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**VIRTUAL/TELECONFERENCE**  
**OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD**  
**Virtual, 4822 Madison Yards Way, Madison**  
**Contact: Valerie Payne (608) 266-2112**  
**June 8, 2021**

*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 March 9, 2021 (4-10)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns**
- D. 9:30 A.M. PUBLIC HEARING: CR 20-033 (OT 1 to 6), Related to Telehealth**
  - 1) Review and Respond to Public Hearing Comments and Clearinghouse Report **(11-21)**
- E. 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
- F. Legislative and Policy Matters – Discussion and Consideration**
- G. Administrative Rule Matters – Discussion and Consideration (22)**
  - 1) Adoption Order for CR 20-016 (OT 3), Related to Biennial Registration **(23-28)**
  - 2) Adoption Order for CR 21-002 (OT 2), Related to Reciprocal Credentials for Service Members, Former Service Members, and Their Spouses **(29-31)**
  - 3) OT 3, Related to Continuing Education **(32-33)**
  - 4) Pending and Possible Rulemaking Projects
- H. Continuing Education – Discussion and Consideration (34)**
  - 1) AOTA Continuing Education **(35-37)**
  - 2) State Regulatory Boards Accepting Navigator for Licensure Renewal **(38)**
  - 3) Renewal Activity Chart **(39-42)**
  - 4) Navigator FAQ **(43-45)**
- I. Wisconsin Occupational Therapy Association (WOTA) Matters – Discussion and Consideration**

**J. AOTA/NBCOT Occupational Therapy Licensure Compact Initiative – Discussion and Consideration**

**K. Credentialing Matters – Discussion and Consideration**

- 1) 2021-2023 Licensure Fee and Credential Schedule **(46-51)**

**L. COVID-19 – Discussion and Consideration**

**M. 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

**N. 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.).**

**O. Open Cases**

**P. 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

Q. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

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

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

**T. 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: SEPTEMBER 14, 2021**

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 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  
MARCH 9, 2021**

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

**EXCUSED:** Amy Summers

**STAFF:** Valerie Payne, Executive Director; Jameson Whitney, 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 9:33 a.m. A quorum was confirmed with four (4) board members present.

**ADOPTION OF AGENDA**

**MOTION:** Terry Erickson moved, seconded by Teresa Black, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Teresa Black moved, seconded by Randi Hanson, to approve the Minutes of November 17, 2020 as published. Motion carried unanimously.

**PUBLIC HEARING: CR 20-002 – OT 2, RECIPROCAL CREDENTIALS FOR SERVICE MEMBERS, FORMER SERVICE MEMBERS, AND THEIR SPOUSES**

**Review and Respond to Public Hearing Comments and Clearinghouse Report**

**MOTION:** Teresa Black moved, seconded by Randi Hanson, to authorize the Chairperson to approve the Legislative Report and Draft for Clearinghouse Rule CR 21-002, relating to reciprocal credentials for service members, former service members, and their spouses, for submission to the Governor's Office and Legislature. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Department, Staff and Board Updates**

**MOTION:** Randi Hanson moved, seconded by Teresa Black, to recognize and thank Dale Kleven for his dedicated service to the Occupational Therapists Affiliated Credentialing Board and the State of Wisconsin. Motion carried unanimously.

**Election of Officers**

**NOMINATION:** Laura O’Brien nominated Teresa Black for the Office of Chairperson.

**NOMINATION:** Teresa Black nominated Laura O’Brien for the Office of Chairperson.

*Slate of Officers*

**NOMINATION:** Terry Erickson nominated the 2020 slate of officers to continue in 2021.

Valerie Payne, Executive Director, called for nominations three (3) times.

The Slate of Officers were elected by unanimous voice vote.

<b>ELECTION RESULTS</b>	
<b>Chairperson</b>	Laura O’Brien
<b>Vice Chairperson</b>	Teresa Black
<b>Secretary</b>	Terry Erickson

**Appointment of Liaisons and Alternates**

<b>LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaisons</b>	Laura O’Brien, Teresa Black <i>Alternate:</i> Amy Summers
<b>Education and Examinations Liaisons</b>	Laura O’Brien, Teresa Black <i>Alternate:</i> Randi Hanson
<b>Monitoring Liaisons</b>	Randi Hanson <i>Alternate:</i> Laura O’Brien
<b>Professional Assistance Procedure Liaisons</b>	Randi Hanson <i>Alternate:</i> Laura O’Brien
<b>Legislative Liaisons</b>	Teresa Black <i>Alternate:</i> Terry Erickson
<b>Travel Liaisons</b>	Teresa Black <i>Alternate:</i> Amy Summers
<b>Administrative Rules Liaisons</b>	Laura O’Brien <i>Alternate:</i> Teresa Black
<b>Screening Panel</b>	Terry Erickson, Teresa Black <i>Alternate:</i> Laura O’Brien

## **Delegation of Authorities**

### ***Document Signature Delegations***

**MOTION:** Teresa Black moved, seconded by Randi Hanson, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

**MOTION:** Randi Hanson moved, seconded by Terry Erickson, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

### ***Delegated Authority for Urgent Matters***

**MOTION:** Teresa Black moved, seconded by Randi Hanson, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

### ***Delegation to Chief Legal Counsel Due to Lack/Loss of Quorum***

**MOTION:** Terry Erickson moved, seconded by Teresa Black, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

### ***Monitoring Delegations***

#### **Delegation of Authorities for Monitoring**

**MOTION:** Terry Erickson moved, seconded by Randi Hanson, to adopt the "Roles and Authorities Delegated for Monitoring" document as presented in the March 9, 2021 agenda materials on pages 22-23. Motion carried unanimously.

#### **Delegation of Authorities for Legal Counsel to Sign Monitoring Orders**

**MOTION:** Teresa Black moved, seconded by Randi Hanson, to delegate to Board Legal Counsel the authority to sign Monitoring orders that result from Board meetings on behalf of the Board Chairperson. Motion carried unanimously.

### ***Credentialing Authority Delegations***

### **Delegation of Authority to Credentialing Liaison (Generic)**

**MOTION:** Terry Erickson moved, seconded by Teresa Black, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications. Motion carried unanimously.

### **Delegation of Authority to DSPS When Credentialing Criteria is Met**

**MOTION:** Terry Erickson moved, seconded by Randi Hanson, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

### **Delegation of Authority for Predetermination Reviews**

**MOTION:** Randi Hanson moved, seconded by Teresa Black, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

### **Delegation of Authority for Conviction Reviews**

**MOTION:** Teresa Black moved, seconded by Randi Hanson, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of occupational therapy. Motion carried unanimously.

### **Delegation to DSPS When Applicant's History Has Been Previously Reviewed**

**MOTION:** Terry Erickson moved, seconded by Teresa Black, to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous occupational therapy credential and there is no new conviction record. Motion carried unanimously.

### **Delegation of Authority for Reciprocity Reviews**

**MOTION:** Randi Hanson moved, seconded by Terry Erickson, to delegate authority to the Department Attorneys to review and approve reciprocity applications in which the out of state license requirements are substantially equivalent to the Board's requirements. Motion carried unanimously.

### **Delegated Authority for Application Denial Reviews**

**MOTION:** Randi Hanson moved, seconded by Teresa Black, to delegate authority to the Department's Attorney Supervisors to serve as the Board's designee for purposes

of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

### ***Pre-Screening Delegation to Open Cases***

**MOTION:** Randi Hanson moved, seconded by Terry Erickson, to delegate pre-screening decision making authority to the Department screening attorney for opening cases as outlined below:

1. OWIs of 3 or more that occurred in the last 5 years.
2. Reciprocal discipline cases.
3. Impairment and/or diversion at work that includes a positive drug/alcohol test or admission by respondent.
4. Conviction of a misdemeanor or felony that the attorney believes is substantially related and is not otherwise excluded from consideration via Wis. Stat. ch. 111.
5. No response from the respondent after intake requested a response (case would be opened for the failure to respond issue as well as the merits).

Motion carried unanimously.

### ***Pre-Screening Delegation to Close Cases***

**MOTION:** Randi Hanson moved, seconded by Teresa Black, to delegate pre-screening decision making authority to the Department screening attorney for closing cases as outlined below:

1. One OWI that is non-work related and if AODA assessment completed, assessment does not indicate dependency.
2. Complaints that even if allegations are true, do not amount to a violation of law or rules.

Motion carried unanimously.

### ***Voluntary Surrenders***

**MOTION:** Randi Hanson moved, seconded by Teresa Black, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

### ***Education and Examination Liaison(s) Delegation***

**MOTION:** Teresa Black moved, seconded by Randi Hanson, to delegate authority to the Education and Examination Liaison(s) to address all issues related to education, continuing education, and examinations. Motion carried unanimously.

### ***Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Bodies***



**MOTION:** Randi Hanson moved, seconded by Terry Erickson, to authorize the Department staff to provide national regulatory related bodies with all board member contact information that the Department retains on file. Motion carried unanimously.

***Optional Renewal Notice Insert Delegation***

**MOTION:** Terry Erickson moved, seconded by Teresa Black to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to board -related business within the license renewal notice at the Board's or Board designee's request. Motion carried unanimously.

***Legislative Liaison(s) Delegation***

**MOTION:** Randi Hanson moved, seconded by Terry Erickson, to delegate authority to the Legislative Liaison(s) to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

***Travel Liaison(s) Delegation***

**MOTION:** Randi Hanson moved, seconded by Teresa Black, to delegate authority to the Travel Liaison(s) to approve any board member travel. Motion carried unanimously.

***Administrative Rules Liaison(s) Delegation***

**MOTION:** Terry Erickson moved, seconded by Randi Hanson, to delegate authority to the Administrative Rules Liaison(s) to address all rulemaking as related to drafting and making recommendations to the full Board. Motion carried unanimously.

**ADMINISTRATIVE RULE MATTERS**

**Preliminary Rule Draft – OT 2 – Licensure Requirements**

**MOTION:** Teresa Black moved, seconded by Randi Hanson, to approve the preliminary rule draft of OT 2, relating to licensure requirements, for posting for economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

**Scope Statement – OT 3 – Continuing Education**

**MOTION:** Teresa Black moved, seconded by Terry Erickson, to approve the Scope Statement revising OT 3, relating to continuing education, for submission to the Department of Administration and Governor’s Office and for publication. Additionally, the Board authorizes the Chairperson to approve the Scope Statement for implementation no less than 10 days after publication. If the Board is directed to hold a preliminary public hearing on the Scope Statement, the Chairperson is authorized to approve the required notice of hearing. Motion carried unanimously.

**COVID-19**

**MOTION:** Randi Hanson moved, seconded by Terry Erickson, to express the support and encouragement of the Board for its licensees to receive a COVID-19 vaccine as soon as they are eligible to do so and the vaccine is available to them. Motion carried unanimously.

