The CALIFORNIA OT FIELDWORK COUNCIL (CAOTFC)

August 7, 2014

Correspondence to:
California Board of Occupational Therapy
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The California OT Fieldwork Council is calling for an action item to be discussed by the CBOT Board members. Upon review of the California Code of Regulations for CBOT, Article 7 Section 4161 the continuing competency (4) Supervising the fieldwork of level II OT and OTA students states: Currently, for each 60 hours of supervision, the practitioner receives .5 PDUs. Under this competency regulation, the Fieldwork Educator(FE) is awarded a total of 4 PDUs for 12 weeks of full time supervision.

Medicare has changed their requirements mandating that a FE may not be engaged in any other activity or treatment while their student is treating patients. NBCOT has recognized this requirement and has responded by allowing 1 unit per 1 week of supervision for Level II fieldwork; allowing for a maximum of 12 PDUs total. California Code of Regulations for CBOT Article 7, Section 4161 of Continuing Competency (2) allows for structured mentoring with an individual skilled in a particular area: For each 20 hours of being mentored, the practitioner receives three (3) PDUs. In addition, ACOTE standards for off-site supervision of a student in a site without an on-site occupational therapist, require a minimum of 8 hours of direct supervision of the student per week of fieldwork experience. Based on the structured mentoring formula of three (3) PDUs per 60 hours of mentorship, a fieldwork educator providing off-site supervision should receive (1.2) PDU per week!

Whether you apply the NBCOT, structured skilled mentoring, or off-site formulas to calculate PDUs for fieldwork supervision, a minimum of one (1) PDU per 40 hours of direct supervision is a reasonable award for all the time, effort, and expertise provided. The current (.5) per 60 hours of mentorship hardly makes it worthwhile for a practitioner to consider taking an OT fieldwork student! And, in fact, we are facing an ever increasing resistance from fieldwork sites

and individual practitioners to provide fieldwork supervision to our students, especially when facing productivity requirements of 90% or more in traditional medical model sites, which have been the core providers of fieldwork education for our students. Finally, why should a practitioner consider taking a student and receive four(4) PDUs for 12 weeks of active, engaged effort, when they can sign up for an all day educational seminar (often passive reception of information) and receive at least five (5) PDUs!!

We look forward to your response.

Sincerely,

The California OT Fieldwork Council

Please respond to:
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## § 4161. Continuing Competency

(a) Effective January 1, 2006, each occupational therapy practitioner renewing a license or certificate under Section 2570.10 of the Code shall submit evidence of meeting continuing competency requirements by having completed, during the preceding renewal period, twelve (12) PDUs for each twelve month period, acquired through participation in professional development activities.
(1) One (1) hour of participation in a professional development activity qualifies for one PDU;
(2) One (1) academic credit equals 10 PDUs;
(3) One (1) Continuing Education Unit (CEU) equals 10 PDUs.
(b) Professional development activities acceptable to the board include, but are not limited to, programs or activities sponsored by the American Occupational Therapy Association (AOTA) or the Occupational Therapy Association of California; post-professional coursework completed through any approved or accredited educational institution that is not part of a course of study leading to an academic degree; or otherwise meet all of the following criteria:
(1) The program or activity contributes directly to professional knowledge, skill, and ability;
(2) The program or activity relates directly to the practice of occupational therapy; and
(3) The program or activity must be objectively measurable in terms of the hours involved.
(c) PDUs may also be obtained through any or a combination of the following:
(1) Involvement in structured special interest or study groups with a minimum of three (3) participants. Three (3) hours of participation equals one (1) PDU.
(2) Structured mentoring with an individual skilled in a particular area. For each 20 hours of being mentored, the practitioner will receive three (3) PDUs.
(3) Structured mentoring of a colleague to improve his/her skills. Twenty (20) hours of mentoring equals three (3) PDUs.
**(4) Supervising the fieldwork of Level II occupational therapist and occupational therapy assistant students. For each 60 hours of supervision, the practitioner will receive .5 PDU.**
(5) Publication of an article in a non-peer reviewed publication. Each article equals five (5) PDUs.
(6) Publication of an article in a peer-reviewed professional publication. Each article equals 10 PDUs.
(7) Publication of chapter(s) in occupational therapy or related professional textbook. Each chapter equals 10 PDUs.
(8) Making professional presentations at workshops, seminars and conferences. For each hour, the practitioner will receive two (2) PDUs.
(9) Attending a meeting of the California Board of Occupational Therapy. Each meeting attended equals two (2) PDUs, with a maximum of six (6) PDUs earned per renewal period.
(10) Attending board outreach activities. Each presentation attended equals two (2) PDUs, with a maximum of four (4) PDUs earned per renewal period.
(d) Partial credit will not be given for the professional development activities listed in subsection (c).
(e) This section shall not apply to the first license or certificate renewal following issuance of the initial license or certificate.
(f) Of the total number of PDUs required for each renewal period, a minimum of one half of the units must be directly related to the delivery of occupational therapy services.
(1) The delivery of occupational therapy services may include: models, theories or frameworks that relate to client/patient care in preventing or minimizing impairment, enabling function within the person/environment or community context. Other activities may include, but are not limited to, occupation based theory assessment/interview techniques, intervention strategies, and community/environment as related to one's practice.
(g) Applicants who have not been actively engaged in the practice of occupational therapy within the past five years completing continuing competency pursuant to section 2570.14(a) of the Code to qualify for licensure/certification shall submit evidence of meeting the continuing competency requirements by having completed, during the two year period immediately preceding the date the application was received, forty (40) PDUs that meet the requirements of subsection (b). The forty PDUs shall include:
(1) Thirty-seven (37) PDUs directly related to the delivery of occupational therapy services;
(2) One (1) PDU related to occupational therapy scope of practice;
(3) One (1) PDU related to occupational therapy framework;
(4) One (1) PDU related to ethical standards of practice for an occupational therapist.

## § 4161. Continuing Competency

(a) Effective January 1, 2006, each licensee renewing a license under Section 2570.10 of the Code shall submit evidence of meeting continuing competency requirements by having completed twenty-four (24) professional development units (PDUs) during the preceding renewal period, or in the case of a license delinquently renewed, within the two years immediately preceding the renewal, acquired through participation in professional development activities.
(1) One (1) hour of participation in a professional development activity qualifies for one PDU;
(2) One (1) academic credit equals 10 PDUs;
(3) One (1) Continuing Education Unit (CEU) equals 10 PDUs.
(b) Topics and subject matter shall be pertinent to the practice of occupational therapy and course material must have a relevance or direct application to a consumer of occupational therapy services. Except as provided in subdivision (c), professional development activities acceptable to the board include programs or activities sponsored by the American Occupational Therapy Association (AOTA) or the Occupational Therapy Association of California; post-professional coursework completed through any approved or accredited educational institution, or otherwise meets all of the following criteria:
(1) The program or activity contributes directly to professional knowledge, skill, and ability; and
(2) The program or activity must be objectively measurable in terms of the hours involved.
(c) PDUs may also be obtained through any or a combination of the following:
(1) Involvement in structured special interest or study groups with a minimum of three (3) participants. Three (3) hours of participation equals one (1) PDU, with a maximum of six (6) PDUs credited per renewal period.
(2) Structured mentoring with an individual skilled in a particular area. For each 20 hours of being mentored, the practitioner will receive three (3) PDUs, with a maximum of six (6) PDUs credited per renewal period.
(3) Structured mentoring of a colleague to improve his/her skills. Twenty (20) hours of mentoring equals three (3) PDUs, with a maximum of six (6) PDUs credited per renewal period.
(4) Supervising the fieldwork of Level II occupational therapist and occupational therapy assistant students. For each 60 hours of supervision, the practitioner will receive .5 PDU, with a maximum of twelve (12) PDUs credited per renewal period.
(5) Publication of an article in a non-peer reviewed publication. Each article equals five (5) PDUs, with a maximum of ten (10) PDUs credited per renewal period.
(6) Publication of an article in a peer-reviewed professional publication. Each article equals10 PDUs, with a maximum of ten (10) PDUs credited per renewal period .
(7) Publication of chapter(s) in occupational therapy or related professional textbook. Each chapter equals 10 PDUs, with a maximum of ten (10) PDUs credited per renewal period.
(8) Making professional presentations at workshops, seminars and conferences. For each hour presenting, the practitioner will receive two (2) PDUs, with a maximum of six (6) PDUs credited per renewal period.
(9) Attending a meeting of the California Board of Occupational Therapy. Each meeting attended equals two (2) PDUs, with a maximum of six (6) PDUs credited per renewal period.
(10) Attending board outreach activities. Each presentation attended equals two (2) PDUs, with a maximum of four (4) PDUs credited per renewal period.

**CONTINUING EDUCATION CREDIT FOR FIELDWORK SUPERVISION (R. BOOKWALTER, 2/20/2015)**

| | Regs include Fieldwork? | Review reg | License duration | Total hrs | Hrs/yr | FW hrs | Credit for FW hrs | FW hrs/1 credit | FW max credit | FW max credit/yr |
|---|---|---|---|---|---|---|---|---|---|---|
| Alabama | Maybe | | 2 | 30 | 15 | | | | | |
| Alaska | No | | | | | | | | | |
| Arizona | No | | | | | | | | | |
| Arkansas | No | | | | | | | | | |
| California | Yes | Yes | 2 | 24 | 12 | 60 | 0.5 | 120 | | |
| Colorado | NA | | | | | | | | | |
| Connecticut | Yes | Yes | 2 | 24 | 12 | 12 wks | 1 | 480 | 12 | 6 |
| Delaware | Yes | Yes | 2 | 20 | 10 | 1 week | 1 | 40 | 10 | 5 |
| District of Columbi | Maybe | | | | | | | | | |
| Florida | Yes | Yes | 2 | 26 | 13 | 12 wks | 3 | 160 | 6 | 3 |
| | | | | | | | | FL - max 3 hrs per student | | |
| Georgia | Yes | Yes | 2 | 24 | 12 | 12 wks | 4 | 120 | 4 | 2 |
| Hawaii | NA | | | | | | | | | |
| Idaho | Yes | Yes | 2 | 30 | 15 | 12 wks | 10 | 48 | 10 | 5 |
| Illinois | Yes | Yes | 2 | 24 | 12 | L1 and L2 Fldwrk | 2 L1 6 L2 | | 8 | 4 |
| Indiana | Yes | Yes | 2 | 18 | 9 | 32 | 1 | 32 | 6 | 3 |
| Iowa | N | | | | | | | | | |
| Kansas | Yes | Yes | 2 | 40 | 20 | 6 wks | 5 | 48 | 10 | 5 |
| Kentucky | Yes | Yes | 1 | 12 | 12 | 40 | 1 | 40 | | |
| Louisiana | No | Yes | 1 | 15 | 15 | | | | | |
| Maine | NA | | | | | | | | | |
| Maryland | Yes | Yes | 1 | 12 | 12 | L1 and L2 Fldwrk | 2 L1 8 L2 | | 12 | 12 |
| Massachusetts | NA | | | | | | | | | |
| Michigan | NA | | | | | | | | | |
| Minnesota | Yes | Yes | 2 | 24 | 12 | 8 | 1 | 8 | 6 | 3 |
| Mississippi | Yes | Yes | 2 | 20 | 10 | L2 Fldwrk | 1 L2 | | 12 | 6 |
| Missouri | Yes | Yes | 2 | 24 | 12 | 8-12 wks | 2 | 400 | 24 | 12 |
| Montana | N | | | | | | | | | |
| Nebraska | Yes | Yes | 2 | 20 OT 15 OTA | 10 OT 7.5 OTA | 12 wks | 1 | 480 | 2 | 1 |
| Nevada | Yes | Yes | 1 | 10 | 10 | L1 and L2 Fldwrk | 2 L1 1/wk L2 | 40 | | |

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|---|---|---|---|---|---|---|---|---|---|---|
| New Hampshire | Yes | Yes | 2 | 24 | 12 | | | | | |
| New Jersey | NA | | | | | | | | | |
| New Mexico | Yes | Yes | 1 | 20 | 20 | 1 wk | 1 | 40 | 12 | 12 |
| New York | Yes | Yes | 3 | 36 | 12 | 3 | 1 | 3 | 12 | 4 |
| | | | | | | | | Independent study | | |
| North Carolina | Yes | Yes | 1 | 15 | 15 | 40 | 0.5 | 80 | 6 | 6 |
| North Dakota | Yes | Yes | 1 | 20 | 20 | | | | 12 | 12 |
| Ohio | Yes | Yes | 2 | 20 | 10 | 80 | 1 | 80 | 8 | 4 |
| Oklahoma | Yes | Yes | 2 | 20 | 10 | 40 | 1 | 40 | | 0 |
| Oregon | Yes | Yes | 2 | 30 | 15 | 8 | 1 | 8 | 14 | 7 |
| Pennsylvania | Yes | Yes | 2 | 24 | 12 | L1 and L2 Fldwrk | 1 L1 stud 3 L2 stud | 80 | 12 | 6 |
| Rhode Island | Maybe | Yes | 2 | 20 | 10 | | | | | 0 |
| South Carolina | Yes | Yes | 2 | 16 | 8 | NBCOT | NBCOT | NBCOT | NBCOT | NBCOT |
| South Dakota | No | | | | | | | | | |
| Tennessee | Yes | Yes | 2 | 24 | 12 | L1 and L2 Fldwrk | 1 L1 1/wk L2 | 40 | 12 | 6 |
| Texas | Yes | Yes | 2 | 30 | 15 | L1 and L2 Fldwrk | 2 L1 stud 6 L2 stud | | 8 | 4 |
| Utah | No | | | | | | | | | |
| Vermont | Yes | Yes | 2 | 20 | 10 | L2 Fldwrk | | | 10 | 5 |
| Virginia | Maybe | | | | | | | | | |
| Washington | Yes | Yes | 2 | 30 | 15 | | | | 10 | 5 |
| West Virginia | Yes | Yes | 2 | 24 | 12 | L1 and L2 Fldwrk | 2 L1 stud 6 L2 stud | | 6 L1 12 L2 | 3 L1 6 L2 |
| Wisconsin | Yes | Yes | 2 | 24 | 12 | L1 and L2 Fldwrk | 2 L1 stud 8 L2 stud | | | 0 |
| Wyoming | Maybe | | | | | | | | | |

*Excerpted from AOTA State Affairs Group, OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS, Septermber 2014.

## OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

| State | Status | Requirements |
|---|---|---|
| Alabama | Mandatory | **OT:** 3.0 CEUs (or 30 contact hours) biennially<br>**OTA:** 2.0 CEUs (or 20 contact hours) biennially |
| Alaska | Mandatory | **OT:** 12 months or more of the concluding licensing period must have completed 24. Less than 12 months of the concluding licensing period must have completed 12 contact hours of continuing education during that licensing period.<br>**OTA:** 12 months or more of the concluding licensing period must have completed 12 contact hours<br>less than 12 months of the concluding licensing period must have completed 6 contact hours |
| Arizona | Mandatory | **OT:** 20 hours for renewal of a 2-year license period<br>**OTA:** 12 hours for renewal of a 2-year license period |
| Arkansas | Mandatory | **OT:** 10 hours of continuing education each year<br>**OTA:** 10 hours of continuing education each year |
| California | Mandatory | **OT:** 24 PDUs for each biennial renewal period<br>**OTA:** 24 PDUs for each biennial renewal period<br>1 PDU=60 minutes |
| Colorado | No requirements | **OT:** No requirements<br>**OTA:** No requirements |
| Connecticut | Mandatory | **OT:** 12 units of qualifying continuing competency during the preceding two-year period for which the license is being renewed; will increase to 24 contact hours for licenses being renewed after 1/1/2011<br>**OTA:** 9 units of qualifying continuing competency during the preceding two-year period for which the license is being renewed; will increase to 18 contact hours for licenses being renewed after 1/1/2011 |
| Delaware | Mandatory | **OT:** 20 hours CEUs for each license renewed biennially new licensees prorated<br>**OTA:** 20 hours CEUs for each license renewed biennially new licensees prorated |
| District of Columbia | Mandatory | **OT:** 24 hours of approved continuing education credit biennially<br>**OTA:** 12 hours of approved continuing education credit biennially |
| Florida | Mandatory | **OT:** 22 hours continuing education + 2 hours of Florida OT Laws & Rules + 2 hours of Prevention of Medical Errors = total 26 hours biennially<br>**OTA:** 22 hours continuing education + 2 hours of Florida OT Laws & Rules + 2 hours of Prevention of Medical Errors = total 26 hours biennially |
| Georgia | Mandatory | **OT:** 24 hours of continuing education biennially; 14 hours must be related to direct "hands on" patient care; 12 hours must be obtained by attendance at live presentations<br>**OTA:** 24 hours of continuing education biennially; 14 hours must be related to direct "hands on" patient care; 12 hours must be obtained by attendance at live presentations |
| Hawaii | No requirements | **OT:** No requirements<br>**OTA:** No requirements |
| Idaho | Mandatory | **OT**: At least 2 CE units and 10 hours of professional development units biennially<br>**OTA:** At least 2 CE units and 10 hours of professional development units biennially<br>(Requirements go in to effect for the biennium following the 2010 license renewal) |
| Illinois | Mandatory | **OT:** 24 contact hours of continuing education (CE) relevant to the practice of occupational therapy the 24 months preceding December 31 in the year of the renewal.<br>**OTA:** 24 contact hours of continuing education (CE) relevant to the practice of occupational therapy during the 24 months preceding December 31 in the year of the renewal. |
| Indiana | Mandatory | **OT:** 18 hours biennially, prorated if less than 24 months since license was issued.<br>**OTA:** 18 hours biennially, prorated if less than 24 months since license was issued. |
| Iowa | Mandatory | **OT:** 30 hours of continuing education each biennium (by birth month) minimum of 15 hours shall be clinical in nature. |

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| | | **OTA:** 15 hours of continuing education each biennium (by birth month) minimum of 8 hours shall be clinical in nature. |
| Kansas | Mandatory | **OT:** 40 hours of Continuing Education (CEU) for the preceding two (2) year period, reported during the odd-numbered years. No evidence of CEU is required during even-numbered years<br>**OTA:** 40 hours of Continuing Education (CEU) for the preceding two (2) year period, reported during the odd-numbered years. No evidence of CEU is required during even-numbered years |
| Kentucky | Mandatory | **OT:** (12) CCUs of qualified activities for maintaining continuing competence during the preceding annual renewal period (prorated if licensed less than 1 year)<br>**OTA:** (12) CCUs of qualified activities for maintaining continuing competence during the preceding annual renewal period (prorated if licensed less than 1 year) |
| Louisiana | Mandatory | **OT:** 15 hours or 1.5 continuing education units (CEUs) annually; One CEU constitutes 10 hours of participation in an organized continuing professional education program approved by the board<br>**OTA:** 15 hours or 1.5 continuing education units (CEUs) annually; One CEU constitutes 10 hours of participation in an organized continuing professional education program approved by the board |
| Maine | No requirements | **OT:** No requirements<br>**OTA:** No requirements |
| Maryland | Mandatory | **OT:** 12 contact hours consisting of a minimum of 8 contact hours related to occupational therapy principles and procedures and a maximum of 4 contact hours through occupational therapy role-related activities<br>**OTA:** 12 contact hours consisting of a minimum of 8 contact hours related to occupational therapy principles and procedures and a maximum of 4 contact hours through occupational therapy role-related activities |
| Massachusetts | No requirements | **OT:** No requirements<br>**OTA:** No requirements |
| Michigan | No requirements | **OT:** No requirements<br>**OTA:** No requirements |
| Minnesota | Mandatory | **OT:** 24 contact hours of continuing education in the 2 year licensure period; Licensees who are issued licenses for a period of less than two years shall obtain a prorated number of contact hours required for licensure renewal based on the number of months licensed during the two-year licensure period.<br>**OTA:** 18 contact hours of continuing education in the 2 year licensure period; Licensees who are issued licenses for a period of less than two years shall obtain a prorated number of contact hours required for licensure renewal based on the number of months licensed during the two-year licensure period. |
| Mississippi | Mandatory | **OT:** 20 contact hours (CH) or 2 Continuing Education Unit (CEU) to be accrued during the licensure period. At least 6 CH or .6 CEU must be directly related to the clinical practice of occupational therapy.<br>**OTA:** 20 contact hours (CH) or 2 Continuing Education Unit (CEU) to be accrued during the licensure period. At least 6 CH or .6 CEU must be directly related to the clinical practice of occupational therapy. |
| Missouri | Mandatory | **OT:** 24 continuing competence credits (CCC) for the 2 year license period. At least 50% of the CCCs must be directly related to the delivery of occupational therapy services and the remaining CCCs must be related to one's practice area or setting<br>**OTA:** 24 continuing competence credits (CCC) for the 2 year license period. At least 50% of the CCCs must be directly related to the delivery of occupational therapy services and the remaining CCCs must be related to one's practice area or setting<br>1 CEU=10 CCCs 1 contact hour=1 CCCs |
| Montana | Mandatory | **OT:** 10 hours of continuing education annually |

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| | | **OTA:** 10 hours of continuing education annually |
| Nebraska | Mandatory | **OT:** 20 hours of continuing education for biennial license renewal beginning August 1 each even-numbered year through August 1 the following even-numbered year.<br>**OTA:** 15 hours of continuing education for biennial license renewal beginning August 1 each even-numbered year through August 1 the following even-numbered year. |
| Nevada | Mandatory | **OT:** 10 hours of continuing education at annual renewal<br>**OTA:** 10 hours of continuing education at annual renewal |
| New Hampshire | Mandatory | **OT:** 12 hours of continuing professional education annually, 6 of those hours need to be clinical application. 24 hours of continuing professional education biennially, 12 of those hours need to be clinical application<br>**OTA:** 12 hours of continuing professional education annually, 6 of those hours need to be clinical application. 24 hours of continuing professional education biennially, 12 of those hours need to be clinical application. |
| New Jersey | No requirements | **OT:** No requirements<br>**OTA:** No requirements |
| New Mexico | Mandatory | **OT:** 20 continuing education contact hours annually<br>**OTA:** 20 continuing education contact hours annually |
| New York | Mandatory | **OT:** 36 hours of continuing competence learning activities each triennial registration period; 24 hours must be pertinent to the scope of practice of occupational therapy<br>**OTA:** 36 hours of continuing competence learning activities each triennial registration period; 24 hours must be pertinent to the scope of practice of occupational therapy |
| North Carolina | Mandatory | **OT:** 15 hours each (annual) renewal year, every two (2) years all licensees shall document completion of at least one contact hour (one point) of an ethics course<br>**OTA:** 15 hours each (annual) renewal year, every two (2) years all licensees shall document completion of at least one contact hour (one point) of an ethics course |
| North Dakota | Mandatory | **OT:** 20 contact hours (2.0 CEU's) within the twenty-four months prior to the date the completed application for renewal of licensure is received<br>**OTA:** 20 contact hours (2.0 CEU's) within the twenty-four months prior to the date the completed application for renewal of licensure is received |
| Ohio | Mandatory | **OT**: 20 contact hours of continuing education activities within a 2-year renewal cycle, at least one contact hour of an ethics course<br>**OTA**: 20 contact hours of continuing education activities within a 2-year renewal cycle, at least one contact hour of an ethics course |
| Oklahoma | Mandatory | **OT:** 20 hours every 2 years<br>**OTA:** 20 hours every 2 years |
| Oregon | Mandatory | **OT:** 30 points of CE for the 2 years preceding the date of the 2 year license renewal<br>**OTA:** 30 points of CE for the 2 years preceding the date of the 2 year license renewal<br>Unless stated otherwise, one point equals one contact hour |
| Pennsylvania | Mandatory | **OT:** 24 contact hours per biennium<br>**OTA:** No requirements |
| Rhode Island | Mandatory | **OT:** 20 hours biennially<br>**OTA:** 20 hours biennially |
| South Carolina | Mandatory | **OT:** 16 hours of continuing education credit per biennium and must maintain continuing competence in compliance with NBCOT<br>**OTA:** 16 hours of continuing education credit per biennium and must maintain continuing competence in compliance with NBCOT |
| South Dakota | Mandatory | **OT:** 12 continuing competency points in one year period in professional education activities<br>**OTA:** 12 continuing competency points in one year period in professional education activities |
| Tennessee | Mandatory | **OT:** 24 continued competency credits for the 2 years preceding the date of the 2 year license renewal<br>**OTA:** 24 continued competency credits for the 2 years preceding the date of the 2 year license renewal |
| Texas | Mandatory | **OT**: 30 hours of continuing education every two years; a minimum of 15 hours of continuing education must be in skills specific to occupational therapy practice |

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| | | **OTA:** 30 hours of continuing education every two years; a minimum of 15 hours of continuing education must be in skills specific to occupational therapy practice |
| Utah | No requirements | **OT:** No requirements<br>**OTA:** No requirements |
| Vermont | Mandatory | **OT:** 20 hours of continuing education during the preceding two-year licensure period, 50% of continuing competency hours must be directly related to the delivery of occupational therapy services<br>**OTA:** 20 hours of continuing education during the preceding two-year licensure period, 50% of continuing competency hours must be directly related to the delivery of occupational therapy services |
| Virginia | Mandatory | **OT:** 20 contact hours of continuing education activities every 2 years<br>**OTA:** 20 contact hours of continuing education activities every 2 years |
| Washington | Mandatory | **OT:** 30 hours of continuing education every two years, a minimum of twenty hours must be directly related to the practice of occupational therapy<br>**OTA:** 30 hours of continuing education every two years, a minimum of twenty hours must be directly related to the practice of occupational therapy |
| West Virginia | Mandatory | **OT:** 24 hours of continuing education activities obtained within 2 year period<br>**OTA:** 24 hours of continuing education activities obtained within 2 year period |
| Wisconsin | Mandatory | **OT:** 24 points of acceptable continuing education in a 2 year period, at least 12 of the points shall be accumulated through professional development activities related to occupational therapy<br>**OTA:** 24 points of acceptable continuing education in a 2 year period, at least 12 of the points shall be accumulated through professional development activities related to occupational therapy |
| Wyoming | Mandatory | **OT:** 16 hours of continuing education per year<br>**OTA:** 16 hours of continuing education per year |

## OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

| State | Continuing Competence Requirements |
|---|---|
| **Alabama** | **Statute: AL Code §34-39-13**<br><br>**Section 34-39-13: Expiration and renewal of licenses; fee; continuing education; late fee.**<br>(a) All licenses under this chapter shall be subject to renewal and shall expire unless renewed in the manner prescribed by the rules and regulations of the board upon the payment of a renewal fee. The board may set a required number of continuing education units for license renewal. The board may provide for a late renewal of license upon payment of a late renewal fee. Any license which has not been restored within three years following its expiration may not be renewed, restored, or reissued thereafter. The holder of such an expired license may apply for and obtain a valid license only upon compliance with all relevant requirements for issuance of a new license.<br><br>**Regulation: AL Admin Code 625-X-5-.02**<br><br>**Chapter625-X-5-.02: Requisites for Renewal.**<br>(b) An application for renewal must be accompanied by proof of completion of continuing education requirements which are as follows:<br>(1) An Occupational Therapist must obtain 1.5 CEUs (or 15 contact hours) annually or 3.0 CEUs (or 30 contact hours) biennially. No more than 1/3 of continuing education credits may be administration/management/academic related with the remainder related to direct patient treatment. No more than a 1/3 hours can be generated by the therapist's professional presentations.<br>(2) An Occupational Therapy Assistant must obtain 1.0 CEU (or 10 contact hours) annually or 2.0 CEUs (or 20 contact hours) biennially. No more than 1/3 of continuing education credits may be administration/management/academic related with the remainder related to direct patient treatment. No more than a 1/3 hours can be generated by the therapist's professional presentations. |
| **Alaska** | **Statute: AK Statute §08.84.100**<br><br>**Sec. 08.84.100. Renewal of license.**<br>(a) [Repealed, § 49 ch 94 SLA 1987.]<br>(b) If the license remains lapsed for more than three years, the board may require the applicant to submit proof, satisfactory to the board, of continued competency.<br>(c) A license may not be renewed unless the applicant submits proof of continued competence to practice physical therapy or occupational therapy in a manner established by the board in regulations adopted under AS 08.84.010(b). |

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| | (f) The following activities will not be accepted for continuing education contact hours under this section:<br>(1) routine staff meetings attended by the applicant;<br>(2) rounds conducted by the applicant;<br>(3) routine courses required for employment, including courses on cardiopulmonary resuscitation, first aid, and training related to Occupational Safety and Health Administration requirements.<br><br>**12 AAC 54.715. APPROVED OCCUPATIONAL THERAPY COURSES AND ACTIVITIES.**<br>(a) The following continuing education activities are approved for continuing education credit if they meet the requirements of (c) of this section:<br>(1) courses recognized by<br>(A) the Alaska Occupational Therapy Association;<br>(B) the American Occupational Therapy Association;<br>(C) the World Federation of Occupational Therapy;<br>(D) the National Board for Certification in Occupational Therapy (NBCOT);<br>(E) other state occupational therapy associations; or<br>(F) other state occupational therapy licensing boards;<br>(2) continuing education activities sponsored by a professional organization or university approved by the Alaska Occupational Therapy Association or the American Occupational Therapy Association.<br>(b) If an applicant for renewal is uncertain whether a particular continuing education opportunity will meet the standards of this section, the applicant may request board approval before claiming those contact hours.<br>(c) To be accepted by the board, a continuing education course or activity must contribute directly to the professional competency of an occupational therapist or occupational therapy assistant and must be directly related to the skills and knowledge required to implement the principles and methods of occupational therapy.<br><br>**AC 54.720. AUDIT OF OCCUPATIONAL THERAPY CONTINUING COMPETENCY REQUIREMENTS.**<br>(a) After each renewal period the board will, in its discretion, audit renewal applications to monitor compliance with the continuing competency requirements of 12 AAC 54.700 - 12 AAC 54.720.<br>(b) A licensee selected for audit shall, within 30 days after the date of notification, submit documentation that verifies completion of the contact hours claimed under 12 AAC 54.710 and occupational therapy service hours or an alternative required under 12 AAC 54.705.<br>(c) Refusal to cooperate with an audit will be considered an admission of an attempt to obtain a license by material misrepresentation under AS 08.84.120(a)(1). |

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| | thirty days after the change.<br><br>**Regulation: AZ Admin Code AZ Reg R4-43-203**<br><br>**R4-43-203 Continuing Education for Renewal of License**<br>(A). A licensee shall complete continuing education for renewal of a license as follows:<br>1. Occupational Therapist: 20 clock-hours for renewal of a 2-year license; and<br>2. Occupational Therapist Assistant,12 clock-hours for renewal of a 2-year license.<br>(B). A licensee shall complete the continuing education clock hours in subsection (A) within the 2-year period before the date the licensee's license expires, or if requesting a return to active status license, within the 2-year period before the date the licensee submits the return to active status request to the Board.<br>(C). Continuing education shall contribute to professional competency and the practice of occupational therapy. The Board shall determine if continuing education hours contribute directly to the professional competency and if the continued education hours relate to the clinical practice of occupational therapy.<br>(D). A licensee may fulfill the licensee's continuing education requirement by completing any of the following:<br>1. A professional workshop, seminar, or conference and submitting proof of attendance as follows:<br>a. The American and Arizona Occupational Therapy Association's original check-in sheet displaying the organization's name, official stamp, hours, and licensee's name; or<br>b. Photo copy of a signed certificate or letter issued by the sponsoring organization or instructor displaying the clock hours, date of attendance, name of the workshop, seminar, or conference, licensee's name, and information necessary to contact the sponsoring organization or instructor for verification of attendance;<br>2. Self-study or formal study through course work and submitting a photo copy of a signed certificate or letter issued by the sponsoring organization or instructor displaying the clock hours, dates of attendance, name of the study or course work, licensee's name, and information necessary to contact the sponsoring organization or instructor for verification of attendance;<br>3. Viewing a taped video presentation and submitting a photocopy of a signed certificate or letter issued by the sponsoring organization or instructor displaying the clock hours, dates of attendance, name of the study or course work, licensee's name, and information necessary to contact the sponsoring organization or instructor for verification of attendance;<br>4. Undergraduate, graduate college, or university course work of a grade "C" or better and submitting a course completion notification sheet and a statement describing how the course extends the licensee's professional skill and knowledge;<br>5. Publishing: |

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| | a. A book, for a maximum credit of 10 clock-hours, and submitting a copy of the book;<br>b. An article, for a maximum credit of 4 clock-hours, and submitting a copy of the article;<br>c. A chapter of a book, for a maximum of 5 clock-hours, and submitting a copy of the chapter or book;<br>d. A film, for a maximum of 6 clock-hours, and submitting a copy of the film; or<br>e. A videotape, for a maximum of 6 clock-hours, and submitting a copy of videotape;<br>6. Presenting a program, workshop, seminar or conference of not less than 1.5 hours in duration for a maximum of 4 clock hours and submitting a brochure, agenda, or similar printed material describing:<br>a. The content of the presentation, workshop, seminar, or conference;<br>b. The date, duration, and location of the presentation conference, workshop, or seminar; and<br>c. The name of the presenting licensee or a signed certificate or letter from the program organizer if other than the presenting licensee; or<br>7. In-service training related to clinical occupational therapy services excluding safety, fire evacuation, and cardiopulmonary resuscitation (CPR), for a maximum of 4 clock-hours and submitting:<br>a. A letter from the supervising occupational therapist or other immediate supervisor; and<br>b. A licensee's statement consisting of:<br>i. Specific topics,<br>ii. Presenters,<br>iii. Dates,<br>iv. Times,<br>v. Location, and<br>vi. How the training or in-service relates to the clinical practice of occupational therapy or contributes to professional competency. |
| **Arkansas** | **Statute: Arkansas Medical Practices Act § 17-88-307**<br><br>**§ 17-88-307. Re-registration.**<br>(a) (1) A renewal or re-registration fee, which shall be determined by the Committee, shall be paid to the board by each occupational therapist who holds a license to practice occupational therapy in the State of Arkansas.<br>(2) The committee will also establish additional requirements for license renewal which provide evidence of continued competency.<br>(b) The re-registration fee shall be paid before or during the birth month of the license holder beginning in 1998, and each year thereafter. During the implementation year of 1998, fees shall be prorated.<br>(c) (1) Failure to re-register and pay the re-registration fee by the last day of the birth month of the license holder shall cause the license of any person so failing to pay the registration fee to expire automatically. |

(2) Any delinquent license of less than five (5) years may be reinstated by paying all delinquent fees and a penalty, to be determined by the committee, for each year or part of a year it has been delinquent.

(3) Any person who shall fail to re-register and pay the annual license fee for five (5) consecutive years shall be required to be reexamined by the board before his or her license may be reinstated.

**Regulation: Regulations of the Arkansas State Medical Board No. 6 Regulations Governing The Licensing And Practice of Occupational Therapy**

**3.4 RENEWAL**

A. A renewal or re-registration fee shall be paid annually to the Board by each occupational therapist and occupational therapy assistant who holds a license to practice occupational therapy in the State of Arkansas.

B. Each licensee must complete, answer truthfully, and provide such information on a Renewal Application prior to being relicensed.

C. Each occupational therapist and occupational therapy assistant shall be required to complete ten (10) contact hours of continuing education each year, as a prerequisite for license renewal in the State of Arkansas. Credit for continuing education requirements may be earned in the following manner:

(1) Workshops, refresher courses, professional conferences, seminars, or facility-based continuing education programs, especially those designated as provided for occupational therapists. Hour for hour credit on program content only.

(2) Professional presentations, workshops, institutes presented by the therapist (same presentation counted only once) and are considered on a hour for hour credit on program content only; five (5) hour maximum per year.

(3) Formal academic coursework related to the field of occupational therapy. One (1) to two (2) semester hour class equivalent to five (5) contact hours. Three (3) to four (4) semester hour class equivalent to ten (10) contact hours.

(4) Publications/Media; Research/Grant activities. A request to receive credit for these activities must be submitted in writing, for approval, to the Arkansas State Occupational Therapy Examining Committee thirty (30) days prior to the expiration of the license.

(5) Self-study.

(a) Book, journal or video reviews. Must be verified by submission of a one (1) page typewritten review of the material studied, including application to clinical practice, one (1) hour credit per review; two (2) hour maximum per year.

(b) Self-study coursework verified by submission of proof of course completion. The number of

contact hours credited will be determined by the Arkansas Occupational Therapy Examining Committee. Course outline and proof of completion must be submitted to the Committee thirty (30) days prior to the expiration of the license.

(6) Any deviation from the above continuing education categories will be reviewed on a case by case basis by the Committee. A request for special consideration or exemption must be submitted in writing sixty (60) days prior to the expiration of the license.

(7) All continuing education programs shall directly pertain to the profession of occupational therapy. The Committee will not pre-approve continuing education programs. All occupational therapists licensed by the Board in the State of Arkansas must complete annually ten (10) continuing education hourly units as a condition for renewal of a license. Each licensee will sign his renewal application verifying that he has completed said ten (10) hours and will maintain for a period of three (3) years proof of the courses taken, should it be requested by the Board for audit purposes. Acceptable documentation to maintain on file is as follows:

(a) Official transcripts documenting completion of academic coursework directly related to the field of occupational therapy.

(b) A signed verification by a program leader or instructor of the practitioner's attendance in a program, by letter on letterhead of the sponsoring agency, certificate, or official continuing education transcript, accompanied by a brochure, agenda, program or other applicable information indicating the program content.

(c) A letter from a practitioner's supervisor on the agency's letterhead, giving the names of the continuing education programs attended, location, dates, subjects taught, and hours of instruction.

(8) Therapists receiving a new license will not be required to submit for continuing education credit during the first partial year of licensure. Failure to submit verification of continuing education for renewal will result in issuance of a "failure to comply" notification. If requirements are not met within ten days of receipt of the notification, disciplinary action may be taken. If the continuing education submitted for credit is deemed by the Committee to be unrelated to the profession of occupational therapy, the applicant will be given three months to earn and submit replacement hours. These hours will be considered as replacement hours and cannot be counted during the next licensure period. If the applicant feels the continuing education credit has been denied inappropriately, the applicant may appeal the issue to the Board for a determination within thirty days of the date of receiving notice from the Committee. The Board will be responsible for maintaining all of the records involved in the continuing education requirements set forth in this regulation.

