td> </tr> <tr> <td data-bbox="449 224 1335 256">(q) Student fieldwork supervision – Level II</td> <td data-bbox="1335 224 1921 256">8 points.</td> </tr> <tr> <td data-bbox="449 256 1335 289">(r) Reimbursement or ethics courses.</td> <td data-bbox="1335 256 1921 289">1 point per contact hour.</td> </tr> </table> <p>Note: “Contact hour” as used in the table means not less than 50 minutes of actual professional activity.</p> <p>(4) Evidence of compliance with this section such as certificates of completion shall be retained by each license holder through the biennium following the biennium for which credit is required for renewal of license.</p> <p>(5) The board may require any license holder to submit evidence of compliance with this section to the board for an audit at any time during the biennium following the biennium for which credit is required for license renewal.</p> <p>(6) During the time between initial licensure and commencement of a full 2–year licensure period, new licensees shall not be required to meet continuing education requirements.</p> <p>(7) A licensee may apply to the board for a postponement or waiver of the requirements of this section on the grounds of prolonged illness, disability, or other grounds constituting hardship. The board shall consider each request individually on its merits and may grant a postponement, partial waiver, or total waiver of the requirements.</p>	(p) Student fieldwork supervision – Level I	2 points.	(q) Student fieldwork supervision – Level II	8 points.	(r) Reimbursement or ethics courses.	1 point per contact hour.
(p) Student fieldwork supervision – Level I	2 points.						
(q) Student fieldwork supervision – Level II	8 points.						
(r) Reimbursement or ethics courses.	1 point per contact hour.						
<p>Wyoming</p>	<p>Statute: Wyoming Statutes §33-40-106 Requirements for licensure; continuing education.</p> <p>(b) The board may establish continuing education requirements for an active license provided that:</p> <ul style="list-style-type: none"> (i) The requirement shall not be more than sixteen (16) contact hours of continuing education per year; and (ii) Continuing education taken any time in the three (3) years preceding the annual license renewal may be counted toward fulfilling the requirement but it shall not be counted more than once. <p>Regulation: Wyoming Administrative Rules, Chapter 1: General Provisions, Section 3. Definitions. The definitions set out in the Act are hereby incorporated by reference into these Rules. In addition, as used in these Rules, the following definitions shall apply:</p> <p>(e) “Contact hour” means one (1) hour engaging in continuing education.</p> <p>Regulation: Wyoming Administrative Rules, Chapter 2: Licensure Requirements, Section 2. Continuing Education</p> <p>(a) Each licensee must complete thirty-two (32) hours of continuing education every two years. These hours must be obtained during the three years (3) immediately preceding the annual license renewal.</p> <p>(b) All licensees shall report their number of continuing education hours every even numbered year in conjunction with the licensee's application for renewal.</p> <p>(c) Licensees are required to keep documentation of their continuing education hours, to be submitted to the board upon audit. The documentation of verification of attendance shall include:</p> <ul style="list-style-type: none"> (i) Name of licensee; (ii) Title of course; (iii) Date of attendance; (iv) Number of hours earned; (v) Signature of the person verifying the attendance. 						

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	<p>(vi) If the class is not sponsored by the NBCOT, AOTA, or WYOTA the licensee must also present a copy of the conference flyer, agenda, or written course description of the course on the continuing education log sheet.</p> <p>(d) Continuing education credit is available for live courses, on-line courses, college courses beyond degree requirements, written courses or conferences.</p> <p>(e) Extra hours submitted will not be carried over, and courses may not be split unless a separate attendance verification is obtained for separate sections of the education provided.</p> <p>(f) Employment orientation, facility specific documentation training, CPR and First Aid classes do not count toward continuing education requirements.</p> <p>(g) A licensee may obtain continuing education credit for hours spent presenting a class if:</p> <ul style="list-style-type: none">(i) The licensee is the primary presenter or a co-presenter;(ii) The licensee only submits the course for continuing education once.(iii) Time spent preparing the class is not included for credit; and(iv) The licensee shall submit a copy of the presentation, and a program agenda that includes the presentation title, presenter's name, date and time of the presentation. <p>(h) No more than four (4) of the licensee's thirty-two (32) continuing education hours submitted may be made up of classes that are less than one hour in length.</p> <p>(i) Proof of continuing education hours must be submitted to the board upon audit. License holders selected for audit will be notified in June.</p> <p>(j) All renewals received after June 15 must submit proof of continuing education hours for audit.</p>
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Chapter OT 3

BIENNIAL REGISTRATION

OT 3.01	Authority and purpose.	OT 3.04	Registration prohibited.
OT 3.02	Registration required; method of registration.	OT 3.05	Late renewal and reinstatement.
OT 3.03	Initial registration.	OT 3.06	Continuing education.