**DELEGATION OF RATIFICATION OF LICENSES AND CERTIFICATES**

**MOTION:** Randi Hanson 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:** Teresa Black moved, seconded by Randi Hanson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:47 a.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Cassandra Walbrun Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 5/24/2021 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> Occupational Therapists Affiliated Credentialing Board			
<b>4) Meeting Date:</b> 6/8/21	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> 9:30 AM Public Hearing on CR 21-033, OT 1 to 6, related to Telehealth  a. Review and Discuss public comments and Clearinghouse report.	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>
<b>10) Describe the issue and action that should be addressed:</b> 1. CR 21-033 pdf and Clearinghouse report.			
<b>11) Authorization</b>			
Cassandra Walbrun		5/24/21	
<b>Signature of person making this request</b>		<b>Date</b>	
<b>Supervisor (if required)</b>		<b>Date</b>	
<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b>		<b>Date</b>	

STATE OF WISCONSIN  
OCCUPATIONAL THERAPISTS  
AFFILIATED CREDENTIALING BOARD

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IN THE MATTER OF RULE-MAKING	:	PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE	:	OCCUPATIONAL THERAPISTS
OCCUPATIONAL THERAPISTS	:	AFFILIATED CREDENTIALING
AFFILIATED CREDENTIALING	:	BOARD
BOARD	:	ADOPTING RULES
	:	(CLEARINGHOUSE RULE )

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PROPOSED ORDER

An order of the Occupational Therapists Affiliated Credentialing Board to amend OT 4.05 (1) and (2) and create ch. OT 6, relating to telehealth.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:**

Section 448.965 (1) (c) and (2), Stats.

**Statutory authority:**

Sections 15.085 (5) (b) and 448.965 (1) (c) and (2), Stats.

**Explanation of agency authority:**

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 448.965 (1) (c), Stats., provides the Occupational Therapists Affiliated Credentialing Board may promulgate rules that establish “[s]tandards of practice for occupational therapy, including a code of ethics and criteria for referral.”

Section 448.965 (2), Stats., provides “[t]he 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.”

**Related statute or rule:**

Chapter OT 5 establishes the standards of conduct for occupational therapists and occupational therapy assistants. As provided in the proposed rule, these standards of conduct apply regardless of whether occupational therapy services are provided utilizing a telehealth visit or an in-person visit.

**Plain language analysis:**

Current administrative rules of the Occupational Therapists Affiliated Credentialing Board do not address telehealth practice. The proposed rule updates s. OT 4.05 and creates a new chapter, ch. OT 6, to establish standards of practice, care, and conduct for providing occupational therapy services using a telehealth visit.

**Summary of, and comparison with, existing or proposed federal regulation:**

The Code of Federal Regulations administers Medicare, including coverage of telehealth services by Medicare Part B (42 CFR § 410.78). Although generally not covered by Medicare Part B, in April of 2020 the Centers for Medicare & Medicaid Services announced it was using its waiver authority to allow occupational therapists and occupational therapy assistants to perform telehealth services for Medicare beneficiaries. The waiver is retroactive to March 1, 2020, and will remain in effect for the remainder of the COVID-19 Public Health Emergency. The federal Medicare regulations do not restrict the Board's authority to establish standards for the provision of occupational therapy services using telehealth.

Federal regulations also administer the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Specifically, the HIPAA Security Rule establishes national standards to protect individuals' electronic personal health information that is created, received, used, or maintained by a covered entity. The Security Rule requires appropriate administrative, physical, and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information. The Security Rule is located at 45 CFR Part 160 and Subparts A and C of Part 164. The proposed rule requires an occupational therapist or occupational therapy assistant who provides occupational therapy services using a telehealth visit to utilize technology that is secure and HIPAA-compliant.

**Comparison with rules in adjacent states:**

**Illinois:** The Illinois Statutes define "occupational therapy" to include occupational therapy services provided via technology or telecommunication methods, also known as telehealth, and provide that the standard of care is required to be the same whether a patient is seen in person, through telehealth, or other method of electronically enabled health care. (225 ILCS 75/2)

**Iowa:** Rules of the Professional Licensure Division of the Iowa Public Health Department provide the requirements for utilizing a telehealth visit to provide occupational therapy services. "Telehealth visit" is defined as the provision of occupational therapy services by a licensee to a patient using technology where the licensee and the patient are not at the same physical location for the occupational therapy session. (645 IAC 208.3)

**Michigan:** Michigan statutes and rules do not specifically address the provision of occupational therapy services using telehealth.

**Minnesota:** Minnesota statutes and rules do not specifically address the provision of occupational therapy services using telehealth.

**Summary of factual data and analytical methodologies:**

The proposed rules were developed by using the occupational therapy telehealth rules of the Professional Licensure Division of the Iowa Public Health Department (645 IAC 208.3) as a model, and obtaining input and feedback from the Occupational Therapists Affiliated Credentialing Board.

**Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:**

The proposed rules were posted for a period of 14 days to solicit public comment on economic impact, including how the proposed rules may affect businesses, local government units, and individuals. No comments were received.

**Fiscal Estimate and Economic Impact Analysis:**

The Fiscal Estimate and Economic Impact Analysis document is attached.

**Effect on small business:**

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department’s Regulatory Review Coordinator may be contacted by email at Daniel.Hereth@wisconsin.gov, or by calling (608) 267-2435.

**Agency contact person:**

Kassandra Walbrun, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, Wisconsin 53708-8366; telephone (608) 261-4463; email at DSPSAdminRules@wisconsin.gov.

**Place where comments are to be submitted and deadline for submission:**

Comments may be submitted to Kassandra Walbrun, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, WI 53708-8366, or by email to DSPSAdminRules@wisconsin.gov. Comments must be received at or before the public hearing to be held at 9:30 a.m. on June 8, 2021, to be included in the record of rule-making proceedings.

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TEXT OF RULE

SECTION 1. OT 4.05 (1) and (2) are amended to read:

**OT 4.05 (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, either on premises or through technology and equipment meeting the requirements of s. OT 6.03.

**(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, either on premises in the immediate area or through technology and equipment meeting the requirements of s. OT 6.03.

SECTION 2. Chapter OT 6 is created to read:

## 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 practice, care, and conduct.**

(1) An occupational therapist or occupational therapy assistant shall be held to the same standards of practice, 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.

(4) When determining if a telehealth visit should be utilized as a medium for accomplishing the goals of a patient’s occupational therapy program, an occupational therapist shall collaborate, as appropriate, with the occupational therapy assistant, the patient, the patient’s family, other health care professionals, and community resources.

**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.

**OT 6.08 Supervision.** Supervision of an occupational therapy assistant or unlicensed personnel providing services to or assisting a client during a telehealth visit shall meet the requirements of s. OT 4.04 or 4.05, as appropriate.

SECTION 3. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

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(END OF TEXT OF RULE)

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## ADMINISTRATIVE RULES Fiscal Estimate & Economic Impact Analysis

1. Type of Estimate and Analysis <input checked="" type="checkbox"/> Original <input type="checkbox"/> Updated <input type="checkbox"/> Corrected	2. Date December 28, 2020
3. Administrative Rule Chapter, Title and Number (and Clearinghouse Number if applicable) OT 1 to 6	
4. Subject Telehealth	
5. Fund Sources Affected <input type="checkbox"/> GPR <input type="checkbox"/> FED <input type="checkbox"/> PRO <input type="checkbox"/> PRS <input type="checkbox"/> SEG <input type="checkbox"/> SEG-S	6. Chapter 20, Stats. Appropriations Affected
7. Fiscal Effect of Implementing the Rule <input checked="" type="checkbox"/> No Fiscal Effect <input type="checkbox"/> Increase Existing Revenues <input type="checkbox"/> Increase Costs <input type="checkbox"/> Decrease Costs <input type="checkbox"/> Indeterminate <input type="checkbox"/> Decrease Existing Revenues <input type="checkbox"/> Could Absorb Within Agency's Budget	
8. The Rule Will Impact the Following (Check All That Apply) <input type="checkbox"/> State's Economy <input type="checkbox"/> Specific Businesses/Sectors <input type="checkbox"/> Local Government Units <input type="checkbox"/> Public Utility Rate Payers <input type="checkbox"/> Small Businesses <b>(if checked, complete Attachment A)</b>	
9. Estimate of Implementation and Compliance to Businesses, Local Governmental Units and Individuals, per s. 227.137(3)(b)(1). \$0	
10. Would Implementation and Compliance Costs Businesses, Local Governmental Units and Individuals Be \$10 Million or more Over Any 2-year Period, per s. 227.137(3)(b)(2)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
11. Policy Problem Addressed by the Rule Current administrative rules of the Occupational Therapy Affiliated Credentialing Board do not address telehealth practice. The proposed rule updates s. OT 4.05 and creates a new chapter, ch. OT 6, to establish standards of practice, care, and conduct for providing occupational therapy services using a telehealth visit.	
12. Summary of the Businesses, Business Sectors, Associations Representing Business, Local Governmental Units, and Individuals that may be Affected by the Proposed Rule that were Contacted for Comments. The proposed rule was posted on the Department of Safety and Professional Services' website for 14 days in order to solicit comments from businesses, representative associations, local governmental units, and individuals that may be affected by the rule. No comments were received.	
13. Identify the Local Governmental Units that Participated in the Development of this EIA. No local governmental units participated in the development of this EIA.	
14. Summary of Rule's Economic and Fiscal Impact on Specific Businesses, Business Sectors, Public Utility Rate Payers, Local Governmental Units and the State's Economy as a Whole (Include Implementation and Compliance Costs Expected to be Incurred) The proposed rule will not have a significant impact on specific businesses, business sectors, public utility rate payers, local governmental units, or the state's economy as a whole.	
15. Benefits of Implementing the Rule and Alternative(s) to Implementing the Rule The benefit to implementing the rule is established standards of practice, care, and conduct for providing occupational therapy services using a telehealth visit. If the rule is not implemented, these standards will remain unclear	

## ADMINISTRATIVE RULES Fiscal Estimate & Economic Impact Analysis

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### 16. Long Range Implications of Implementing the Rule

The long range implication of implementing the rule is established standards of practice, care, and conduct for providing occupational therapy services using a telehealth visit.

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### 17. Compare With Approaches Being Used by Federal Government

The Code of Federal Regulations administers Medicare, including coverage of telehealth services by Medicare Part B (42 CFR § 410.78). Although generally not covered by Medicare Part B, in April of 2020 the Centers for Medicare & Medicaid Services announced it was using its waiver authority to allow occupational therapists and occupational therapy assistants to perform telehealth services for Medicare beneficiaries. The waiver is retroactive to March 1, 2020, and will remain in effect for the remainder of the COVID-19 Public Health Emergency. The federal Medicare regulations do not restrict the Board's authority to establish standards for the provision of occupational therapy services using telehealth.