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| | fieldwork requirements of the entry-level academic degree program.<br><br>**§ 4161. Continuing Competency**<br>(a) Effective January 1, 2006, each occupational therapy practitioner renewing a license or certificate under Section 2570.10 of the Code shall submit evidence of meeting continuing competency requirements by having completed, during the preceding renewal period, twelve (12) PDUs for each twelve month period, acquired through participation in professional development activities.<br>(1) One (1) hour of participation in a professional development activity qualifies for one PDU;<br>(2) One (1) academic credit equals 10 PDUs;<br>(3) One (1) Continuing Education Unit (CEU) equals 10 PDUs.<br>(b) Professional development activities acceptable to the board include, but are not limited to, programs or activities sponsored by the American Occupational Therapy Association (AOTA) or the Occupational Therapy Association of California; post- professional coursework completed through any approved or accredited educational institution that is not part of a course of study leading to an academic degree; or otherwise meet all of the following criteria:<br>(1) The program or activity contributes directly to professional knowledge, skill, and ability;<br>(2) The program or activity relates directly to the practice of occupational therapy; and<br>(3) The program or activity must be objectively measurable in terms of the hours involved.<br>(c) PDUs may also be obtained through any or a combination of the following:<br>(1) Involvement in structured special interest or study groups with a minimum of three (3) participants. Three (3) hours of participation equals one (1) PDU.<br>(2) Structured mentoring with an individual skilled in a particular area. For each 20 hours of being mentored, the practitioner will receive three (3) PDUs.<br>(3) Structured mentoring of a colleague to improve his/her skills. Twenty (20) hours of mentoring equals three (3) PDUs.<br>(4) Supervising the fieldwork of Level II occupational therapist and occupational therapy assistant students. For each 60 hours of supervision, the practitioner will receive .5 PDU.<br>(5) Publication of an article in a non-peer reviewed publication. Each article equals five (5) PDUs.<br>(6) Publication of an article in a peer-reviewed professional publication. Each article equals 10 PDUs.<br>(7) Publication of chapter(s) in occupational therapy or related professional textbook. Each chapter equals 10 PDUs.<br>(8) Making professional presentations at workshops, seminars and conferences. For each hour, the practitioner will receive two (2) PDUs.<br>(9) Attending a meeting of the California Board of Occupational Therapy. Each meeting attended equals two |

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| | program accredited by the Accreditation Council for Occupational Therapy Education or its successor organization: ten contact hours per semester credit hour<br>(4) Successful completion of the Certification Examination for Occupational Therapist, Registered, or the Certification Examination for Certified Occupational Therapy Assistant, if taken five years or more after graduation: 12 contact hours<br>(5) First presentation by licensee of a paper, essay or formal lecture in occupational therapy at a training program, and educational meeting or providing professional in-person training or instruction for occupational therapists, occupational therapy assistants and related professionals: one contact hour for each hour of presentation.<br>(6) First presentation of a scientific or educational exhibit at a professional meeting: one contact hour for each hour of the presentation to a maximum of 12 contact hours per registration period for OT's and 9 contact hours per registration period for OTA's<br>(7) First publication for authorship of original work in occupational therapy, published in the scientific or professional press. 5 contact hours per article in a non peer-reviewed publication, 10 contact hours per article in a peer reviewed professional publication or chapter in an occupational therapy or related professional textbook<br>(8) Clinical activities in a research project shall be awarded for appointment as a research assistant to a research project in occupational therapy which is funded by State, Federal or institutional grant: 10 contact hours per project<br>(9) Appointment as a teaching assistant at a school of occupational therapy accredited by ACOTE: 8 contact hours<br>(10) Supervision as the primary direct clinical supervisor of a 12-week field work placement for an occupational therapy student or an 8-week field work placement for an occupational therapy assistant student enrolled in a program accredited by ACOTE or its successor organization: One contact hour for each student supervised to a maximum of 12 contact hours per registration period for OT's and 9 contact hours per registration period for OTA's<br>(11) Professional manuscript review or editing for journals or textbooks: one contact hour per five hours of review to a maximum of 12 contact hours per registration period for OT's and 9 contact hours per registration period for OTA's<br>(12) Auditing formal academic coursework: two contact hours per 15 clock hours to a maximum of 12 contact hours per registration period for OT's and 9 contact hours per registration period for OTA's<br>(b) Successful completion of an entire continued competency activity shall be require for award of any contact hours<br>(c) Activities which will not qualify for award of continued competency contact hours include: professional |

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| | 3.4.2 One (1) academic semester hour shall be equal to fifteen (15) contact hours.<br>3.4.3 One (1) academic quarter hour shall be equal to ten (10) contact hours.<br>3.4.4 The preparing of original lectures, seminars, or workshops in occupational therapy or health care subjects shall be granted one (1) contact hour for preparation fro each contact hour of presentation. Credit for preparation shall be give for the first presentation only.<br>3.5 Continuing Education Activities:<br>3.5.1 Courses: The maximum credit for course work shall not exceed nineteen (19) hours. Course work involving alternative therapies shall be limited to five (5) hours. Course work by home study/ correspondence shall be limited to ten (10) hours. Extension courses, refresher courses, workshops, seminars, lectures, conferences, and non patient-specific in-service training qualify under this provision as long as they are presented in a structured educational experience beyond entry-level academic degree level and satisfy the criteria in 3.3.1.<br>3.5.1.1 Excluded are any job related duties in the workplace such a fire safety, OSHA or CPR. Also excluded are courses covering documentation for reimbursement or other business matters.<br>3.5.1.2 Documentation for continuing education courses shall include a certificate of completion or similar documentation including name of course, date, author/instructor, sponsoring organization, location, and number of hours attended and amount of continuing education credit earned.<br>3.5.1.3 Documentation for academic coursework shall include an original official transcript indicating successful completion of the course, date, and a description of the course from the school catalogue or course syllabus.<br>3.5.1.4 Documentation for other courses in this category shall include information sufficient for the Board to determine whether the course is appropriate for CE credit and the number of hours of the course. This may include, but is not limited to, the forms of documentation cited above.<br>3.5.2 Professional Meetings & Activities: The maximum number of credit hours shall not exceed ten (10) hours. Approved credit includes attendance at: DOTA business meetings, AOTA business meetings, AOTA Representative Assembly meetings. NBCOT meetings, OT Licensure Board meetings and AOTA National Round Table discussions. Credit will be given for participation as an elected or appointed member/officer on a board, committee or council in the field of health and social service related to occupational therapy. Seminars or other training related to management or administration are considered professional activities. Excluded are any job related meetings such a department meetings, supervision of students and business meetings within the work setting.<br>3.5.2.1 Excluded are any job related meetings such a department meetings, supervision of students and business meetings within the work setting.<br>3.5.2.2 Documentation includes name of committee or board, name of agency or organization, purpose of services, and description of licensee's role. Participation must be validated by an officer or |

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| | representative of the organization or committee.<br>3.5.3 Publications: The maximum number of credit hours shall not exceed fifteen (15) hours. These include writing chapters, books, abstracts, book reviews accepted for publication and media/ video for professional development in any venue.<br>3.5.3.1 Documentation shall include the full reference for publication including title, author, editor and date of publication; or a copy of acceptance letter if not yet published.<br>3.5.4 Presentations: The maximum number of credit hours shall not exceed fifteen (15) hours. This includes workshops and community service organizations presentations that the licensee presents. The preparation of original lectures, seminars, or workshops in occupational therapy or health care subjects shall be granted one (1) hour for preparation for each contact hour of presentation. Credit for preparation shall be given for the first presentation only.<br>3.5.4.1 Credit will not be given for the presentation of information that the licensee has already been given credit for under another category.<br>3.5.4.2 Excluded are presentations that are part of a licensee's job duties.<br>3.5.4.3 Documentation includes a copy of the official program/schedule/syllabus including presentation title, date, hours of presentation, and type of audience or verification of such signed by sponsor.<br>3.5.5 Research/Grants: Credit may be awarded one time for contact hours per study/topic regardless of length of project, not to exceed ten (10) hours. Contact hours accumulated under this category may not be used under the publication category.<br>3.5.5.1 Documentation for research includes verification from the primary investigator indicating the name of the research project, dates of participation, major hypotheses or objectives of the project, and licensee's role in the project.<br>3.5.5.2 Documentation for grants includes the name of the grant proposal, name of the grant source, purpose and objectives of the project, and verification from the grant author regarding the licensee's role in the development of the grant if not the grant author.<br>3.5.6 Specialty Certification: Approval for credit hours for specialty certification, requiring successful completion of courses and exams attained during the current licensure period will be at the discretion of the Board. Examples include Certified Hand Therapist (CHT) and Occupational Therapist, Board Certified in Pediatrics (BCP).<br>3.5.6.1 Documentation includes a certificate of completion or other documentation from the recognized certifying body that identifies satisfactory completion of requirements for obtaining board certification of specialty certification.<br>3.5.7 Fieldwork Supervision: The maximum number of credit hours shall not exceed ten (10) hours. One CE hour may be awarded for each week of participation as the primary clinical fieldwork educator for Level II OT or OTA |

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| | fieldwork students.<br>3.5.7.1 Documentation shall include verification provided by the school to the fieldwork educator with the name of student, school, and dates of fieldwork or the signature page of the completed student evaluation form. Evaluation scores and comments should be deleted or blocked out.<br>3.6 The Board may waive or postpone all or part of the continuing education activity requirements of these regulations if an occupational therapist or occupational therapy assistant submits written request for a waiver and provides evidence to the satisfaction of the Board of an illness, injury, financial hardship, family hardship, or other similar extenuating circumstance which precluded the individual's completion of the requirements. |
| **District of Columbia** | **Statute: DC Code § 3-1205.10**<br><br>**Chapter 12 §3-1205.10**<br>Terms and renewal of licenses.<br>(b) The mayor may establish by rule continuing education requirements as a condition for renewal of licenses under this section…<br><br>**Regulation: DC Municipal Regs §6306 (OT) §7304 (OTA)**<br>**6306 CONTINUING EDUCATION REQUIREMENTS**<br>6306.1 This section shall not apply to applicants for an initial license by examination, reciprocity, or endorsement, nor shall it apply to applicants for the first renewal of a license granted by examination.<br>6306.2 A continuing education contact hour shall be valid only if it is part of a program or activity that the Board approves in accordance with §§ 6307 and 6308.<br>6306.3 An applicant for license renewal shall complete a minimum of twenty-four (24) contact hours of approved continuing education in accordance with §§ 6307 and 6308 during the two (2) year period preceding the date the license expires.<br>6306.4 The Board may require proof of completion of the required continuing education.<br>Such proof shall include the following information:<br>(a) The name and address of the sponsor of the program;<br>(b) The name of the program, its location, a description of the subject matter covered, and the names of the instructors;<br>(c) The dates on which the licensee attended the program;<br>(d) The number of contact hours claimed;<br>(e) Verification by the sponsor of the licensee's completion, by signature or stamp of the sponsor; and<br>(f) The name of the licensee completing the program. |

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| | reviewed workshop, seminar, in-service, electronic or web-based course that is directly related to the practice of occupational therapy as either the lecturer of the course or program or as the author of the course materials. Each licensee who is participating as either a lecturer or author of a continuing education course or program may receive credit for the portion of the offering he/she presented or authored up to the total hours awarded for the offering.<br>1. Continuing education credit may be awarded to a lecturer or author for the initial presentation of each course or program only; except in the case of the medical errors and laws and rules courses, repeat presentations of the same continuing education course or program shall not be granted credit. Continuing education credit for presentations of either medical errors or laws and rules courses is limited to four (4) credits per biennium.<br>2. In order for a continuing education credit to be awarded to each licensee participating as either lecturer or author, the format of the continuing education course or program must conform with all applicable sections of this rule chapter.<br>3. Documentation shall include a copy of the official program/schedule/syllabus including presentation title, date, hours of presentation, and type of audience or verification of such signed by the sponsor.<br>4. The number of contact hours to be awarded to each licensee who participates in a continuing education course or program as either a lecturer or author is based on the 50 minute contact hour employed within this rule chapter.<br>5. Continuing education credit for the development and teaching of postsecondary academic courses shall be one (1) continuing education credit per academic course credit.<br>(b) Attendance at Florida Board of Occupational Therapy Practice meetings. Each licensee who attends a Florida Board of Occupational Therapy Practice meeting where disciplinary cases are being heard, if the licensee is not on the agenda or appearing for another purpose, may receive continuing education credit. Active Board and Probable Cause Panel members who are licensed occupational therapists or occupational therapy assistants are eligible to receive continuing education credits for their service, except that a current Board member may not receive credit for serving as a probable cause panel member. The number of contact hours awarded for such attendance or service is based on the definition of a contact hour as set forth in paragraph 64B11-6.001(5)(d), F.A.C.<br>(11) Fieldwork Experience – A licensee may earn up to six (6) continuing education hours per biennium for supervision of a Level II Occupational Therapy or Occupational Therapy Assistant fieldwork student at the rate of no more than three (3) hours per student. To be eligible for the credit, the licensee must participate as the primary clinical fieldwork educator for the student. Documentation shall include verification provided by the school to the fieldwork educator with the name of the student, school, and dates of fieldwork or the signature page of the completed student evaluation form. Evaluation scores and comments shall be deleted or blocked out.<br>(12) Publications – A licensee may earn the following continuing education credit for publication of a peer-reviewed or non peer-reviewed book, chapter, or article directly related to the practice of occupational therapy:<br>(a) 10 hours as the author of a book;<br>(b) 5 hours as author of a chapter; |