OT 3.01 Authority and purpose. The rules in this chapter are adopted by the board under the authority of ss. 15.085 (5) (b), 227.11 (2) and 448.965, Stats., to govern biennial registration requirements for occupational therapists and occupational therapy assistants.

History: CR 02-026: cr. Register December 2002 No. 564, eff. 1-1-03.

OT 3.02 Registration required; method of registration. Each licensee shall register biennially with the board. Prior to June 1 of each odd numbered year the department shall mail to each licensee at his or her last known address as it appears in the records of the board an application form for registration. Each licensee shall complete the application form and return it with the required fee to the department.

History: CR 02-026: cr. Register December 2002 No. 564, eff. 1-1-03; CR 13-109: am. Register September 2014 No. 705, eff. 10-1-14.

OT 3.03 Initial registration. Any licensee who is initially granted and issued a license during a given calendar year shall register for that biennium. The board shall notify the licensee within 30 business days of receipt of a completed registration form whether the application for registration is approved or denied.

History: CR 02-026: cr. Register December 2002 No. 564, eff. 1-1-03.

OT 3.04 Registration prohibited. Any occupational therapist or occupational therapy assistant required to comply with the provisions of s. OT 3.06, and s. 448.967, (2), Stats., and who has not so complied, will not be permitted to register.

History: CR 02-026: cr. Register December 2002 No. 564, eff. 1-1-03.

OT 3.05 Late renewal and reinstatement. Failure to renew a license by June 1 of an odd numbered year shall cause the license to expire. A licensee who allows the license to expire may apply to the board for late renewal or reinstatement of the license by completing one of the following:

(1) **LATE RENEWAL BEFORE 5 YEARS.** If the licensee applies for renewal of the license less than 5 years after its expiration, the license shall be renewed upon payment of the renewal fee and fulfillment of the continuing education requirements.

(2) **LATE RENEWAL AFTER 5 YEARS.** If the licensee applies for renewal of the license more than 5 years after its expiration, the board shall make such inquiry as it finds necessary to determine whether the applicant is competent to practice under the license in this state, and shall impose any reasonable conditions on the

renewal of the license, including oral examination, as the board deems appropriate. All applicants under this section shall be required to pass the open book examination on statutes and rules, which is the same examination given to initial applicants. This subsection does not apply to licensees who have unmet disciplinary requirements or whose licenses have been surrendered or revoked.

(3) **REINSTATEMENT.** A licensee who has unmet disciplinary requirements and failed to renew within 5 years of the renewal date or whose license has been surrendered or revoked, may apply to have the license reinstated in accordance with all of the following:

(a) Evidence of the completion of the requirements under sub. (2).

(b) Evidence of completion of disciplinary requirements, if applicable.

(c) Evidence of rehabilitation or change in circumstances warranting reinstatement of the license.

History: CR 02-026: cr. Register December 2002 No. 564, eff. 1-1-03; CR 13-109: am. (intro.) Register September 2014 No. 705, eff. 10-1-14; correction in (intro.) under s. 35.17, Stats. Register September 2014 No. 705; CR 15-053: am. (title), (intro.), cr. (1) (title), am. (2), cr. (3) Register August 2016 No. 728, eff. 9-1-16.

OT 3.06 Continuing education. The purpose and intent of continuing education in occupational therapy is to assure the public of the expectation and obligation that practitioners maintain currency, knowledge levels and professional competence. Occupational therapists and occupational therapy assistants shall complete continuing education as follows:

(1) Each holder of a license as an occupational therapist shall, at the time of applying for renewal of a license of registration under s. 448.967, Stats., certify that he or she has, in the 2 years preceding the renewal application, completed at least 24 points of acceptable continuing education.

(2) Each holder of a license as an occupational therapy assistant shall, at the time of applying for renewal of a license of registration under s. 448.967, Stats., certify that he or she has, in the 2 years preceding the renewal application, completed at least 24 points of acceptable continuing education.

(3) At least 12 of the points shall be accumulated through professional development activities related to occupational therapy in the following categories set forth in the following table.