Federal regulations also administer the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Specifically, the HIPAA Security Rule establishes national standards to protect individuals' electronic personal health information that is created, received, used, or maintained by a covered entity. The Security Rule requires appropriate administrative, physical, and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information. The Security Rule is located at 45 CFR Part 160 and Subparts A and C of Part 164. The proposed rule requires an occupational therapist or occupational therapy assistant who provides occupational therapy services using a telehealth visit to utilize technology that is secure and HIPAA-compliant.

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### 18. Compare With Approaches Being Used by Neighboring States (Illinois, Iowa, Michigan and Minnesota)

**Illinois:** The Illinois Statutes define "occupational therapy" to include occupational therapy services provided via technology or telecommunication methods, also known as telehealth, and provide that the standard of care is required to be the same whether a patient is seen in person, through telehealth, or other method of electronically enabled health care. (225 ILCS 75/2)

**Iowa:** Rules of the Professional Licensure Division of the Iowa Public Health Department provide the requirements for utilizing a telehealth visit to provide occupational therapy services. "Telehealth visit" is defined as the provision of occupational therapy services by a licensee to a patient using technology where the licensee and the patient are not at the same physical location for the occupational therapy session. (645 IAC 208.3)

**Michigan:** Michigan statutes and rules do not specifically address the provision of occupational therapy services using telehealth.

**Minnesota:** Minnesota statutes and rules do not specifically address the provision of occupational therapy services using telehealth.

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### 19. Contact Name

Dale Kleven

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### 20. Contact Phone Number

(608) 261-4472

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This document can be made available in alternate formats to individuals with disabilities upon request.

**ADMINISTRATIVE RULES**  
**Fiscal Estimate & Economic Impact Analysis**

**ATTACHMENT A**

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1. Summary of Rule's Economic and Fiscal Impact on Small Businesses (Separately for each Small Business Sector, Include Implementation and Compliance Costs Expected to be Incurred)

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2. Summary of the data sources used to measure the Rule's impact on Small Businesses

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3. Did the agency consider the following methods to reduce the impact of the Rule on Small Businesses?

- Less Stringent Compliance or Reporting Requirements
- Less Stringent Schedules or Deadlines for Compliance or Reporting
- Consolidation or Simplification of Reporting Requirements
- Establishment of performance standards in lieu of Design or Operational Standards
- Exemption of Small Businesses from some or all requirements
- Other, describe:

---

4. Describe the methods incorporated into the Rule that will reduce its impact on Small Businesses

---

5. Describe the Rule's Enforcement Provisions

---

6. Did the Agency prepare a Cost Benefit Analysis (if Yes, attach to form)

- Yes    No
-



# Wisconsin Legislative Council

## RULES CLEARINGHOUSE

**Scott Grosz**  
Clearinghouse Director

**Anne Sappenfield**  
Legislative Council Director

**Margit Kelley**  
Clearinghouse Assistant Director

### CLEARINGHOUSE REPORT TO AGENCY

[THIS REPORT HAS BEEN PREPARED PURSUANT TO S. 227.15, STATS. THIS IS A REPORT ON A RULE AS ORIGINALLY PROPOSED BY THE AGENCY; THE REPORT MAY NOT REFLECT THE FINAL CONTENT OF THE RULE IN FINAL DRAFT FORM AS IT WILL BE SUBMITTED TO THE LEGISLATURE. THIS REPORT CONSTITUTES A REVIEW OF, BUT NOT APPROVAL OR DISAPPROVAL OF, THE SUBSTANTIVE CONTENT AND TECHNICAL ACCURACY OF THE RULE.]

#### CLEARINGHOUSE RULE **21-033**

AN ORDER to amend OT 4.05 (1) and (2); and create ch. OT 6, relating to telehealth.

Submitted by **OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD**

03-25-2021 RECEIVED BY LEGISLATIVE COUNCIL.

04-14-2021 REPORT SENT TO AGENCY.

SG:SM

**LEGISLATIVE COUNCIL RULES CLEARINGHOUSE REPORT**

This rule has been reviewed by the Rules Clearinghouse. Based on that review, comments are reported as noted below:

1. STATUTORY AUTHORITY [s. 227.15 (2) (a)]

Comment Attached            YES                             NO

2. FORM, STYLE AND PLACEMENT IN ADMINISTRATIVE CODE [s. 227.15 (2) (c)]

Comment Attached            YES                             NO

3. CONFLICT WITH OR DUPLICATION OF EXISTING RULES [s. 227.15 (2) (d)]

Comment Attached            YES                             NO

4. ADEQUACY OF REFERENCES TO RELATED STATUTES, RULES AND FORMS  
[s. 227.15 (2) (e)]

Comment Attached            YES                             NO

5. CLARITY, GRAMMAR, PUNCTUATION AND USE OF PLAIN LANGUAGE [s. 227.15 (2) (f)]

Comment Attached            YES                             NO

6. POTENTIAL CONFLICTS WITH, AND COMPARABILITY TO, RELATED FEDERAL  
REGULATIONS [s. 227.15 (2) (g)]

Comment Attached            YES                             NO

7. COMPLIANCE WITH PERMIT ACTION DEADLINE REQUIREMENTS [s. 227.15 (2) (h)]

Comment Attached            YES                             NO

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Cassandra Walbrun Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 5/24/2021 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting																
<b>3) Name of Board, Committee, Council, Sections:</b> Occupational Therapists Affiliated Credentialing Board																		
<b>4) Meeting Date:</b> 6/8/21	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Administrative Rule Matters – Discussion and Consideration  1. Adoption Order for CR 20-016, OT 3, related to biennial registration  2. Adoption Order for CR 21-002, OT 2, related to reciprocal credentials for service members, former service members and their spouses  3. OT 3, related to continuing education  4. Pending or Possible Rulemaking Projects																
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>																
<b>10) Describe the issue and action that should be addressed:</b> 1. Adoption Order for board review/approval. (pdf) 2. Adoption Order for board review/approval. (pdf) 3. Drafting instructions. (scope pdf) 4. Review of ongoing rule projects.																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><b>11)</b></td> <td style="width: 60%; text-align: center;"><b>Authorization</b></td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td style="border-bottom: 1px solid black;">Kassandra Walbrun</td> <td style="border-bottom: 1px solid black; text-align: right;">5/24/21</td> </tr> <tr> <td></td> <td style="border-bottom: 1px solid black;"><b>Signature of person making this request</b></td> <td style="border-bottom: 1px solid black; text-align: right;"><b>Date</b></td> </tr> <tr> <td></td> <td style="border-bottom: 1px solid black;"><b>Supervisor (if required)</b></td> <td style="border-bottom: 1px solid black; text-align: right;"><b>Date</b></td> </tr> <tr> <td></td> <td style="border-bottom: 1px solid black;"><b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b></td> <td style="border-bottom: 1px solid black; text-align: right;"><b>Date</b></td> </tr> </table>				<b>11)</b>	<b>Authorization</b>			Kassandra Walbrun	5/24/21		<b>Signature of person making this request</b>	<b>Date</b>		<b>Supervisor (if required)</b>	<b>Date</b>		<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b>	<b>Date</b>
<b>11)</b>	<b>Authorization</b>																	
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	<b>Signature of person making this request</b>	<b>Date</b>																
	<b>Supervisor (if required)</b>	<b>Date</b>																
	<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b>	<b>Date</b>																

STATE OF WISCONSIN  
OCCUPATIONAL THERAPISTS  
AFFILIATED CREDENTIALING BOARD

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IN THE MATTER OF RULE-MAKING	:	ORDER OF THE
PROCEEDINGS BEFORE THE	:	OCCUPATIONAL THERAPISTS
OCCUPATIONAL THERAPISTS	:	AFFILIATED CREDENTIALING
AFFILIATED CREDENTIALING	:	BOARD
BOARD	:	ADOPTING RULES
	:	(CLEARINGHOUSE RULE 20-016)

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ORDER

An order of the Occupational Therapists Affiliated Credentialing Board to **repeal** OT 3.06 (3) (Note); to **amend** ch. OT 3 (title), OT 3.01 to 3.04, 3.05 (intro.), (1), (2), and (3) (intro.) and (a), and 3.06 (1) to (3), (3) (table) lines (c), (d), (f), (n), (p), and (q), (4), and (5); and to **create** OT 3.06 (3) (table) (title), relating to biennial registration.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:**

Section 440.03 (4m), Stats.

**Statutory authority:**

Sections 15.085 (5) (b) and 448.965 (1) (b), Stats.

**Explanation of agency authority:**

Section 15.085 (5) (b), Stats., provides an affiliated credentialing board “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains. . .” The rule provides guidance concerning the supervision and practice of occupational therapy assistants.

Section 448.965 (1) (b), Stats., provides the Occupational Therapists Affiliated Credentialing Board may promulgate rules that establish “[c]ontinuing education requirements for license renewal for an occupational therapist or occupational therapy assistant under s. 448.967 (2).”

**Related statute or rule:**

None.

**Plain language analysis:**

- Section OT 3.05 (2) and (3) (intro.) are revised to clarify the requirements for reinstatement apply to a licensee whose license has been denied at renewal.

- Section OT 3.06 (5) is revised to comply with s. 440.03 (4m), Stats., as created by 2017 Wisconsin Act 59. Under this provision, the Board may require a credential holder to submit proof of completing continuing education programs or courses only if a complaint is made against the credential holder.
- Other provisions throughout ch. OT 3 have been revised to ensure consistency in terminology and compliance with current renewal methodology, standards for drafting style and format, and applicable Wisconsin statutes.

**Summary of, and comparison with, existing or proposed federal regulation:**

None.

**Comparison with rules in adjacent states:**

**Illinois:** 68 Ill. Admin. Code 1315.145 f) 2) provides the requirements for retention and production of evidence of compliance with the continuing education requirements. The Division of Professional Regulation of the Illinois Department of Financial and Professional Regulation may require additional evidence demonstrating compliance with the continuing education requirements. It is the responsibility of each applicant for renewal to retain or otherwise produce evidence of such compliance.

**Iowa:** 645 IAC 4.11 provides the requirements for retention and production of evidence of compliance with the continuing education requirements. The Iowa Board of Physical and Occupational Therapy may select licensees for audit following license renewal. Upon audit, a licensee is required to provide an individual certificate of completion issued to the licensee or evidence of successful completion of the course from the course sponsor. All licensees must retain documentation of compliance with the continuing education requirements for two years following license renewal.

**Michigan:** Mich Admin Code, R 338.1251 provides the requirements for certification of compliance and requirements for retention and production of evidence of compliance with the continuing education requirements. Submission of an application for renewal constitutes an applicant's certification of compliance with the continuing education requirements, and all licensees are required to retain documentation of meeting the requirements for a period of 4 years from the date of applying for license renewal. The Michigan Board of Occupational Therapists may require an applicant or licensee to submit evidence to demonstrate compliance with the continuing education requirements.