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| | reinstatement shall be required as provided for in Rule 671-3-.09 in order to seek reinstatement of a lapsed license to practice in this State. Practicing with an expired license is prohibited by law and practice during this period may result in disciplinary action for unlicensed practice.<br>(3) Before or on March 31, 2014 and for renewal cycles after that date, the continuing education requirements contained in this rule will be required for the renewal or reinstatement of a license. Except as otherwise provided each licensee is required to complete a minimum of twenty-four (24) continuing education hours prior to the expiration date of the license. Acceptable professional continuing education activities shall include activities relevant to occupational therapy practice that can be deemed to update or enhance knowledge and skills required for competent performance beyond entry level occupational therapy. A continuing education hour is defined as actual time spent in instruction or organized learning experiences excluding meals, breaks, welcome/introductions, and business meetings.<br>(a) Continuing Education (CE) hours obtained from January 1st until March 31st of an even numbered year can be counted toward the following biennium renewal period rather than the current biennium renewal period if the licensee has obtained all hours required for renewal by December 31st of the prior odd numbered year.<br>(b) At least fourteen (14) hours of the required twenty-four (24) continuing education hours must be related to direct "hands on" patient care. This includes occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information.<br>(c) A maximum of six (6) hours of the required twenty-four (24) continuing education hours can be in "General" continuing education. This includes areas related to administration, supervision, documentation, quality assurance and research.<br>(d) A maximum of four (4) hours of the required twenty-four (24) continuing education hours may be used for Level II fieldwork supervision, published professional writing and instructional presentations.<br>(e) Each licensee must complete a minimum of two (2) hours of the required twenty-four (24) continuing education hours in the ethics of occupational therapy practice.<br>(f) At least twelve (12) of the required twenty-four (24) continuing education hours must be obtained by attendance at live presentations such as workshops, seminars, conferences or formal academic coursework.(g) A maximum of twelve (12) of the required twenty-four (24) continuing education hours may be obtained by electronic or web based courses, formal self-study courses, satellite broadcasts, computer learning activities, webinars, or viewing videotapes in a professional setting.<br>(4) An individual who is applying for licensure in Georgia for the first time (never having held a Georgia OT or OTA license) and who is licensed during the second year of the biennium renewal period is not required to meet continuing education requirements for that initial renewal period only.<br>(5) Prior approval of continuing education courses is not required. Each licensee randomly selected for a CE audit must |

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| | submit to the Board supporting documentation as specified in this rule.<br>(6) Procedures for verifying to the Board that the continuing education requirements for licensure renewal have been met:<br>(a) Respond appropriately to questions on renewal of license application;<br>(b) Retain continuing education documentation in personal files and submit to the Board if selected for a continuing education audit;<br>(c) Documentation as specified in Board Rule 671-3-.08(7) must be maintained by the licensee for no less than three (3) years from the beginning date of the licensure period.<br>(7) Documentation of continuing education which the Board deems as acceptable proof of completion includes the following:<br>(a) For continuing education courses that include attendance and participation at a live presentation such as a workshop, seminar, conference or in-service educational program:<br>1. A certificate of completion or similar documentation signed by program official, and<br>2. A program description including sponsor, course title, date(s), program objectives/learning outcomes, content description, and agenda or schedule. A shortened description may be accepted for programs specifically exempted by the Board such as AOTA and GOTA Conferences;<br>(b) For "General" continuing education under Board Rule 671-3-.08(3)(c), if obtained at a conference, workshop or live presentation, required documentation is as noted above. All other must include:<br>1. Explanation of the relationship of the activity to occupational therapy and your professional growth.<br>2. Date(s) and clock hours of the activity;<br>3. Other information as may be requested.<br>(c) For Level II Fieldwork Supervision involving serving as the primary clinical fieldwork educator for Level II occupational therapy or occupational therapy assistant fieldwork students:<br>1. A description of the fieldwork including name and type of facility, name of the fieldwork educator and times spent in direct supervision of the student; and,<br>2.Verification provided by the school to the fieldwork educator with the name of the student, school and dates of fieldwork or the signature page of the completed student evaluation form with evaluation scores and comments blocked out;<br>(d) For published professional writing and instructional presentations [Board Rule 671-3-.08(3)(d)] including first time or significantly revised presentations or an academic class session, workshop, seminar, in-service or professional meeting program session:<br>1. Presentation description including location, title, date, hours of presentation, general content description, and type of audience; and, |

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| | ten (10) hours is allowed per reporting period for this category.<br>xii. Self study of cassette, tape, video tape, or other multimedia device, or book. The required documentation for this activity is a two (2) page synopsis of each item written by the licensee. A maximum of ten (10) hours is allowed per reporting period for this category.<br>xiii. Level II fieldwork direct supervision of an occupational therapy student or occupational therapy assistant student by site designated supervisor(s). The required documentation for this activity is a name of student(s), letter of verification from school, and dates of fieldwork. A maximum of ten (10) hours per supervisor is allowed per reporting period for this category.<br>06. Exemptions. A licensee may request an exemption from the continuing education requirement for a particular two-year (2) period under the following circumstances. The licensee must provide any information requested by the Board to assist in substantiating the licensee's need for a claimed exemption:<br>a. During the continuing education period the licensee was residing in another country for one (1) year or longer, reasonably preventing completion of the continuing competency requirements;<br>b. The licensee was absent from Idaho because of military service for a period of one (1) year or longer during the continuing education period, preventing completion of the continuing competency requirements; or<br>c. The licensee should be exempt from the continuing competency requirements for reasons of health or other good cause. |
| **Illinois** | **Statute: 225 IL Comp Statute 75/11.1**<br>**Sec. 11.1. Continuing education requirement.** As a condition for renewal of a license, licensees shall be required to complete continuing education in occupational therapy in accordance with rules established by the Department.<br><br>**Regulation: 68 IL Admin Code §1315.145**<br>**Section 1315.145 Continuing Education**<br>a) Continuing Education (CE) Hour Requirements<br>1) Every occupational therapist and occupational therapy assistant shall complete 24 contact hours of CE relevant to the practice of occupational therapy during each prerenewal period as a condition of renewal. A prerenewal period is the 24 months preceding December 31 in the year of the renewal. 24 contact hours of CE is equivalent to 12 units of Continued Competency Activities (CCA) (2 contact hours = 1 unit).<br>2) A CE contact hour equals 50 minutes. After completion of the initial CE hour, credit may be given in one-half hour increments.<br>3) Courses that are part of the curriculum of an accredited university, college or other educational institution shall be allotted CE credit at the rate of 15 CE hours for each semester hour or 10 CE |

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| | B) Participation as Mentor<br>i) Participation in a formalized mentorship agreement with a mentee as defined by a signed contract that designates the responsibilities of the mentor and specific goals and objectives that are to be met by the mentee.<br>ii) A licensee may earn contact hours spent in mentorship activities as a mentor with a maximum of 8 hours per renewal period.<br>iii) Documentation shall include name of mentor and mentee, copy of signed contract, dates, hours spent in and focus of mentorship activities, and outcomes of mentorship agreement.<br>3) Fieldwork Supervision<br>Participation as the primary clinical fieldwork educator for Level I/Level II OT or OTA fieldwork students.<br>A) A licensee may earn 2 contact hours for each Level I student supervised. A licensee may earn 6 contact hours for each Level II student supervised. A licensee may earn a maximum of 8 contact hours for student supervision per renewal period.<br>B) Documentation shall include verification provided by the school to the fieldwork educator with the name of student, school, and dates of fieldwork or the signature page of the completed student evaluation form. Evaluation scores and comments should be deleted or blocked out.<br>4) Professional writing<br>A) First time publication of a professional or non-professional book, chapter, or article. A licensee may earn a maximum per renewal period as follows:<br>i) 18 hours as an author of a book;<br>ii) 12 hours as an author of a chapter;<br>iii) 12 hours as an author of an article in a professional publication;<br>iv) 6 hours as an author of an article in a non-professional publication;<br>v) 12 hours as an editor of a book.<br>B) Documentation shall consist of full reference for publication including: title, author, editor, and date of publication, or copy of acceptance letter if not yet published.<br>5) Presentation and Instruction<br>A) First time or significantly revised presentation of an academic course or workshop, seminar, in-service, electronic or Web-based course. Speeches made at luncheons or banquets or any other presentation not within the guidelines of this Part are not eligible for CE credit. |

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| | maximum of five (5) contact hours will be awarded under this subdivision.<br>(2) Preparation for teaching a course in occupational therapy in an accredited program. A maximum of six (6) contact hours will be awarded under this subdivision.<br>(3) Supervision of fieldwork for Level I and Level II students. One (1) contact hour will be awarded for every thirty-two (32) hours of supervision with a maximum of six (6) contact hours.<br>(4) In-house or in-service seminars specifically designed for training or teaching.<br>(5) Actively participating with professional organizations as an officer or committee chairperson.<br>(6) Supervising occupational therapy students when doing their observational hours as a pre-OT student applicant.<br>(7) Research activities other than publications and presentations. |
| **Iowa** | **Statute: IA Code § 272C.2**<br><br>**272C.2 Continuing education required.**<br>**1.** Each licensing board shall require and issue rules for continuing education requirements as a condition to license renewal.<br>**2.** The rules shall create continuing education requirements at a minimum level prescribed by each licensing board. These boards may also establish continuing education programs to assist a licensee in meeting such continuing education requirements. Such rules shall also:<br>***a.*** Give due attention to the effect of continuing education requirements on interstate and international practice.<br>***b.*** Place the responsibility for arrangement of financing of continuing education on the licensee, while allowing the board to receive any other available funds or resources that aid in supporting a continuing education program.<br>***c.*** Attempt to express continuing education requirements in terms of uniform and widely recognized measurement units.<br>***d.*** Establish guidelines, including guidelines in regard to the monitoring of licensee participation, for the approval of continuing education programs that qualify under the continuing education requirements prescribed.<br>***e.*** Not be implemented for the purpose of limiting the size of the profession or occupation.<br>***f.*** Define the status of active and inactive licensure and establish appropriate guidelines for inactive licensee re-entry.<br>***g.*** Be promulgated solely for the purpose of assuring a continued maintenance of skills and knowledge by a professional or occupational licensee directly related and commensurate with the current level of competency of the licensee's profession or occupation.<br>**4.** A person licensed to practice an occupation or profession in this state shall be deemed to have complied with the continuing education requirements of this state during periods that the person serves honorably on active duty in the |

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| | 5. Class V: instructor preparation of class I programs. Each licensee who presents a class I continuing education program or its equivalent shall receive three class V contact hours for each hour of presentation. No credit shall be granted for any subsequent presentations on the same subject matter.<br>6. Class VI: fieldwork supervision of level II students. Five contact hours may be given for supervising a level II student's full-time fieldwork for at least a six-week period or its equivalent. Ten contact hours may be given for supervising field work for at least a 12-week period or its equivalent.<br>h. Each licensee shall submit documented evidence of attendance at, participation in, or presentation to class I and class II continuing education activities. Each licensee shall submit personal verification for class III activities. Copies of publications shall be submitted for verification of class IV activities. Verification of class VI fieldwork supervision shall be submitted by the licensee's employer.<br>i. Instructional staff shall be competent in the subject matter and in the methodology of instruction and learning processes as evidenced by experience, education, or publication.<br><br>**100-54-8. Continuing education; expired, canceled, and revoked licenses.**<br>a. If the license has expired but has not been canceled, no continuing education shall be required in addition to the continuing education that would have been necessary if the license had been renewed before its expiration.<br>b. Each applicant who wishes to reinstate a license that has been canceled shall submit proof of continuing education as follows:<br>1. If the applicant has continuously held an active license in another state or the District of Columbia since the date on which the Kansas license was canceled or the applicant currently holds a license that has been active for at least two years in any state that has licensing and continuing education requirements at least as strict as those of Kansas, the applicant shall submit proof of the applicant's current license, registration, or certification from that jurisdiction.<br>2. If the time since the license was canceled has been one year or less, no continuing education in addition to the continuing education that would have been necessary if the license had been renewed before cancellation shall be required.<br>3. If the time since the license was canceled has been more than one year but less than two years, the applicant shall complete a minimum of 20 contact hours.<br>4. If the time since the license was canceled has been at least two years but less than three years, the applicant shall complete 40 contact hours.<br>5. If the time since the license was canceled has been at least three years or the applicant has not held an active license in another state that has licensing and continuing education requirements at least as strict as those of Kansas, the applicant shall complete an educational program related to continued |