PROFESSIONAL DEVELOPMENT ACTIVITIES	PROFESSIONAL DEVELOPMENT POINTS
(a) Attendance at academic credit courses.	4 points per academic credit.
(b) Attendance at seminars, workshops, lectures, professional conferences, interactive online courses and video courses.	1 point per contact hour of attendance.
(c) Satisfactory completion of a self-study course approved by the American occupational therapy association (AOTA) or other related recognized professional associations.	4 points per continuing education unit.
(d) Satisfactory completion of an AOTA continuing education article (review and examination).	1 point per article.
(e) Attendance at employer-provided continuing education, including video and non-interactive online courses.	1 point per contact hour of attendance.
(f) Initial completion of specialty board certification in occupational therapy, including but not limited to certification in neurorehabilitation, pediatrics, hand therapy, gerontology, driver rehabilitation, advanced practice, neuro-developmental treatment, case management, and rehabilitation counseling.	12 points.
(g) Authorship of a book in occupational therapy or a related professional area.	12 points.
(h) Publication of one or more chapters of a book in occupational therapy or a related professional area.	6 points.
(i) Publication of an article in a non-peer-reviewed publication, such as OT Practice, SIS Quarterly, and Advance.	4 points.
(j) Publication of an article in peer-reviewed professional publications, including journals, book chapters, and research papers.	6 points.
(k) Development of alternative media materials, including computer software, programs and video instructional material.	6 points.
(L) Development of a quality assurance study for clinical program improvement.	6 points.
(m) Clinical or theoretical research as the principal researcher where an abstract is prepared.	12 points.
(n) Professional presentations. Note: No additional points are given for subsequent presentations of the same content.	2 points per contact hour.
(o) Providing or pursuing professional mentoring for skill advancement in occupational therapy.	1 point for each 2 contact hours.
(p) Student fieldwork supervision – Level I	2 points.
(q) Student fieldwork supervision – Level II	8 points.
(r) Reimbursement or ethics courses.	1 point per contact hour.

Note: "Contact hour" as used in the table means not less than 50 minutes of actual professional activity.

(4) Evidence of compliance with this section such as certificates of completion shall be retained by each license holder through the biennium following the biennium for which credit is required for renewal of license.

(5) The board may require any license holder to submit evidence of compliance with this section to the board for an audit at any time during the biennium following the biennium for which credit is required for license renewal.

(6) During the time between initial licensure and commencement of a full 2-year licensure period, new licensees shall not be

required to meet continuing education requirements.

(7) A licensee may apply to the board for a postponement or waiver of the requirements of this section on the grounds of prolonged illness, disability, or other grounds constituting hardship. The board shall consider each request individually on its merits and may grant a postponement, partial waiver, or total waiver of the requirements.

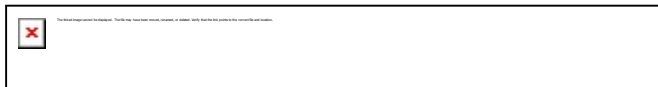
History: CR 02-026; cr. Register December 2002 No. 564, eff. 1-1-03; CR 06-115; cr. (6) and (7) Register May 2007 No. 617, eff. 6-1-07; CR 13-109; cr. (r) Table Register September 2014 No. 705, eff. 10-1-14; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register August 2016 No. 728.

From: NBCOT <info@nbcot.org>

Sent: Thursday, November 5, 2020 5:12 PM

To: Black, Teresa

Subject: AOTA/NBCOT Occupational Therapy Licensure Compact Initiative Update



AOTA/NBCOT Occupational Therapy Licensure Compact Initiative Update

November 2, 2020

The American Occupational Therapy Association (AOTA) and the National Board for Certification in Occupational Therapy (NBCOT®) are pleased to report that both organizations' Boards of Directors have approved the Occupational Therapy Licensure Compact Legislation developed by the Council of State Governments (CSG). NBCOT's Board approved the document on October 8, and AOTA's Board approved the document on October 15. The compact language and related documents were shared with state occupational associations and state regulatory board administrators shortly after they were approved. The documents are available on AOTA's and NBCOT's websites as well as the website for the compact initiative, OTcompact.org.

Read the [Occupational Therapy Licensure Compact](#) legislation.

Read the [Section-By-Section Summary](#).

Read the [Fact Sheet for Practitioners](#).

Read the [Frequently Asked Questions \(FAQ\)](#).

Read the [Development of the OT Compact](#) document.

AOTA contracted with CSG to develop an interstate licensure compact for the occupational therapy profession in July 2019. AOTA and NBCOT announced a

joint initiative to support development of an interstate licensure compact for the occupational therapy profession in September 2019. CSG convened an Advisory Group to develop the framework for the compact and then a Drafting Team to write the legislative language. From there, CSG led a comprehensive stakeholder review process and solicited input from state regulatory boards, state association leaders, and industry groups. Stakeholder feedback was integrated into the document by the Drafting Team and reviewed by the Advisory Group. The Occupational Therapy Licensure Compact Legislation is the culmination of all of these efforts.

AOTA, NBCOT, and CSG Representatives have been meeting with state association leaders and state regulatory board members and staff to discuss the compact legislation and plans to get bills introduced in 2021. The OT Compact legislation is expected to be introduced in at least 10 states in 2021.

[Check AOTA's website](#) for more information on the interstate professional licensing compact, including background, the general timeline, and what it would mean for occupational therapy practitioners.

[Check NBCOT's website](#) for updates on the interstate OT licensure compact.



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