**Minnesota:** The Minnesota Statutes provide the requirements for retention and production of evidence of compliance with the continuing education requirements (Minnesota Statutes 2017, section 148.6443, Subds. 5. and 6.). Within one month following licensure expiration, each licensee must submit a continuing education report form provided by the Minnesota Board of Occupational Therapy Practice verifying the continuing education requirements have been met. The Board may audit a percentage of the continuing education reports based on random selection. In addition, renewal applications that are received after the expiration date and any licensee against whom a complaint is filed may be subject to a continuing education report audit. Licensees are required to maintain all required documentation for two years after the last day of the biennial licensure period in which the continuing education was obtained.



**Summary of factual data and analytical methodologies:**

The rules were developed by reviewing the provisions of ch. OT 3 to ensure consistency with current standards for drafting style and format and applicable Wisconsin statutes.

**Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:**

The rules were posted for a period of 14 days to solicit public comment on economic impact, including how the rules may affect businesses, local government units, and individuals. No comments were received.

**Fiscal Estimate and Economic Impact Analysis:**

The Fiscal Estimate and Economic Impact Analysis document is attached.

**Effect on small business:**

These rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department’s Regulatory Review Coordinator may be contacted by email at Daniel.Hereth@wisconsin.gov, or by calling (608) 267-2435.

**Agency contact person:**

Kassandra Walbrun, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, Wisconsin 53708-8366; telephone 608-261-4463; email at DSPSAdminRules@wisconsin.gov.

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TEXT OF RULE

SECTION 1. Chapter OT 3 (title) is amended to read:

CHAPTER OT 3

BIENNIAL REGISTRATION LICENSE RENEWAL

SECTION 2. OT 3.01 to 3.04 are amended to read:

**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. 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 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.~~

**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.~~

SECTION 3. OT 3.05 (intro.), (1), (2), and (3) (intro.) and (a) are amended to read:

**OT 3.05 (intro.) 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 license to expire. A licensee who allows the 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 licensee applies for renewal of the license less than 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 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) (intro.) 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).~~

SECTION 4. OT 3.06 (1) to (3) are amended to read:

**OT 3.06 (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.

SECTION 5. OT 3.06 (3) (table) (title) is created to read:

**TABLE OT 3.06**

SECTION 6. OT 3.06 (3) (table) lines (c), (d), (f), (n), (p), and (q) are amended to read:

PROFESSIONAL DEVELOPMENT ACTIVITIES	PROFESSIONAL DEVELOPMENT POINTS
(c) Satisfactory completion of a self-study course approved by the American <del>occupational therapy association (AOTA)</del> <u>Occupational Therapy Association</u> or other related recognized professional associations.	4 points per continuing education unit.
(d) <del>Satisfactory completion</del> <u>Review</u> of an <del>AOTA</del> <u>American Occupational Therapy Association</u> continuing education article <del>(review and successful completion of the associated examination).</del>	1 point per article.
(f) Initial completion of specialty board certification in occupational therapy, including <del>but not limited to</del> certification in neurorehabilitation, pediatrics, hand therapy, gerontology, driver rehabilitation, advanced practice, neuro-developmental treatment, case management, and rehabilitation counseling.	12 points.
(n) Professional presentations. <del>Note: No additional points are given for subsequent presentations of the same content.</del>	2 points per contact hour. <u>No additional points are given for subsequent presentations of the same content.</u>
(p) Student fieldwork supervision – Level I <u>fieldwork.</u>	2 points.
(q) Student fieldwork supervision – Level II <u>fieldwork.</u>	8 points.

SECTION 7. OT 3.06 (3) (Note) is repealed.

SECTION 8. OT 3.06 (4) and (5) are amended to read:

**OT 3.06 (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.~~

SECTION 9. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

-----  
(END OF TEXT OF RULE)  
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Dated \_\_\_\_\_

Agency \_\_\_\_\_

Chairperson  
Occupational Therapists  
Affiliated Credentialing Board

STATE OF WISCONSIN  
OCCUPATIONAL THERAPISTS  
AFFILIATED CREDENTIALING BOARD

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IN THE MATTER OF RULE-MAKING	:	ORDER OF THE
PROCEEDINGS BEFORE THE	:	OCCUPATIONAL THERAPISTS
OCCUPATIONAL THERAPISTS	:	AFFILIATED CREDENTIALING
AFFILIATED CREDENTIALING	:	BOARD
BOARD	:	ADOPTING RULES
	:	(CLEARINGHOUSE RULE 21-002)

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ORDER

An order of the Occupational Therapists Affiliated Credentialing Board to **repeal** OT 2.06 (3) (Note); to **amend** OT 2.02 (1) (intro.) and (a) (Note); and to **create** OT 2.08, relating to reciprocal credentials for service members, former service members, and their spouses.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:**

Section 440.09, Stats.

**Statutory authority:**

Sections 15.085 (5) (b) and 440.09 (5), Stats.

**Explanation of agency authority:**

Section 15.085 (5) (b), Stats., provides an affiliated credentialing board “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains. . .”

Section 440.09 (5), Stats., provides that “[t]he department or credentialing board, as appropriate, may promulgate rules necessary to implement this section.”

**Related statute or rule:**

Section 440.09, Stats., specifies the requirements for issuing reciprocal credentials to service members, former service members, and the spouses of service members and former service members.

**Plain language analysis:**

The rule creates a provision to implement s. 440.09, Stats., as amended by 2019 Wisconsin Act 143. Section 440.09, Stats., specifies the requirements for issuing reciprocal credentials to service members, former service members, and the spouses of service members and former service members.

**Summary of, and comparison with, existing or proposed federal regulation:**

None.

**Comparison with rules in adjacent states:**

**Illinois:**

The Illinois Statutes provide for the expedited licensure of service members and their spouses (20 ILCS 5/5-715). “Service member” includes a person whose active duty service concluded within the 2 years preceding application for licensure. A license issued to a service member or the spouse of a service member may be renewed.

**Iowa:**

Rules of the Professional Licensure Division of the Iowa Department of Public Health provide for the expedited reciprocal licensure of a veteran or a spouse of an active duty service member (645 IAC 645.20.3). A reciprocal license issued to a veteran or a spouse of an active duty service member may be renewed.

**Michigan:**

The Michigan Statutes provide for temporary licensure of the spouse of an active duty service member (MCL 339.213). A temporary license is valid for 6 months and may be renewed for one additional 6-month term if it is determined the licensee continues to meet the requirements for temporary licensure and needs additional time to fulfill the requirements for initial licensure.

**Minnesota:**

The Minnesota Statutes provide for temporary licensure of an individual who is an active duty military member, the spouse of an active duty military member, or a veteran who has left service in the 2 years preceding the date of license application (2019 Minnesota Statutes, Section 197.4552). A temporary license allows a qualified individual to perform regulated professional services for a limited length of time as determined by the applicable licensing board. During the temporary license period, the individual must complete the full application procedure as required by applicable law.

**Summary of factual data and analytical methodologies:**

The rules were developed by reviewing the provisions of s. 440.09, Stats., as amended by 2019 Wisconsin Act 143, and obtaining input and feedback from the Occupational Therapists Affiliated Credentialing Board.

**Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:**

The rules were posted for a period of 14 days to solicit public comment on economic impact, including how the rules may affect businesses, local government units, and individuals. No comments were received.

**Fiscal Estimate and Economic Impact Analysis:**

The Fiscal Estimate and Economic Impact Analysis document is attached.

**Effect on small business:**

These rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department’s Regulatory Review Coordinator may be contacted by email at Daniel.Hereth@wisconsin.gov, or by calling (608) 267-2435.

**Agency contact person:**

Kassandra Walbrun, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, Wisconsin 53708-8366; telephone 608-261-4463; email at DSPSAdminRules@wisconsin.gov.

-----  
TEXT OF RULE

SECTION 1. OT 2.02 (1) (intro.) and (a) (Note) are amended to read:

**OT 2.02 (1) (intro.)** ~~Every~~ Except as provided under s. OT 2.08, every applicant for initial licensure as an occupational therapist or occupational therapy assistant shall submit all of the following:

**(a) (Note)** Application forms are available ~~upon request to the board office at 1400 East Washington Avenue, P.O. Box 8935, Madison, WI 53708~~ from the department of safety and professional services’ website at [www.dsps.wi.gov](http://www.dsps.wi.gov).

SECTION 2. OT 2.06 (3) (Note) is repealed.

SECTION 3. OT 2.08 is created to read:

**OT 2.08 Reciprocal credentials for service members, former service members, and their spouses.** A reciprocal license to practice as an occupational therapist or occupational therapy assistant shall be granted to a service member, former service member, or the spouse of a service member or former service member who the board determines meets all of the requirements under s. 440.09 (2), Stats. Subject to s. 440.09 (2m), Stats., the board may request verification necessary to make a determination under this section.

SECTION 4. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

-----  
(END OF TEXT OF RULE)  
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Dated \_\_\_\_\_

Agency \_\_\_\_\_

Chairperson  
Occupational Therapists  
Affiliated Credentialing Board

# STATEMENT OF SCOPE

## Occupational Therapists Affiliated Credentialing Board

Rule No.: Chapter OT 3

Relating to: Continuing Education

Rule Type: Permanent

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

N/A

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

The Occupational Therapists Affiliated Credentialing Board will conduct a comprehensive evaluation of its continuing education rules under ch. OT 3 to ensure consistency with current professional and academic practices and standards and applicable Wisconsin statutes. The evaluation will include consideration of a request from the Wisconsin Occupational Therapy Association (WOTA) that the Board's rules be updated to require seminars, workshops, lectures, symposia, and professional conferences be sponsored or approved by acceptable health-related or other organizations, including WOTA, in order to qualify as acceptable continuing education.

### 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:

Chapter OT 3 currently contains all of the rules of the Occupational Therapists Affiliated Credentialing Board relating to continuing education. The Board has identified the need for a comprehensive evaluation of these rules to ensure they are consistent with current professional and academic practices and standards and applicable Wisconsin statutes.

The alternative of not evaluating these rules would be less beneficial to affected entities.

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

Section 15.085 (5) (b), Stats., provides that affiliated credentialing boards, such as the Occupational Therapists Affiliated Credentialing Board, "shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains . . ."

Section 448.965 (1) (b), Stats., provides the Occupational Therapists Affiliated Credentialing Board may promulgate rules that establish "[c]ontinuing education requirements for license renewal for an occupational therapist or occupational therapy assistant under s. 448.967 (2)."

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

80 hours



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

Wisconsin licensed occupational therapists and occupational therapy assistants.

**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 will have minimal to no economic impact on small businesses and the state's economy as a whole.