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| | (c) Documentation for this activity shall include:<br>1. An official transcript indicating successful completion of the course and the date on which the course was taken; and<br>2. A description of the course from the school catalogue or course syllabus.<br>(4) Independent study.<br>(a) Independent study may includes reading books, journal articles, reviewing videos, and activities of a similar nature.<br>(b) A licensee may earn one (1) CCU for one (1) contact hour spent in an independent study activity.<br>(c) Documentation for this activity shall include:<br>1. Title, author, and publisher of the material;<br>2. The time spent on the material;<br>3. The date of completion; and<br>4. A statement that describes how the activity relates to a licensee's current or anticipated roles and responsibilities.<br>(d) No more than six (6) CCUs from this category shall be counted toward the total.<br>(5) Mentorship.<br>(a) Credit may be earned by each participant in a formalized mentorship agreement defined by a signed contract between the mentor and mentee that outlines specific goals and objectives and designates the plan of activities for the participants.<br>(b) A licensee may earn one (1) CCU for five (5) contact hours spent in activities directly related to achievement of goals and objectives under a mentorship agreement.<br>(c) Documentation for this activity shall include:<br>1. The name of mentor and mentee;<br>2. A copy of a signed agreement;<br>3. The dates, hours spent and focus of mentorship activities; and<br>4. A statement outlining the outcomes of mentorship agreement.<br>(6) Fieldwork supervision.<br>(a) Credit may be earned by participation as the primary clinical fieldwork educator for an OT or OTA fieldwork student.<br>(b) A licensee may earn one (1) CCU per forty (40) hours of supervision for each fieldwork student supervised.<br>(c) Documentation shall include:<br>1. A written verification from the school to the fieldwork educator with the name of student, school, and dates of fieldwork or the signature page of the completed student evaluation form. |

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| | 2. Evaluation scores and comments should be deleted or blocked out.<br>(7) Professional writing.<br>(a) Credit may be earned by the publication of a book, chapter, or article.<br>(b) A licensee may earn:<br>1. Twelve (12) CCUs as an author of a book;<br>2. Six (6) CCUs as an editor of a book;<br>3. Six (6) CCUs as author of a chapter;<br>4. Four (4) CCUs as author of a peer reviewed article;<br>5. Two (2) CCUs as author of a nonpeer reviewed article;<br>(c) Documentation for this activity shall consist of full reference for publication including, title, author, editor, and date of publication; or copy of acceptance letter if not yet published.<br>(8) Professional presentations and instruction.<br>(a) Credit may be earned by the presentation of academic guest lectures, state or national workshops or conferences, and employer-provider in-service training for OT/Ls or OTA/Ls.<br>(b) A licensee may earn two (2) CCUs for each hour of credit that is awarded for an activity.<br>(c) Documentation for this activity shall include a copy of official program, schedule, or syllabus including presentation title, date, hours of presentation, and type of audience or verification of that signed by the sponsor.<br>(9) Research.<br>(a) Credit may be earned for the development of or participation in extensive scholarly research activities or extensive outcome studies.<br>(b) A licensee may earn one (1) CCU for one contact hour spent working on a research project.<br>(c) Documentation for this activity shall include verification from the primary investigator indicating the name of research project, dates of participation, major hypotheses or objectives of the project, and licensee's role in the project.<br>(10) Grants.<br>(a) Credit may be earned for the development of a grant proposal.<br>(b) A licensee may earn one (1) CCU for one contact hour spent working on a grant proposal.<br>(c) Documentation for this activity shall include name of grant proposal, name of grant source, purpose and objectives of the project, and verification from the grant author regarding licensee's role in the development of the grant if not the author.<br>(11) Professional meetings and activities.<br>(a) Participation in board or committee work with agencies or organizations in professionally related areas to promote and enhance the practice of occupational therapy may be counted toward the requirements of this |

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

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| | (13) Poster Presentations.<br>(a) A licensee may present posters for state, national, or international workshops, seminars, or conferences and receive contact hours at twice the amount of the actual presentation time.<br>(b) Every year, a licensee may apply a maximum of:<br>(i) 6 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and<br>(ii) 4 hours toward the continuing competency option for role-related activities.<br>(c) Documentation. The licensee shall provide:<br>(i) A continuing competency requirement compliance report; and<br>(ii) A copy of the presentation or program listing.<br>(d) Presentations of the content are credited only once per renewal cycle.<br>(14) Academic Guest Lecturer.<br>(a) If it is not a licensee's primary role, a licensee may teach one occupational therapy related academic course per semester and receive twice the contact hours per credit hour taught.<br>(b) Every year, a licensee may apply a maximum of:<br>(i) 8 hours toward the continuing competency requirement related to occupational therapy principles and procedures;<br>and<br>(ii) 4 hours toward the continuing competency option for role-related activities.<br>(c) Documentation. The licensee shall provide:<br>(i) A continuing competency requirement compliance report;<br>(ii) The date and lecture or academic course title;<br>(iii) The name of the institution;<br>(iv) A letter from the instructor regarding the time spent in the classroom;<br>(v) Course or lecture goals and objectives; and<br>(vi) Number of hours actually taught.<br>(d) Presentations of the content are credited only once per renewal cycle.<br>(15) Fieldwork Supervision.<br>(a) If it is not a licensee's primary role, a licensee may directly supervise the fieldwork of Level I or Level II occupational therapy students and receive 2 contact hours per Level I occupational therapy student or 8 contact hours per Level II occupational therapy student.<br>(b) Every year, a licensee may apply a maximum of:<br>(i) 8 hours toward the continuing competency requirement related to occupational therapy principles and |

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| | procedures; and<br>(ii) 4 hours toward the continuing competency option for role-related activities.<br>(c) Documentation. The licensee shall provide:<br>(i) A continuing competency requirement compliance report; and<br>(ii) Verification from each student's college.<br>(16) Text Book or Articles Published or Accepted for Publication.<br>(a) A licensee may participate through:<br>(i) Publication of an occupational therapy or related professional textbook;<br>(ii) Professional manuscript published or reviewed (edited) for textbooks;<br>(iii) Publication of chapter or chapters in an occupational therapy or related professional textbook;<br>(iv) Publication of an occupational therapy article in a peer-reviewed publication; or<br>(v) Publication of an occupational therapy article in a nonpeer-reviewed publication.<br>(b) Every year, a licensee may apply a maximum of:<br>(i) 10 contact hours from authorship, editorship, coauthorship, coeditorship, or all of these, of a book for occupational<br>therapists or relating to occupational therapy;<br>(ii) 5 contact hours for authorship or editorship of a chapter of a publication;<br>(iii) 4 contact hours for authorship or editorship of an occupational therapy article or abstract in a peer-reviewed publication; or<br>(iv) 2 contact hours for authorship or editorship of an occupational therapy-related article or abstract in a nonpeer- reviewed publication.<br>(c) Documentation. The licensee shall provide:<br>(i) A continuing competency requirement compliance report; and<br>(ii) A copy of the published work.<br>(17) Research Projects.<br>(a) A licensee may participate through extensive scholarly research activities or extensive outcome studies (defined as research associated with, for example, grants, postgraduate studies, or peer-reviewed journals).<br>(b) Every year, a licensee may apply a maximum of:<br>(i) 5 contact hours per research project as approved by the Board toward the continuing competency requirement<br>related to occupational therapy principles and procedures; and<br>(ii) 4 hours toward the continuing competency option for role-related activities.<br>(c) Documentation. The licensee shall provide: |

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| | Subd. 3. Activities qualifying for continuing education contact hours.<br>(a) The activities in this subdivision qualify for continuing education contact hours if they meet all other requirements of this section.<br>(b) A minimum of one-half of the required contact hours must be directly related to the occupational therapy practice. The remaining contact hours may be related to occupational therapy practice, the delivery of occupational therapy services, or to the practitioner's current professional role.<br>(c) A licensee may obtain an unlimited number of contact hours in any two-year continuing education period through participation in the following:<br>(1) attendance at educational programs of annual conferences, lectures, panel discussions, workshops, in-service training, seminars, and symposiums;<br>(2) successful completion of college or university courses. The licensee must obtain a grade of at least a "C" or a pass in a pass or fail course in order to receive the following continuing education credits:<br>(i) one semester credit equals 14 contact hours;<br>(ii) one trimester credit equals 12 contact hours; and<br>(iii) one quarter credit equals ten contact hours;<br>(3) successful completion of home study courses that require the participant to demonstrate the participant's knowledge following completion of the course.<br>(d) A licensee may obtain a maximum of six contact hours in any two-year continuing education period for:<br>(1) teaching continuing education courses that meet the requirements of this section. A licensee is entitled to earn a maximum of two contact hours as preparation time for each contact hour of presentation time. Contact hours may be claimed only once for teaching the same course in any two-year continuing education period. A course schedule or brochure must be maintained for audit;<br>(2) supervising occupational therapist or occupational therapy assistant students. A licensee may earn one contact hour for every eight hours of student supervision. Licensees must maintain a log indicating the name of each student supervised and the hours each student was supervised. Contact hours obtained by student supervision must be obtained by supervising students from an occupational therapy education program accredited by the Accreditation Council for Occupational Therapy Education;<br>(3) teaching or participating in courses related to leisure activities, recreational activities, or hobbies if the practitioner uses these interventions within the practitioner's current practice or employment; and<br>(4) engaging in research activities or outcome studies that are associated with grants, postgraduate studies, or publications in professional journals or books.<br>(e) A licensee may obtain a maximum of two contact hours in any two-year continuing education period for continuing |

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| | Subd. 3. Activities qualifying for continuing education contact hours.<br>(a) The activities in this subdivision qualify for continuing education contact hours if they meet all other requirements of this section.<br>(b) A minimum of one-half of the required contact hours must be directly related to the occupational therapy practice. The remaining contact hours may be related to occupational therapy practice, the delivery of occupational therapy services, or to the practitioner's current professional role.<br>(c) A licensee may obtain an unlimited number of contact hours in any two-year continuing education period through participation in the following:<br>(1) attendance at educational programs of annual conferences, lectures, panel discussions, workshops, in-service training, seminars, and symposiums;<br>(2) successful completion of college or university courses. The licensee must obtain a grade of at least a "C" or a pass in a pass or fail course in order to receive the following continuing education credits:<br>(i) one semester credit equals 14 contact hours;<br>(ii) one trimester credit equals 12 contact hours; and<br>(iii) one quarter credit equals ten contact hours;<br>(3) successful completion of home study courses that require the participant to demonstrate the participant's knowledge following completion of the course.<br>(d) A licensee may obtain a maximum of six contact hours in any two-year continuing education period for:<br>(1) teaching continuing education courses that meet the requirements of this section. A licensee is entitled to earn a maximum of two contact hours as preparation time for each contact hour of presentation time. Contact hours may be claimed only once for teaching the same course in any two-year continuing education period. A course schedule or brochure must be maintained for audit;<br>(2) supervising occupational therapist or occupational therapy assistant students. A licensee may earn one contact hour for every eight hours of student supervision. Licensees must maintain a log indicating the name of each student supervised and the hours each student was supervised. Contact hours obtained by student supervision must be obtained by supervising students from an occupational therapy education program accredited by the Accreditation Council for Occupational Therapy Education;<br>(3) teaching or participating in courses related to leisure activities, recreational activities, or hobbies if the practitioner uses these interventions within the practitioner's current practice or employment; and<br>(4) engaging in research activities or outcome studies that are associated with grants, postgraduate studies, or publications in professional journals or books.<br>(e) A licensee may obtain a maximum of two contact hours in any two-year continuing education period for continuing |

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| | 5. Professional publications where the licensee is an author. To be considered for continuing education credit, a reprint of the published article must be submitted to the department. Notice of approval or disapproval will be sent out after review by the department. A maximum of 3 contact hours may be accrued through professional publication.<br>6. Supervision of Level I and Level II occupational therapy and occupational therapy assistant students by a Mississippi licensed OT. The total number of supervision hours may not exceed 12 hours.<br>a. Supervision of Level I occupational therapy and occupational therapy assistant students. To be considered for continuing education credit, full direct supervision of a student must be performed for a complete clinical rotation. The educational institution must provide written documentation of the supervision. One continuing education hour per student supervised will be awarded for the full supervision. No more than a maximum of twelve (12) hours may be accrued under this provision during a licensure period. Only the primary supervisor is eligible to receive continuing education credit under this provision.<br>b. Supervision of Level II occupational therapy and occupational therapy assistant students. To be considered for continuing education credit, full direct supervision of a student must be performed for a complete clinical rotation. The educational institution must provide written documentation of the supervision. One continuing education hour per week of supervision per student supervised will be awarded for the full supervision. Co-supervision is acceptable. The supervising OT(s) shall record dates and times when acting as primary student supervisor. Supervision of more than one student at a time is acceptable. The supervising OT(s) shall record dates and times of supervision provided to each student. No more than a maximum of twelve (12) hours may be accrued under this provision during a licensure period.<br>7. Specific UNACCEPTABLE activities include:<br>a. All in-service programs not approved under Rule 8.7.4(1) of these regulations.<br>b. Orientation to specific work-site programs dealing with organizational structures, processes, or procedures.<br>c. Meetings for purposes of policy decision.<br>d. Non-educational meetings at annual conferences, chapter, or organizational meetings.<br>e. Entertainment or recreational meetings or activities.<br>f. Committee meetings, holding of office, serving as an organizational delegate.<br>g. CPR education.<br>h. Self-directed studies other than those previously outlined.<br><br>Rule 8.7.5 Reporting Procedures for Continuing Education: It is the responsibility of the licensee to insure that the following criteria are met with respect to continuing education credit:<br>1. Attendance at seminars, workshops, presentations, etc., approved by an organization listed in Rule 8.7.4(1) is automatically accepted for credit unless sessions are duplicated. Verification of attendance may be made by submitting a |