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

Approved for publication:

Approved for implementation:



\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

March 9, 2021

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Date Submitted

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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Valerie Payne, Executive Director on behalf of Laura O'Brien, Chair		<b>2) Date when request submitted:</b> 6/1/2021 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> Occupational Therapy Affiliated Credentialing Board			
<b>4) Meeting Date:</b> 6/8/2021	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Continuing Education – Discussion and Consideration 1. AOTA Continuing Education Courses 2. State Regulatory Boards That Accept the Navigator for Licensure Renewal 3. Renewal Activity Chart 4. Navigator FAQ	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b> Board member discussion of continuing education and other documents.			
<b>11) Authorization</b>			
<i>Valerie Payne</i>		6/1/2021	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
<b>Directions for including supporting documents:</b> 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.			

# AOTA Continuing Education Courses

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AOTA offers the most high quality and relevant continuing education available to the profession. Select from a wide variety of topics to advance your professional development and meet your certification and licensure requirements. CE credit varies by course. Review CE course descriptions and learning objectives carefully **before** you place your order. [Read our Return Policies.](#)

**Browser Recommendations:** *Regardless of which device you use, Android or iOS, Chrome or Firefox are the recommended browsers (not IE or Safari).*

[CE on AOTA Store](#)

## Continuing Education Courses By Type

- [Article-Based CE](#)
- [Digital Badges](#)
- [Best Practices for OT in Schools Chapter CE](#)
- [Online Courses](#)
- [Self-Paced Clinical Courses](#)

# AOTA Approved Provider Program for Providers

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AOTA'S Approved Provider Program (APP) assists OT practitioners and state licensing boards ensure professional development (PD) activities (e.g., courses, workshops) reflect evidence-informed, occupation-centered practice. The following states explicitly recognize APP in regulatory language or by written communication to AOTA.

The Approved Provider Program has over 300 AOTA approved providers. Organizations and sole proprietors that apply to become recognized as approved providers undergo a review process designed to assess whether the systems, policies, procedures, and educational practices are in place to provide quality PD activities.

# States That Currently Recognize AOTA Approved Providers

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There are 36 states that currently recognize AOTA Approved Providers either in regulatory language or by formal written communication to AOTA.

- Alabama
- Alaska
- Arkansas
- Arizona\*
- Delaware
- District of Columbia
- Florida\*
- Georgia\*
- Illinois
- Indiana
- Kentucky
- Louisiana\*
- Maryland
- Michigan\*\*
- Minnesota
- Mississippi\*
- Missouri
- Montana
- Nevada
- New Hampshire
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oregon
- Oklahoma
- Pennsylvania
- Rhode Island
- South Carolina\*

- South Dakota
- Tennessee\*
- Texas
- Vermont
- Virginia
- Wisconsin – this applies to self-study courses only

\*please see CE Broker

\*\*MI CE requirement starts in 2019 for the 2021 cycle

We continue to work with other states to grow this list.

Contact Us

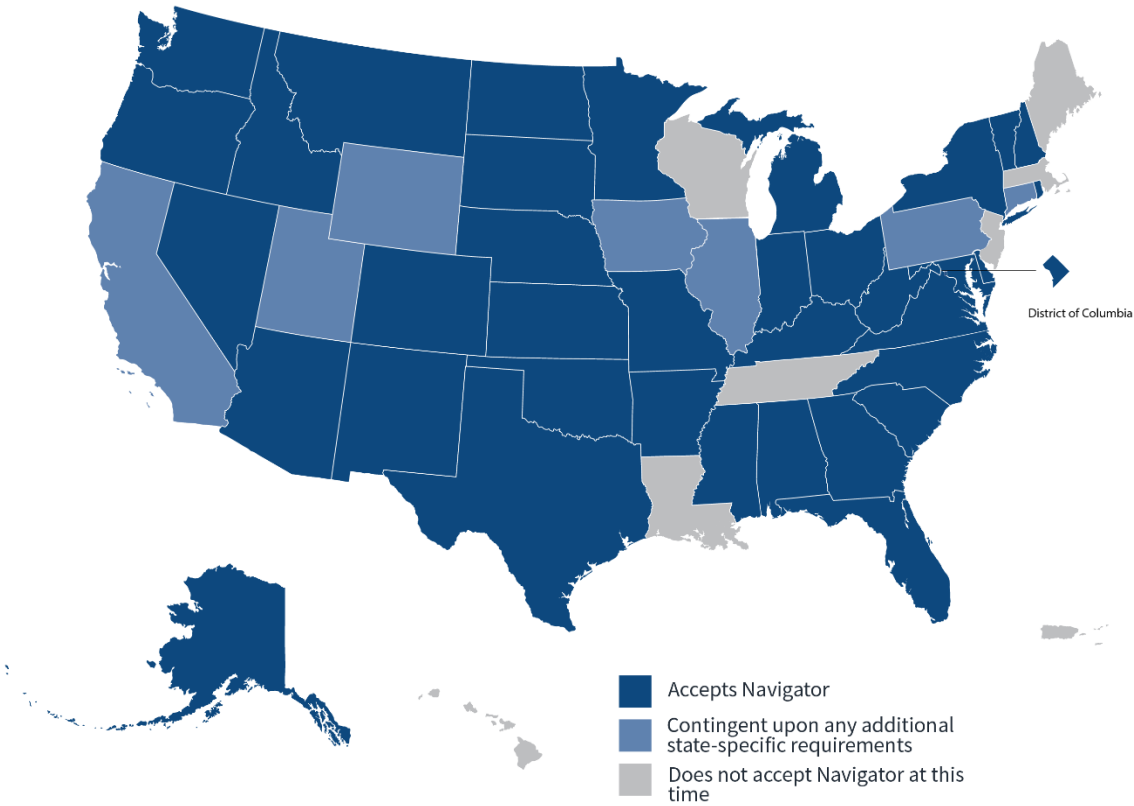
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If you have questions about the Approved Provider Program, email [app@aota.org](mailto:app@aota.org).

\*taken from <https://www.aota.org/Education-Careers/Continuing-Education/AOTACE.aspx>

## State Regulatory Boards That Accept the Navigator for Licensure Renewal

Units earned through the Navigator are accepted by the following states for licensure renewal to satisfy, in part, their state-special requirements. If your state is not shaded, contact them to encourage acceptance of the Navigator.



At this time, the following states have confirmed recognition of the Navigator (contingent upon any additional state-specific requirements):

[Read More](#)

# NBCOT® CERTIFICATION RENEWAL ACTIVITIES CHART

ID 55 rev121919

Competency Assessment Units				
ID#	Activity	CAU Value	Max units per 3-year cycle	Verification Documentation
1	In the NBCOT Navigator, take a multiple-choice <b>Mini Practice Quiz</b> to assess knowledge of contemporary practice grounded by evidence-based literature	0.5 unit per quiz	6 units	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
2	In the NBCOT Navigator, complete a <b>Case Simulation</b> and assess practice knowledge by interacting with a virtual occupational therapy case scenario.	0.5 unit per case	9 units	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
3	In the NBCOT Navigator, assess broad areas of occupational therapy knowledge used in practice with the <b>OT Knowledge Library</b> , a stylized matching tool.	0.25 unit per tool	3 units	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
4	In the NBCOT Navigator, complete a <b>PICO</b> exercise to assess implementation of the PICO ( <b>P</b> atient/ <b>P</b> roblem, <b>I</b> ntervention, <b>C</b> omparison, <b>O</b> utcome) process in order to integrate evidence-based research into practice.	0.5 unit per PICO exercise	2 units	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
5	In the NBCOT Navigator, select and administer the most appropriate <b>PAM</b> as part of the client's intervention plan, based on the presenting condition, past medical history, and the physician's referral.	0.25 unit per tool	1.25 units	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
6	In the NBCOT Navigator, use <b>Management Challenge</b> to assess your skills to manage the day-to-day operations of an outpatient rehabilitation facility, all while juggling the demands of scheduling, staffing, billing, and unexpected events.	1 unit per tool	1 unit	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
7	In the NBCOT Navigator, use <b>Orthotic Builder</b> to select the optimal orthosis and make best-practice fabrication decisions to support recovery from a range of hand injuries and conditions.	0.5 unit per tool	4 units	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
8	Assess specific practice-related professional skills using the <b>NBCOT Self-Assessment</b> tool(s), or similar professional skills assessment tool (e.g., AOTA or employer-based professional development tool).	1 unit per tool	7 units (for 7 Self-assessment tools)	Print score report from the Self-Assessment, or provide a copy of completed tool from another provider(s).
9	Develop a Professional Development Continuing-Competency Plan based on the results of professional skills assessments.	1 unit	1 unit	Use results of Self-Assessment tool(s) (see above) to develop goals relating to competence/skills.

## Professional Development Activities

ID#	Activity	PDU Value	Max units per 3-year cycle	Verification Documentation
<b>PROFESSIONAL SERVICE</b>				
10	Volunteer for an organization, population or individual that adds to the overall development of one's practice roles.	5 hours = 1 unit	18 units	Verification of hours and outcomes of volunteer service. Volunteering Guidelines & Log available at <a href="http://www.nbcot.org">www.nbcot.org</a> .
11	Peer review of practice-related research article or textbook.	5 units per review	18 units	Letter from publishing organization.
12	Mentor an OT colleague or other professional to improve skills of the protégé, including role as a disciplinary monitor. (Mentor must be currently certified with NBCOT.)	2 hours = 1 unit	18 units	Goals, objectives and analysis of mentee performance. Mentoring Guidelines & Log available at <a href="http://www.nbcot.org">www.nbcot.org</a> .
<b>WORKSHOPS/COURSES/INDEPENDENT LEARNING</b>				
13	Attend employer-provided workplace continuing education (may include CPR training). <i>Does not include new staff orientation and/or annual mandatory workplace trainings (e.g., annual policy review and corporate compliance).</i> The same workshop may be claimed <b>only once</b> for PDU.	1 hour = 1 unit	36 units	A certificate of attendance or a letter from the sponsor/employer verifying contact hours or CEU, dates, event title, attendee name and workshop agenda (if available). <i>Sign-in sheets will not be accepted as sole proof of attendance.</i>
14	Attend workshops, seminars, lectures, professional conferences or online courses that are approved by one of the following: <ul style="list-style-type: none"> <li>• Regionally-accredited college university</li> <li>• State regulatory board for licensure renewal</li> <li>• Continuing-education providers (e.g., state associations, continuing-education companies)</li> <li>• Third-party entity</li> </ul> <p>The same workshop may be claimed <b>only once</b> for PDU.</p>	1 hour = 1 unit	36 units	A certificate of attendance or a letter from the sponsor/employer verifying contact hours or CEU, dates, event title, attendee name and workshop agenda (if available). <i>Sign-in sheets will not be accepted as sole proof of attendance.</i>
15	Successfully complete education (e.g., workshops, seminars, lectures, online courses or conference) with an assessment component at the end of the program (e.g., scored test, project, paper) provided by: <ul style="list-style-type: none"> <li>• AOTA;</li> <li>• AOTA-approved providers;</li> <li>• IACET-authorized providers;</li> <li>• Regionally-accredited colleges/universities.</li> </ul> <p>The same workshop may be claimed <b>only once</b> for PDU.</p>	1 hour = 1.25 units	36 units	A certificate of attendance or a letter from the provider verifying contact hours or CEU, date(s), event title, attendee name, agenda, and successful completion of assessment component at the end of the program (e.g., scored test, project, paper).



16	Read peer-reviewed, practice-related professional journal article and/or textbook chapter, and write a report describing the implications for improving skills in one's specific role. Cannot claim for PDU purposes if the textbook is required for academic coursework/audited course.	2 articles or 2 chapters = 1 unit	36 units	Annotated bibliography AND a report with analysis of how the article/textbook has assisted with improving skills in one's role. Journal/Textbook Reading form is available at <a href="http://www.nbcot.org">www.nbcot.org</a> .
17	Successfully complete academic coursework. Course must relate to practice area.	1 credit hour per semester = 10 units	36 units	Official transcript with registrar's seal from accredited college/university. Transcript should be in a sealed envelope with 'RENEWAL' noted on the exterior. Send transcript with your renewal application. <i>DO NOT SEND TRANSCRIPT SEPARATELY.</i>
18	Receive mentoring from a currently-certified occupational therapy practitioner or other professional in good standing to improve the skills of the protégé.	2 hours = 1 unit	18 units	Goals and objectives established in collaboration with the mentor and self-analysis of performance. Mentoring Guidelines & Log available at <a href="http://www.nbcot.org">www.nbcot.org</a> .
19	Participate in a professional study group/online study group designed to advance knowledge through active participation.	2 hours = 1 unit	18 units	Group attendance records verifying time spent, study group goals and analysis of goal attainment and learning. Study Group Report form available at <a href="http://www.nbcot.org">www.nbcot.org</a> .
<b>PRESENTING</b>				
20	Serve as the primary or co-presenter at a state, national or international workshop, seminar or conference. One-time presentation per topic. Time spent on preparation cannot be included.	1 hour = 2 units	36 units	Copy of presentation OR copy of program listing. Presenter name, presentation times or length of session and title of the presentation must be indicated on the documentation.
21	Serve as the primary or co-presenter for a poster presentation at a state, national or international workshop, seminar or conference. One-time presentation per topic. Time spent on preparation cannot be included.	2 units per poster	18 units	Copy of presentation OR copy of program listing. Presenter name, presentation times or length of session and title of the presentation must be indicated on the documentation.
22	Serve as adjunct faculty, teaching practice area-related academic course per semester. Must not be one's primary role. One-time per course title. Time spent on preparation cannot be included. For a one-time lecture, use PDU ID #21.	1 credit hour = 6 units	36 units	Letter of verification from school that includes dates, lecture/course title, length of session and course/lecture goals and objectives or a copy of the course syllabus.
23	Provide professional in-service training, instruction, or guest lecture as a primary or co-presenter for occupational therapists, occupational therapy assistants or related professionals. One-time presentation per topic. Time spent on preparation cannot be included.	1 hour = 1 unit	18 units	Copy of attendance record and outline of presentation, or letter from supervisor on letterhead verifying the presenter's name and the date/time/length of the presentation.

24	Primary or co-presenter providing for a local organization/association/group on practice area-related topic (e.g., energy conservation, back care and prevention of injury). One-time presentation per topic. Time spent on preparation cannot be included.	1 hour = 1 unit	18 units	Copy of presentation OR program listing. Documentation must include that presenter name, presentation date/time/location and the contact person for the organization.
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## FIELDWORK SUPERVISION

25	Level I fieldwork direct supervision. Must not be one's primary role.	1 unit per student	18 units	Letter of verification or certificate from school that includes dates of fieldwork and name of fieldwork student.
26	Level II fieldwork direct supervision. Must not be one's primary role.	1 unit per 1 week of supervision per student supervised	18 units	Letter of verification or certificate from school that includes the dates of fieldwork. DO NOT submit student evaluation form as verification. Co-supervision is acceptable; record dates and times when acting as primary student supervisor. Supervision of more than one student at a time is acceptable; record dates and times of supervision provided to each student. Apply appropriate PDU value based on time spent supervising.
27	Entry-level or post-doctoral advanced fieldwork direct supervision. Must not be one's primary role.	1 unit per 1 week of supervision per student supervised	18 units	Letter of verification or certificate from school that includes the dates of fieldwork. DO NOT submit student evaluation form as verification. Co-supervision is acceptable; record dates and times when acting as primary student supervisor. Supervision of more than one student at a time is acceptable; record dates and times of supervision provided to each student. Apply appropriate PDU value based on time spent supervising.

## PUBLISHING

28	Primary or co-author of practice area-related article in <u>non-peer-reviewed</u> professional publication (e.g., <i>OT Practice</i> , <i>SIS Quarterly</i> , <i>Advance</i> ).	1 article = 5 units	36 units	Copy of published article.
29	Primary or co-author of practice area-related article in <u>peer-reviewed</u> professional publication (e.g., journal or research paper).	1 article = 10 units	36 units	Copy of published article.
30	Primary or co-author of practice area-related article in lay publication (e.g., community newspaper, newsletter).	1 article = 2 units	36 units	Copy of published article.
31	Primary or co-author of chapter in practice area-related professional textbook.	1 chapter = 10 units	36 units	Copy of published chapter OR letter from editor.
32	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.	10 units per study	18 units	Grant funding number OR abstract/executive summary OR copy of the completed research/study that indicates certificant as primary/co-primary investigator.

# Navigator FAQs

## General Questions

What is the NBCOT Navigator?

The NBCOT Navigator® is a suite of online tools designed to help certificants assess their competency across all areas of occupational therapy. Certificants can complete these tools, which are based on current practice and evidence-based literature, to earn competency assessment units (CAUs) toward their NBCOT certification renewal.

### [Read Less](#)

Why the need for a tool like NBCOT Navigator?

NBCOT recognizes that certificants face ongoing pressures of accountability and advances in practice, which in turn necessitates the ongoing need for skill development and demonstrated continuing competence throughout a certificant's career.

The Navigator is not a source of continuing education content. Rather, the Navigator provides opportunities for certificants to engage in a self-directed process of competency assessment, including critical reflection, validation of current practice, and interpretation and consideration of new avenues of professional knowledge. After completing some of the tools in the Navigator, certificants are encouraged to develop an action plan.

### [Read Less](#)

How did NBCOT come up with the platform/overall idea for this tool?

In 2012, NBCOT completed a certification renewal practice analysis in response to two Institute of Medicine (IOM) reports: *Health Professions Education: A Bridge to Quality* (2003) and *Redesigning Continuing Education in the Health Professions* (2010). The practice analysis identified practice competencies or domains relevant to contemporary occupational therapy practice that align with IOM's recommendations and supported the creation of an online competency assessment platform.

In 2019, the Ongoing Professional Practice Analysis (OPPA) was completed as part of NBCOT's ongoing review of its certification renewal program. The OPPA updates the 2012 practice analysis and provides evidence that links current occupational therapy practice to NBCOT's certification renewal program requirements in a manner consistent with best practice and accreditation standards.

### [Read Less](#)

How does the NBCOT Navigator work?

NBCOT Navigator uses an interactive virtual platform featuring games, quizzes, and case simulations to help OTRs and COTAs assess competency across all areas of occupational therapy.

A certificant can begin the NBCOT Navigator by completing the self-reflection questionnaire, which provides a customized list of recommendations for tools to better help a user reach their continuing competency goals. Users then verify practice strengths by completing case simulations, matching games, and mini practice quizzes that result in customized feedback with recommendations for follow-up reading.

### [Read Less](#)

How is the Navigator different from certification renewal or other existing professional assessments?

The value of the OTR and COTA credentials has become increasingly important. True practice competency is a continual process throughout a certificant's career.

The NBCOT Navigator is a competency assessment platform and not a source of continuing education. The Navigator assists certificants in developing an action plan based on the self-reflection and the performance feedback provided when completing a competency assessment tool. In this way, the NBCOT Navigator complements certificants' professional development plans.

OTRs and COTAs can earn competency assessment units (CAUs) toward their next renewal cycle. Earned CAUs can be applied toward partial fulfillment of state licensure renewal requirements in states that accept CAUs.

### [Read Less](#)

Has the product been tested?

Yes. Prior to its launch, NBCOT conducted beta-testing on the Navigator with hundreds of certificants and employers. Testing feedback was used to optimize the tool suite, providing the best user experience for OTRs and COTAs. User feedback on the final product has been positive, underscoring the need for practical, convenient continuing competency resources across all practice areas and skill levels.

### [Read Less](#)

Is NBCOT the first certification board to use virtual/gaming technology for assessment?

Yes, NBCOT is the first certification board to use this kind of technology to provide an evidence-based competency assessment platform for occupational therapists and

occupational therapy assistants. It is important to note that while the Navigator is built on an interactive gaming platform, a user does not need to be a "gamer" to easily interact with and use the tool suite. This platform applies to all OTRs and COTAs.

### [Read Less](#)

A virtual experience does not replace real patient interaction. How will this tool really be effective in helping OTs with their job?

NBCOT Navigator is one tool in the OT's professional development toolbox, and it is incumbent upon the practitioner to keep going back to that toolbox to continually refine their skills and abilities. NBCOT Navigator is an interactive platform featuring case simulations, mini practice quizzes, and mini games for OTRs and COTAs to assess competency across all areas of occupational therapy. Navigator content is based on evidence-based literature and presents a range of clinical reasoning challenges. True practice competency is a continual process throughout the certificant's career.

### [Read Less](#)

What is the cost of using the NBCOT Navigator?

The NBCOT Navigator is available to all active OTRs and COTAs at no additional cost.

### [Read Less](#)

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b> Kimberly Wood, Program Assistant Supervisor-Adv. on behalf of Valerie Payne, Executive Director		<b>2) Date When Request Submitted:</b> 3/30/2021 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b> All Boards, Sections and Councils			
<b>4) Meeting Date:</b>	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> 2021-2023 Licensure Fee and Credential Schedule	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A	
<b>10) Describe the issue and action that should be addressed:</b> Please review the attached occupational licensure fee report which outlines new licensure and renewal fees effective as of 7/1/2021.			
<b>11) Authorization</b>			
<i>Kimberly Wood</i>		3/30/2021	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
<b>Directions for including supporting documents:</b> 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.			