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| | period. An occupational therapy assistant may complete a maximum of seven and one half hours of continuing education utilizing management courses each 24 month renewal period. A licensee's documentation must include a certificate of attendance and a program outline and/or objectives;<br>6. Student supervision by an occupational therapist or occupational therapy assistant. One contact hour is earned for being a primary direct clinical supervisor for each student's entire level II fieldwork experience. Licensee may receive a maximum of two contact hours of continuing education by supervising a student each 24 month renewal period. A licensee's documentation must include a copy of the signature page of the completed fieldwork evaluation form for each supervised student;<br>7. Participation in research or other scholarly activities that result in professional publication or acceptance for publication that relate to occupational therapy. Four contact hours will be received for each publication. Licensees may earn up to a maximum of ten contact hours of continuing education each 24 month renewal period for authorship, editorship, co-authorship, co-editorship, or all of these, of a juried publication relating to occupational therapy. A licensee's documentation must include a copy of the final publication or verification of publication (for example, title page and table of contents);<br>8. Informal self-study: A licensee may earn up to a maximum of two contact hours of continuing education each 24 month renewal period for completion of the following activities or a combination of such activities:<br>a. Reading related to occupational therapy practice;<br>b. Observing other occupational therapists;<br>c. Viewing videotapes without a supervisor; and<br>d. Quality assurance or peer review studies.<br>A licensee's documentation when reading or viewing videotapes must include the name of the article, book or videotape and a brief synopsis of what was learned. Documentation, when observing other therapists and participating in quality assurance and peer review studies, must include a statement from the licensee explaining what was learned; and<br>9. Nationally recognized specialty certification examinations: A licensee will earn 20 contact hours of continuing education each 24 month renewal period for successful completion of a nationally recognized specialty certification examination related to an area of advanced practice in the field of occupational therapy. A licensee's documentation must include a copy of the certification.<br>114-009.01E One hour credit will be awarded for each hour of scientific presentation by a licensee at workshops, seminars, in-service training, conferences, or guest lectures which relate to the practice of occupational therapy. A licensee may receive continuing education credit for only the initial presentation during a renewal period. Credit will not be given for subsequent presentations of the same program. A licensee may complete a maximum of four hours of continuing education credit for presentations in a 24 month renewal period. A licensee's documentation must include the |

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| | (d) Service delivery programs performed by an occupational therapist or occupational therapy assistant.<br>2. Activities that qualify as continuing education include, without limitation:<br>(a) Attendance and participation at a live presentation:<br>(1) Which includes, without limitation, a workshop, seminar, conference or in-service educational program; and<br>(2) Which is afterwards followed by the submission of a certificate of completion or other similar document and a completed form to be provided by the Board, which will include, without limitation, a narrative statement that describes how the activity broadens the person's knowledge of occupational therapy or relates to current or anticipated roles and responsibilities of the person in the practice of occupational therapy;<br>(b) Participation in a course of self-study that requires a formal assessment of learning:<br>(1) Which includes, without limitation, self-study through an electronic or Internet-based course, a self-paced clinical course or any other formalized self-administered course; and<br>(2) Which is afterwards followed by the submission of a certificate of completion or other similar document and a completed form to be provided by the Board, which will include, without limitation, a narrative statement that describes how the activity broadens the person's knowledge of occupational therapy or relates to current or anticipated roles and responsibilities of the person in the practice of occupational therapy;<br>(c) Enrollment in an academic course:<br>(1) Which includes, without limitation, an on-site or distance learning course; and<br>(2) Which is afterwards followed by the submission of a copy of a transcript indicating successful completion of the course and a completed form to be provided by the Board, which will include, without limitation, a narrative statement that describes how the activity broadens the person's knowledge of occupational therapy or relates to current or anticipated roles and responsibilities of the person in the practice of occupational therapy;<br>(d) Participation in a mentorship agreement:<br>(1) Which requires participation as a mentor or mentee, as proven by a signed, formalized agreement that outlines specific goals and activities that must relate to the development of new occupational therapy skills not required for a current employment position; and<br>(2) Which is afterwards followed by the submission of a copy of the signed agreement and a completed form to be provided by the Board, which will include, without limitation, the dates and hours of activities and a description of the results of the mentorship;<br>(e) Supervision of fieldwork:<br>(1) Which includes, without limitation, acting as a primary clinical fieldwork educator for level I fieldwork or level II fieldwork for occupational therapist or occupational therapy assistant students;<br>(2) Which is afterwards followed by the submission of a completed form to be provided by the Board and a document from the sponsoring educational program indicating the names of the students supervised, the name of the |

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| | sponsoring educational program and the dates of the fieldwork; and<br>(3) Which may result in, for the year in which the fieldwork ends:<br>(I) A maximum of 2 hours of continuing education for level I fieldwork supervision; or<br>(II) A maximum of 1 hour of continuing education for each week of level II fieldwork supervision;<br>(f) Writing in a professional capacity:<br>(1) Which results in the publication of a peer-reviewed book, chapter of a book, or article regarding occupational therapy;<br>(2) Which is afterwards followed by the submission of a completed form to be provided by the Board and:<br>(I) Information regarding the publication, including, without limitation, the title, author, editor and date of the publication; or<br>(II) If not yet published, a copy of a letter indicating acceptance of the writing for publication by the publisher; and<br>(3) Which may result in, for the year the writing is published:<br>(I) Ten hours of continuing education for publication of a book;<br>(II) Three hours of continuing education for publication of a chapter of a book; or<br>(III) One hour of continuing education for publication of an article;<br>(g) Teaching an educational course:<br>(1) Which includes, without limitation, an in-person academic course, workshop, seminar, in-service course or electronic or Internet-based course; and<br>(2) Which is afterwards followed by the submission of a copy of the official program, schedule or syllabus of the course and a completed form to be provided by the Board, which includes, without limitation, the title, dates, hours and objectives of the course, a description of the students enrolled in the course and the signature of an appropriate official of the sponsor of the course;<br>(h) Participation in an official meeting of a professional organization formed to promote and enhance the practice of occupational therapy:<br>(1) Which includes, without limitation, an official board or committee meeting of such an organization;<br>(2) Which is afterwards followed by the submission of a completed form to be provided by the Board and a signed document from the organization that indicates the name of the organization, the purpose of the meeting and a description of the person's role in the organization and at the meeting; and<br>(3) Which may result in a maximum of 2 hours of continuing education per meeting; and<br>(i) Achievement of a type of certification, approved by the Board, from an agency approved by the Board:<br>(1) Which includes, without limitation, engaging in activities that are required for certification in an occupational therapy specialty by an agency approved by the Board; |

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| | (1) Maintenance of current NBCOT certification, as further described in Occ 406.03<br>(2) Receipt of academic and non-academic instruction in occupational therapy, as further described in Occ 406.04;<br>(3) Facility-based occupational therapy in-service training as further described in Occ 406.05;<br>(4) Informal independent study as further described in Occ 406.06;<br>(5) Formal mentored independent study as further described in Occ 406.07;<br>(6) Direct supervision of fieldwork, as further described in Occ 406.08;<br>(7) Employer-required peer review activities, as further described in Occ 406.09;<br>(8) Publication of writing related to occupational therapy as further described in Occ 406.10;<br>(9) Public professional presentations relating to occupational therapy as further described in Occ 406.11;<br>(10) Participation in an occupational therapy research project as further described in Occ 406.12;<br>(11) Specialty certifications, as further described in Occ 406.13;<br>(12) Product development as further described in Occ 406.14;<br>(13) Participation in the work of professional boards, committees and agencies, as further described in Occ 406.15;<br>(14) Completion of distance learning courses, as further described in Occ 406.16;<br>(15) Teaching occupational therapy, as further described in Occ 406.17;<br>(16) Cardiopulmonary certification or re-certification, as further described in Occ 406.18; and<br>(17) Receipt of universal precaution education, as further described in Occ 406.19. |
| **New Jersey** | **Statute: NJ Perm. Statutes §45:9-37.68**<br><br>**45:9-37.68. Inactive license status**<br>18. The director may grant inactive license status to a licensee who: a. is not actively practicing as an occupational therapist or an occupational therapy assistant; b. does not represent himself as an occupational therapist or an occupational therapy assistant; and c. completes any continuing education requirements which may be established by the director, in consultation with the council.<br><br>**Regulation**: No continuing education requirements. |
| **New Mexico** | **Statute: NM Stat §61-12A-15**<br><br>**61-12A-15. License renewal. (Repealed effective July 1, 2016.)** |

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| | hours are requested. Credit may be given only once for any individual presentation and the board will determine the number of continuing education contact hours approved.<br>(10) **Publication of a paper.** The applicant must provide a copy of the published paper, which must have been published prior to license renewal. Publication must be in a recognized journal or publication. The board will determine the number of continuing education contact hours approved.<br>(11) **Conducting occupational therapy research**. The board will determine the number of continuing education contact hours approved. The applicant must provide the following:<br>(a) title and description of research project, including brief timeline;<br>(b) names of other persons involved in project (i.e., co-investigators or supervisors);<br>(c) a brief statement indicating how participation in the project is related to the licensee's present or future position in the field of occupational therapy;<br>(d) a brief statement indicating how participation in the project is benefiting the applicant's therapy skills or research skills; and<br>(e) provide a copy of the research report (if project has been completed); (if report is incomplete), credit will be allowed by providing the listed information or by receipt of the college transcript.<br>(12) **Specialty/certification programs**. Applicants wishing to receive continuing education for certification programs must submit a certificate of completion signed by the program sponsor. The board will determine the number of continuing education contact hours approved.<br>(13) **Supervising level II fieldwork.** Applicants should provide a copy of the student evaluation (cover and signature pages only). The student's name should be blacked out for confidentiality. A maximum of twelve (12) contact hours will be approved for each OT fieldwork II rotation of twelve (12) weeks. A maximum of eight (8) contact hours will be approved for each OTA fieldwork II rotation of eight (8) weeks. A maximum of twelve (12) contact hours per renewal year is allowed in this area.<br>(14) **Mentoring.** Applies to an OT or OTA who has been practicing at least one year prior to entering a new area of practice only. Mentoring shall occur for a minimum of six months and no longer than one year. The mentor shall have at least one (1) year of experience in the specialty area of practice and not be the direct supervisor of the mentored therapist. The "mentoring log" should be used as proof of hours mentored. Both the mentor and mentored will be allowed up to a maximum of five (5) contact hours per year.<br>(15) **Alternative medicine seminars.** Applicants should include a statement indicating how the course relates to the licensee's present or future position in the field of occupational therapy with their request. The board will approve contact hours for these courses on a case-by-case basis.<br>(16) **Internet courses**. Applicants should include a copy of the certificate of completion received from the program provider. A maximum of ten (10) contact hours per renewal is allowed in this area. |

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| | during any time in the registration period which immediately precedes the first registration date following February 13, 2013.<br>2. Acceptable learning activities shall meet the requirements of this paragraph and be subject to the limitations prescribed in this paragraph.<br>i. Subjects. Acceptable learning activities shall have as their primary focus one or more professional subjects as defined in paragraph (5) of subdivision (a) of this section, or one or more related subjects as defined in paragraph (6) of subdivision (a) of this section.<br>ii. In those instances where subparagraph (iii) of this paragraph sets forth an upper limit on the number of continued competency hours which may be earned for a learning activity, the licensee shall be responsible for assigning a reasonable number of hours to such activity, subject to a final determination, if necessary, by the Department.<br>iii. Types of learning activities. Acceptable learning activities shall be in one or more of the types of activities prescribed in this subparagraph, and shall be subject to the limitations prescribed in this subparagraph.<br>a. Coursework or training offered by an approved sponsor. Acceptable learning activities may include coursework or training offered by a sponsor, approved pursuant to the requirements of subdivision (i) of this section, which may include but need not be limited to the following types of offerings by such approved sponsors: formal continuing education courses or workshops; or formal academic study offered as part of a registered program pursuant to Part 52 of this Title or an equivalent program that is accredited by an acceptable accrediting agency; or in-service training programs offered by an employer to its employees; or self-study, as defined in paragraph (7) of subdivision (a) of this section, provided that no more than two-thirds of the mandatory continuing competency requirement may be completed through self-study.<br>b. Independent study. Acceptable learning activities may include independent study as defined in paragraph (2) of subdivision (a) of this section. A licensee who completes independent study to meet the mandatory continuing competency requirement shall prepare a narrative account of what was learned and an overall written evaluation of the learning activity. Such licensee shall maintain a copy of the narrative account and written evaluation for six years after completion of this learning activity. Study in conjunction with supervision of fieldwork education conducted as part of a program of study as set forth in section 76.1 or 76.7 (b) of this Part may be considered independent study. A licensee who completes study in conjunction with such fieldwork supervision shall |