Board Project Code	Project	Project Name	21-23							Fee Set/Limited by Statute or Rule
			Current Initial_Fee	Current Renewal_Fee	21-23 Initial Fee	21-23 Renewal Fee	Initial Fee_Change	Renewal Fee_Change		
16500P1ACBD000	16500P1ACBD001	Accountant CPA	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00	\$ -	\$ -		
16500P1ACBD000	16500P1ACBD003	Accounting Firm	\$ 43.00	\$ 43.00	\$ 43.00	\$ 43.00	\$ -	\$ -		
16500P1ADLD000	16500P1ADLD055	Acupuncturist	\$ 75.00	\$ 75.00	\$ 55.00	\$ 55.00	\$ (20.00)	\$ (20.00)		
16500P1AESD000	16500P1ARCD005	Architect	\$ 68.00	\$ 68.00	\$ 55.00	\$ 55.00	\$ (13.00)	\$ (13.00)		
16500P1AESD000	16500P1ARCD011	Architectural or Engineer Corp	\$ 68.00	\$ 68.00	\$ 55.00	\$ 55.00	\$ (13.00)	\$ (13.00)		
16500P1AESD000	16500P1DSND007	Designer Engineering Systems	\$ 68.00	\$ 68.00	\$ 55.00	\$ 55.00	\$ (13.00)	\$ (13.00)		
16500P1AESD000	16500P1ENGD006	Engineer Professional	\$ 68.00	\$ 68.00	\$ 55.00	\$ 55.00	\$ (13.00)	\$ (13.00)		
16500P1AESD000	16500P1ENGD500	Engineer Training	\$ 68.00	\$ -	\$ 55.00	\$ -	\$ (13.00)	\$ -		
16500P1AESD000	16500P1LSAD014	Landscape Architect	\$ 68.00	\$ 68.00	\$ 55.00	\$ 55.00	\$ (13.00)	\$ (13.00)		
16500P1AESD000	16500P1LSRD008	Land Surveyor Professional	\$ 68.00	\$ 68.00	\$ 55.00	\$ 55.00	\$ (13.00)	\$ (13.00)		
16500P1APPD000	16500P1APPD004	Appraiser Licensed	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ -	\$ -		
16500P1APPD000	16500P1APPD009	Appraiser Residential Cert	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ -	\$ -		
16500P1APPD000	16500P1APPD010	Appraiser General Cert	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ -	\$ -		
16500P1APPD000	16500P1APPD900	Appraisal Management Company	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ -	\$ -	<a href="#">Maximum fee Set by Wis. Stat. 458.33 (2) (b) - currently at the maximum</a>	
16500P1ATHD000	16500P1ATHD097	Athletic Agent	\$ 38.00	\$ 38.00	\$ 38.00	\$ 38.00	\$ -	\$ -		
16500P1AUBD000	16500P1AUBD052	Auctioneer	\$ 47.00	\$ 47.00	\$ 47.00	\$ 47.00	\$ -	\$ -		
16500P1AUBD000	16500P1AUBD053	Auction Company	\$ 47.00	\$ 47.00	\$ 47.00	\$ 47.00	\$ -	\$ -		
16500P1BRBD000	16500P1BRBD180	Barber Establishment	\$ 63.00	\$ 63.00	\$ 60.00	\$ 60.00	\$ (3.00)	\$ (3.00)		
16500P1BRBD000	16500P1BRBD182	Barber	\$ 63.00	\$ 63.00	\$ 60.00	\$ 60.00	\$ (3.00)	\$ (3.00)		
16500P1BRBD000	16500P1BRBD183	Barber Instructor	\$ 63.00	\$ 63.00	\$ 60.00	\$ 60.00	\$ (3.00)	\$ (3.00)		
16500P1BRBD000	16500P1BRBD187	Barber School	\$ 63.00	\$ 63.00	\$ 60.00	\$ 60.00	\$ (3.00)	\$ (3.00)		
16500P1BRBD000	16500P1BRBD601	Barber Apprentice	\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -		
16500P1BXMA000	16500P1BXMA263	Boxing Contestant	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	
16500P1BXMA000	16500P1BXMA264	Boxing Contest Professional	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	
16500P1BXMA000	16500P1BXMA265	Second	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	
16500P1BXMA000	16500P1BXMA266	Boxing Promoter Professional	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	
16500P1BXMA000	16500P1BXMA267	Mix Martial Arts Judge	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	
16500P1BXMA000	16500P1BXMA268	Mix Martial Arts Referee	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	
16500P1BXMA000	16500P1BXMA270	Matchmaker	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	
16500P1BXMA000	16500P1BXMA271	Physician Ringside	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	
16500P1BXMA000	16500P1BXMA272	Timekeeper	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	
16500P1BXMA000	16500P1BXMA274	Boxing Judge	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	
16500P1BXMA000	16500P1BXMA275	Boxing Referee	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	
16500P1BXMA000	16500P1BXMA276	Mix Martial Arts Amateur Conte	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	
16500P1BXMA000	16500P1BXMA277	Mix Martial Arts Contestant Pr	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	
16500P1BXMA000	16500P1BXMA278	Mix Martial Arts Prof Club	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>	



Board Project Code	Project	Project Name	21-23						Fee Set/Limited by Statute or Rule
			Current Initial_Fee	Current Renewal_Fee	21-23 Initial Fee	21-23 Renewal Fee	Initial Fee_Change	Renewal Fee_Change	
16500P1BXMA000	16500P1BXMA279	Mix Martial Arts Contest Prof	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>
16500P1BXMA000	16500P1BXMA280	Mix Martial Arts Promoter Prof	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>
16500P1BXMA000	16500P1BXMA281	Unarmed Combat Promoter	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>
16500P1BXMA000	16500P1BXMA282	Unarmed Combat Contest	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>
16500P1BXMA000	16500P1BXMA283	Kickboxing Contestant Amateur	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>
16500P1BXMA000	16500P1BXMA284	Kickboxing Contestant Prof	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>
16500P1BXMA000	16500P1BXMA285	Muay Thai Contestant Amateur	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>
16500P1BXMA000	16500P1BXMA287	Kickboxing Judge	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>
16500P1BXMA000	16500P1BXMA288	Muay Thai Judge	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>
16500P1BXMA000	16500P1BXMA289	Kickboxing Referee	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>
16500P1BXMA000	16500P1BXMA290	Muay Thai Referee	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	\$ -	<a href="#">Fee set by Wis. Stat. Ch. 444</a>
16500P1CACD000	16500P1CACD098	Crematory Authority	\$ 75.00	\$ 75.00	\$ 53.00	\$ 53.00	\$ (22.00)	\$ (22.00)	
16500P1CEMD000	16500P1CEMD095	Cemetery Authority Licensed	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1CEMD000	16500P1CEMD096	Cemetery Salesperson	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1CEMD000	16500P1CEMD101	Cemetery Preneed Seller	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1CEMD000	16500P1CEMD102	Cemetery Authority Religious	\$ 75.00	\$ -	\$ 60.00	\$ -	\$ (15.00)	\$ -	
16500P1CEMD000	16500P1CEMD195	Cemetery Authority Registered	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ -	\$ -	
16500P1CHID000	16500P1CHID012	Chiropractor	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1CHID000	16500P1CHID113	Chiropractic Radiological Tech	\$ 53.00	\$ 53.00	\$ 53.00	\$ 53.00	\$ -	\$ -	
16500P1CHID000	16500P1CHID114	Chiropractic Tech	\$ 53.00	\$ 53.00	\$ 53.00	\$ 53.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD069	Aesthetics Establishment	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD070	Electrology Establishment	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD071	Manicuring Establishment	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD072	Aesthetics Instructor	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD073	Electrology Instructor	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD074	Manicuring Instructor	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD080	Cosmetology Establishment	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD082	Cosmetologist	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD083	Cosmetology Instructor	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD084	Electrologist	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD085	Manicurist	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD086	Aesthetician	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD087	Cosmetology School	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD088	Electrology School	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD089	Manicuring School	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ -	\$ -	
16500P1COSD000	16500P1COSD600	Cosmetology Apprentice	\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -	
16500P1DEND000	16500P1DEND015	Dentist	\$ 74.00	\$ 74.00	\$ 60.00	\$ 60.00	\$ (14.00)	\$ (14.00)	



Board Project Code	Project	Project Name	21-23							Fee Set/Limited by Statute or Rule
			Current Initial_Fee	Current Renewal_Fee	21-23 Initial Fee	21-23 Renewal Fee	Initial Fee_Change	Renewal Fee_Change		
16500P1DEND000	16500P1DEND016	Dental Hygienist	\$ 74.00	\$ 74.00	\$ 60.00	\$ 60.00	\$ (14.00)	\$ (14.00)		
16500P1DEND000	16500P1DEND115	Dentistry Mobile Progr Registr	\$ 74.00	\$ 74.00	\$ 60.00	\$ 60.00	\$ (14.00)	\$ (14.00)		
16500P1DSPS000	16500P1DSPS049	DSPS Licensed Midwife	\$ 59.00	\$ 59.00	\$ 59.00	\$ 59.00	\$ -	\$ -		
16500P1DSPS000	16500P1DSPS064	DSPS Firearms Certifier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
16500P1DSPS000	16500P1DSPS109	DSPS WI Regis Interior Design	\$ 59.00	\$ 59.00	\$ 59.00	\$ 59.00	\$ -	\$ -		
16500P1DSPS000	16500P1DSPS118	Juvenile Martial Arts Instruct	\$ 59.00	\$ 59.00	\$ 59.00	\$ 59.00	\$ -	\$ -		
16500P1DSPS000	16500P1DSPS140	DSPS Behavior Analyst	\$ 59.00	\$ 59.00	\$ 59.00	\$ 59.00	\$ -	\$ -		
16500P1DSPS000	16500P1DSPS184	DSPS Transportation Network Co	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	<a href="#">Maximum fee Set by Wis. Stat. 440.415 - currently at the maximum</a>	
16500P1DSPS000	16500P1DSPS850	DSPS Temp Educ Training Permit	\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -		
16500P1DSPS000	16500P1DSPS876	DSPS Special License	\$ 59.00	\$ -	\$ 59.00	\$ -	\$ -	\$ -		
16500P1FDRD000	16500P1FDRD075	Funeral Dir Excl Embalm	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)		
16500P1FDRD000	16500P1FDRD076	Funeral Dir Good Standing	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)		
16500P1FDRD000	16500P1FDRD077	Funeral Director	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)		
16500P1FDRD000	16500P1FDRD078	Funeral Establishment	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)		
16500P1FDRD000	16500P1FDRD107	Agent Burial Agreements	\$ 75.00	\$ -	\$ 60.00	\$ -	\$ (15.00)	\$ -		
16500P1FDRD000	16500P1FDRD700	Funeral Dir Apprentice	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ -	\$ -		
16500P1GHSD000	16500P1GEOD013	Geologist Professional	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ -	\$ -		
16500P1GHSD000	16500P1GEOD201	Geology Firm	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ -	\$ -		
16500P1GHSD000	16500P1HYDD111	Hydrologist Professional	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ -	\$ -		
16500P1GHSD000	16500P1HYDD202	Hydrology Firm	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ -	\$ -		
16500P1GHSD000	16500P1SSCD112	Soil Scientist Professional	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ -	\$ -		
16500P1GHSD000	16500P1SSCD203	Soil Scientist Firm	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ -	\$ -		
16500P1HADD000	16500P1HADD060	Hearing Instrument Spec	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)		
16500P1HADD000	16500P1HADD154	Speech Language Pathologist	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)		
16500P1HADD000	16500P1HADD156	Audiologist	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)		
16500P1MADD000	16500P1MADD036	Art Therapist	\$ 68.00	\$ 68.00	\$ 51.00	\$ 51.00	\$ (17.00)	\$ (17.00)		
16500P1MADD000	16500P1MADD037	Dance Therapist	\$ 68.00	\$ 68.00	\$ 51.00	\$ 51.00	\$ (17.00)	\$ (17.00)		
16500P1MADD000	16500P1MADD038	Music Therapist	\$ 68.00	\$ 68.00	\$ 51.00	\$ 51.00	\$ (17.00)	\$ (17.00)		
16500P1MEDD000	16500P1ANS017	Anesthesiology Assist	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)		
16500P1MEDD000	16500P1ATBD039	Athletic Trainer	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)		
16500P1MEDD000	16500P1DABD029	Dietician Certified	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)		
16500P1MEDD000	16500P1DSPS851	DSPS Resident Educ License	\$ 10.00	\$ -	\$ 10.00	\$ -	\$ -	\$ -		
16500P1MEDD000	16500P1DSPS875	DSPS Special Permit	\$ 75.00	\$ -	\$ 60.00	\$ -	\$ (15.00)	\$ -		
16500P1MEDD000	16500P1HMOP048	Home Med Oxygen Provider	\$ 59.00	\$ 59.00	\$ 59.00	\$ 59.00	\$ -	\$ -		
16500P1MEDD000	16500P1MEDD020	Medicine Surgery MD	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)		
16500P1MEDD000	16500P1MEDD021	Medicine Surgery OD	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)		

Board Project Code	Project	Project Name	21-23						Fee Set/Limited by Statute or Rule
			Current Initial_Fee	Current Renewal_Fee	21-23 Initial Fee	21-23 Renewal Fee	Initial Fee_Change	Renewal Fee_Change	
16500P1MEDD000	16500P1MEDD220	Administrative Physician MD	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1MEDD000	16500P1MEDD221	Administrative Physician OD	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1MEDD000	16500P1MEDD320	Medicine Surgery MD Compact	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1MEDD000	16500P1MEDD321	Medicine Surgery OD Compact	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1MEDD000	16500P1MTBD146	Massage Therapy Bodyworker	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1MEDD000	16500P1OTBD026	Occupational Therapist	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1MEDD000	16500P1OTBD027	Occupational Therapist Assist	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1MEDD000	16500P1PHAD023	Physician Assistant	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1MEDD000	16500P1PODD025	Podiatrist	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1MEDD000	16500P1PRFD018	Perfusionist	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1MEDD000	16500P1RSPD028	Respiratory Care Practitioner	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1MFTD000	16500P1CPCD125	Counselor Professional Licen	\$ 62.00	\$ 62.00	\$ 60.00	\$ 60.00	\$ (2.00)	\$ (2.00)	
16500P1MFTD000	16500P1CPCD226	Counselor Professional Trn	\$ 62.00	\$ -	\$ 60.00	\$ -	\$ (2.00)	\$ -	
16500P1MFTD000	16500P1MFTD124	Marriage Family Therapist	\$ 62.00	\$ 62.00	\$ 60.00	\$ 60.00	\$ (2.00)	\$ (2.00)	
16500P1MFTD000	16500P1MFTD228	Marriage Family Therapist Trn	\$ 62.00	\$ -	\$ 60.00	\$ -	\$ (2.00)	\$ -	
16500P1MFTD000	16500P1SOCD120	Social Worker	\$ 62.00	\$ 62.00	\$ 60.00	\$ 60.00	\$ (2.00)	\$ (2.00)	
16500P1MFTD000	16500P1SOCD121	Social Worker Adv Practice	\$ 62.00	\$ 62.00	\$ 60.00	\$ 60.00	\$ (2.00)	\$ (2.00)	
16500P1MFTD000	16500P1SOCD122	Social Worker Independent	\$ 62.00	\$ 62.00	\$ 60.00	\$ 60.00	\$ (2.00)	\$ (2.00)	
16500P1MFTD000	16500P1SOCD123	Social Worker Lic Clinical	\$ 62.00	\$ 62.00	\$ 60.00	\$ 60.00	\$ (2.00)	\$ (2.00)	
16500P1MFTD000	16500P1SOCD127	Social Worker Training	\$ 62.00	\$ -	\$ 60.00	\$ -	\$ (2.00)	\$ -	
16500P1NHAD000	16500P1NHAD065	Nursing Home Administrator	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1NURD000	16500P1NURD030	Nurse Registered	\$ 73.00	\$ 73.00	\$ 57.00	\$ 57.00	\$ (16.00)	\$ (16.00)	
16500P1NURD000	16500P1NURD031	Nurse Licensed Practical	\$ 73.00	\$ 73.00	\$ 57.00	\$ 57.00	\$ (16.00)	\$ (16.00)	
16500P1NURD000	16500P1NURD032	Nurse Midwife	\$ 73.00	\$ 73.00	\$ 57.00	\$ 57.00	\$ (16.00)	\$ (16.00)	
16500P1NURD000	16500P1NURD033	Nurse Adv Practice Prescriber	\$ 73.00	\$ 73.00	\$ 57.00	\$ 57.00	\$ (16.00)	\$ (16.00)	
16500P1OPTD000	16500P1OPTD035	Optometrist	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1PDET000	16500P1PDET062	Private Detective Agency	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ -	\$ -	
16500P1PDET000	16500P1PDET063	Private Detective	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ -	\$ -	
16500P1PHMD000	16500P1PHMD040	Pharmacist	\$ 74.00	\$ 74.00	\$ 60.00	\$ 60.00	\$ (14.00)	\$ (14.00)	
16500P1PHMD000	16500P1PHMD042	Pharmacy In State	\$ 74.00	\$ 74.00	\$ 60.00	\$ 60.00	\$ (14.00)	\$ (14.00)	
16500P1PHMD000	16500P1PHMD043	Pharmacy Out of State	\$ 74.00	\$ 74.00	\$ 60.00	\$ 60.00	\$ (14.00)	\$ (14.00)	
16500P1PHMD000	16500P1PHMD044	Drug Device Manufacturer	\$ 74.00	\$ 74.00	\$ 60.00	\$ 60.00	\$ (14.00)	\$ (14.00)	
16500P1PHMD000	16500P1PHMD045	Wholesale Distrib Presc Drugs	\$ 74.00	\$ 74.00	\$ 60.00	\$ 60.00	\$ (14.00)	\$ (14.00)	
16500P1PHTD000	16500P1PHTD019	Physical Therapist Assistant	\$ 68.00	\$ 68.00	\$ 56.00	\$ 56.00	\$ (12.00)	\$ (12.00)	
16500P1PHTD000	16500P1PHTD024	Physical Therapist	\$ 68.00	\$ 68.00	\$ 56.00	\$ 56.00	\$ (12.00)	\$ (12.00)	
16500P1PSEC000	16500P1PSEC108	Private Security Person	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ -	\$ -	
16500P1PSYD000	16500P1PSYD057	Psychologist	\$ 66.00	\$ 66.00	\$ 60.00	\$ 60.00	\$ (6.00)	\$ (6.00)	

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			Current Initial_Fee	Current Renewal_Fee	21-23 Initial Fee	21-23 Renewal Fee	Initial Fee_Change	Renewal Fee_Change	
16500P1PSYD000	16500P1PSYD058	School Psychologist Priv Prac	\$ 66.00	\$ 66.00	\$ 60.00	\$ 60.00	\$ (6.00)	\$ (6.00)	
16500P1RADD000	16500P1RADD142	Radiographer Licensed	\$ 65.00	\$ 65.00	\$ 54.00	\$ 54.00	\$ (11.00)	\$ (11.00)	
16500P1RADD000	16500P1RADD144	Ltd Xray Machine Oper Permit	\$ 65.00	\$ 65.00	\$ 54.00	\$ 54.00	\$ (11.00)	\$ (11.00)	
16500P1REBD000	16500P1REBD090	Real Estate Broker	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1REBD000	16500P1REBD091	Real Estate Business Entity	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1REBD000	16500P1REBD093	Timeshare Salesperson	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1REBD000	16500P1REBD094	Real Estate Salesperson	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1RHID000	16500P1RHID106	Home Inspector	\$ 51.00	\$ 51.00	\$ 51.00	\$ 51.00	\$ -	\$ -	
16500P1SAAC000	16500P1SAAC130	Subst Abuse Counselor Training	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1SAAC000	16500P1SAAC131	Subst Abuse Counselor	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1SAAC000	16500P1SAAC132	Subst Abuse Counselor Clinical	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1SAAC000	16500P1SAAC133	Subst Abuse Clin Sup Training	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1SAAC000	16500P1SAAC134	Subst Abuse Intermed Clin Sup	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1SAAC000	16500P1SAAC135	Subst Abuse Indep Clin Sup	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1SAAC000	16500P1SAAC136	Subst Abuse Prev Specialist Tr	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1SAAC000	16500P1SAAC137	Subst Abuse Prevent Specialist	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1SAND000	16500P1SAND197	Sanitarians Registered	\$ 75.00	\$ 75.00	\$ 51.00	\$ 51.00	\$ (24.00)	\$ (24.00)	
16500P1SLID000	16500P1SLID150	Sign Language Interp	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1SLID000	16500P1SLID151	Sign Lanugage Interpr Restrict	\$ 75.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ (15.00)	\$ (15.00)	
16500P1TANE000	16500P1TANE401	Tanning Establishments	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ -	\$ -	
16500P1TBAP000	16500P1TBAP402	Tattoo Body Art Piercing Estab	\$ 135.00	\$ 220.00	\$ 135.00	\$ 220.00	\$ -	\$ -	<a href="#">Set by Wis. Admin. Code SPS 221.05 - \$135 for tattoo OR body art establishment; \$220 for tattoo AND body art establishment</a>
16500P1TBAP000	16500P1TBAP403	Tattoo Body Art Piercing Pract	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -	\$ -	
16500P1TBAP000	16500P1TBAP404	Body Piercing	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ -	\$ -	