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| | | prepare and retain a narrative account of the preparation associated with the supervision in addition to the other requirements of this clause, and shall retain a letter of verification or certificate from the program that includes the dates of fieldwork. Three clock hours of independent study shall equal one continuing competency hour. No more than one-third of the mandatory continuing competency requirement may be completed through independent study.<br>c. Mentoring or receiving mentoring as a mentee. Acceptable learning activities may include mentoring or receiving mentoring as a mentee in accordance with the requirements of this clause.<br>1. The mentoring shall be a one-to-one relationship between a mentor and a mentee. The mentorship shall provide a minimum of 15 clock hours of direct contact between the mentor and the mentee.<br>2. The mentor shall be licensed as an occupational therapist or occupational therapy assistant, or in another profession licensed pursuant to Title VIII of the Education Law and have at least five years of post-licensure experience in the subject of the mentoring. The mentee shall be licensed as an occupational therapist or occupational therapy assistant.<br>3. The mentor and the mentee shall develop written mentee goals that shall be met during the mentorship by the mentee.<br>4. The mentor shall develop a written teaching plan that shall guide the mentorship and shall provide for the formal evaluation of the mentee in writing.<br>5. The mentee shall prepare a narrative account of what was learned in the mentorship and an overall evaluation of the mentorship.<br>6. A licensee who is either a mentor or mentee who completes a mentorship that meets the requirements of this clause shall receive up to 10 continuing competency hours of credit for each mentoring relationship, except that no more than one-half of the mandatory continuing competency requirement may be completed through either mentoring or receiving mentoring as a mentee, and the mentor or mentee shall not receive credit for activity that is conducted as part of their professional employment.<br>7. Each licensee who meets a portion of his or her continuing competency requirement through participation in a mentorship either as a mentor or as a mentee shall maintain the following records for a period of six years from the |

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| NC | technical adult education course related to the practice of occupational therapy;<br>(b) A licensee may earn one point for each contact hour, up to a maximum of six points;<br>(c) A licensee enrolled in a graduate or post-graduate OT curriculum has no maximum points in this category; and<br>(d) Documentation shall include an original official transcript indicating successful completion of the course, date, and a description of the course from the school catalogue or course syllabus.<br>(3) Small Group Study:<br>(a) Includes review and discussion of journal articles, clinical videotapes or audiotapes by at least two licensed practitioners;<br>(b) A licensee may earn one point for one hour spent in an independent study activity, up to a maximum of three points; and<br>(c) Documentation shall include title, author, publisher, time spent, and date of completion. Licensee must complete the Small Group Study Form provided by the NCBOT and include a statement that describes how the activity relates to a licensee's current or anticipated roles and responsibilities.<br>(4) Mentorship Agreement:<br>(a) Participation as a Mentee;<br>(i) Participation in a formalized mentorship agreement with a mentor as defined by a signed contract between the mentor and mentee that outlines specific goals and objectives and designates the plan of activities that are to be met by the mentee. These activities must be related to the development of new occupational therapy skills outside current required job performance;<br>(ii) A licensee may earn one point for each four hours spent in activities directly related to achievement of goals and objectives up to a maximum of five points; and<br>(iii) Documentation shall include name of mentor and mentee, copy of signed contract, dates, hours spent and focus of mentorship activities, and outcomes of mentorship agreement.<br>(b) Participation as Mentor:<br>(i) Participation in a formalized mentorship agreement with a mentee as defined by a signed contract between the mentor and mentee that designates the responsibilities of the mentor and specific goals and objectives that are to be met by the mentee. These activities must be related to the development of new occupational therapy skills for the mentee that are outside current required job performance;<br>(ii) A licensee may earn one point for each four hours spent in mentorship activities as a mentor up to a maximum of five points; and<br>(iii) Documentation shall include name of mentor and mentee, copy of signed contract, dates, hours spent and focus of mentorship activities, and outcomes of mentorship agreement.<br>(5) Fieldwork Supervision: |

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| | (a) Participation as the primary clinical fieldwork educator for Level I or Level II OT or OTA fieldwork students;<br>(b) A licensee may earn one-half point for each 40 hours of fieldwork, up to a maximum of six points;<br>(c) Documentation shall include verification provided by the school to the fieldwork educator with the name of student, school, and dates of fieldwork or the signature page of the completed student evaluation form. Evaluation scores and comments shall be deleted or blocked out; and<br>(d) If fieldwork spans two licensure years, credit shall be given only for the year it is completed.<br>(6) Professional Writing:<br>(a) Publication of a peer-reviewed book, chapter, article or contracted review of occupational therapy resource material;<br>(b) During the year written, edited or reviewed a licensee may earn;<br>(i) 15 points as author of a book;<br>(ii) 10 points as author of a chapter;<br>(iii) Five points as author of a peer-reviewed article;<br>(iv) Five points as a contracted reviewer of a print or multimedia occupational therapy resource; or<br>(v) 10 points as listed editor of a book.<br>(c) Documentation shall consist of full reference for publication including title, author, editor, and date of publication; or copy of acceptance letter, if not yet published; and<br>(d) Credit for submitted items shall be given for one licensure period only.<br>(7) Presentation and Instruction:<br>(a)Presentation of an academic course or peer-reviewed or non peer-reviewed workshop, seminar, in-service, electronic or Web-based course for the first time or for which more than 50% of the material has been revised;<br>(b) A licensee may earn two points for each one hour of credit that is awarded for an activity, up to a maximum of six points; and<br>(c) Documentation shall include a copy of official program, schedule, or syllabus including presentation title, date, hours of presentation, and type of audience or verification of such, signed by the sponsor.<br>(8) Professional Meetings and Activities:<br>(a) Consistent with Rule .0804 of this Section, participation in board or committee work with agencies or organizations to promote and enhance the practice of occupational therapy;<br>(b) A licensee may earn one point for five hours or two points for 10 or more hours for participation on committees or boards; and<br>(c) Documentation must include name of committee or board, name of agency or organization, purpose of service, and description of licensee's role. Participation and hours must be validated by an officer or representative of the organization or committee. |

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| | substantiation includes grant funding number or abstract or executive summary or completed report. Ten contact hours.<br>e. Formal self-study course with a completion certificate. There is no limit on hours that may be earned under this subdivision.<br>f. Direct supervision of occupational therapy students performing level II fieldwork in an occupational therapy program accredited by the accreditation council for occupational therapy education. The licensee must be the primary supervisor. The supervision may not be the primary responsibility of the licensee's employment. The licensee must submit to the board a record of the students supervised and the dates and times of supervision and a certification of the supervision from the occupational therapy program. No more than twelve contact hours in a licensing period may be earned under this subdivision.<br>g. Professional leadership. This category encompasses leadership responsibilities or committee involvement in professional organizations, including officer or committee chairperson in an occupational therapy or related practice area of a professional organization or item writing for a professional certification examination. No more than six hours may be earned under this subdivision.<br>h. Employer-based continued competency education program with measurable learning outcomes at least one hour in length. No more than six hours may be earned under this subdivision.<br>i. Distance learning activities.<br>7. Licensees and continuing education providers may submit continuing education courses to the board for preapproval.<br>8. A copy of a continuing education certificate must be submitted for board approval. The continuing education certificate must contain the person's name, dates of attendance, title of the course, and contact hours. If the program was not formally granted contact hours, the licensee must submit written verification of attendance signed by a supervisor or program coordinator which includes the name of the participant, dates of attendance, title of the course, and hours of the course, not including breaks and lunch.<br>9. Failure to meet the continuing competency requirements as outlined in this section will result in denial of an application for renewal and may subject a licensee to disciplinary action. The board may waive or allow exceptions due to extraordinary circumstances.<br>10. Continued competency hours may only be used once to satisfy the requirements of this section. |
| **Ohio** | **Statute:** OH Rev Code §4755-10<br><br>4755.10 Renewals.<br><br>Each license issued under section 4755.08 of the Revised Code is valid without further recommendation or examination |

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| 04 | presentation. A maximum of eight contact hours may be earned in this category. Proof of presentation is the workshop, conference, or seminar contract, or the brochure, agenda, or other printed materials describing content and audience. Continuing education credit will not be awarded for subsequent presentations of the same material.<br>(3) Preparation to teach a clinical course in occupational therapy. The course must be taught in an occupational therapy program accredited by the accreditation council for occupational therapy education (ACOTE). Credit will only be awarded for preparation for a new course or substantive changes to an existing course. One contact hour will be awarded for each hour of preparation. A maximum of eight contact hours may be earned in this category. Proof of presentation is the course syllabus or other printed materials describing the content and goals of the course.<br>(4) Publications of books, articles, or films related to clinical practice, management, or education of occupational therapy. A maximum of five contact hours for each published article, ten contact hours for a published book, five contact hours for a chapter in a book, and ten contact hours for a film may be earned in these categories. Co-authorship is acceptable. The item must be published within the current renewal cycle. Proof of completion is the published article, title page of the book, or film.<br>(5) Undergraduate or graduate courses. A maximum of ten contact hours may be earned per completed course. Courses must be related to the management, practice, or education of occupational therapy. Proof of completion is an official college or university transcript or grade slips. Proof of content is the catalog description. There is no limit of contact hours in this category.<br>(6) Supervision of fieldwork. Continuing education credit can be earned by supervising level II students. One contact hour may be earned for every eighty hours of student supervision completed, with a maximum of eight contact hours per renewal cycle. Proof of student supervision will be a certificate of supervision from the student's school or the student's completed evaluation form.<br>(7) Self-study. Formal study packages, such as printed text, multi-media, or internet based activities, related to the clinical practice, management, or education of occupational therapy are acceptable. There is no limit of contact hours in this category. Proof of completion is the certificate of completion and/or a copy of the post test results.<br>(8) Distance learning. Credit for distance learning requires that there be opportunity for interaction with the program presenter and that the content is related to the clinical practice, management, or education of occupational therapy. The agenda and certificate of participation are required to verify completion. There is no limit of contact hours in this category.<br>(9) Apprenticeships. Supervised clinical experience aimed at developing specialized skills in occupational therapy is acceptable. Five contact hours shall be credited for each forty hour week. There is no limit to the amount of contact hours that can be earned under this category. Proof of completion is a signed letter from the clinical supervisor describing length and type of education experiences and an evaluation of the occupational therapist's or occupational therapy assistant's performance. |

(iii) Seminars
(iv) Conferences
(v) Programs offered by or approved by the American Occupational Therapy Association or the Oklahoma Occupational Therapy Association or the National Board for Certification in Occupational Therapy
(vi) Programs at Special Interest Section meetings
(vii) Occupational Therapy Education Council of Oklahoma workshops (points as assigned on request from Committee)

(B) Assigned Value: 1 point per hour of participation.

(C) Documentation: Verification of attendance and copies of supporting documentation such as program brochure, syllabus, etc. If unable to verify attendance, use Form B **Verification of Conference Attendance**, attach a copy of receipt for conference fee and statement of relevancy to practice of Occupational Therapy if not obvious from the program materials.

(5) Alternative methods of points:

(A) Presentations of occupational therapy programs

(i) Presentations at workshops, seminars, conferences
(ii) Presentations as guest lecturer at accredited occupational therapy curriculum
(iii) Presentations as guest lecturer at other programs on topics related to occupational therapy department inservices
(iv) Assigned Value: 2 points per hour for first presentation of original material. No additional points for subsequent presentations.
(v) Documentation: Copies of supporting documentation such as brochures, programs, or syllabus and a statement of objectives of presentation.

(B) Clinical Instruction of Occupational Therapist students or Occupational Therapy Assistant students.

(i) Assigned Value: 1 point per week of continuous direct supervision.
(ii) Documentation: Copy of letter of verification of fieldwork from educational program.

(C) Publications (published or accepted for publication)

(i) Authorship or co-authorship of a book relating to occupational therapy:
(I) Maximum of 20 points.
(II) Documentation: Copy of Title page.
(ii) Authorship of a chapter in a book or journal article appearing in a professional journal:
(I) Maximum of 10 points.
(II) Documentation: Copy of table of contents and first page of chapter or article.
(iii) Authorship of an article, book review or abstract in a newsletter (such asOOTA Newsletter, OT

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| OR | (1) All current licensees shall obtain a minimum of 30 points of CE from Board approved categories during the two years immediately preceding the date of the license renewal.<br>(2) Exception: Current licensees who have had their licenses for less than two full years, but more than one year, shall obtain a minimum of 15 points of CE from Board approved categories during the year immediately preceding the date of the license renewal.<br><br>**339-020-0015 One-time requirement for CE on Pain Management**<br>(1) After January, 2008, a one-time requirement of 7 points of CE on Pain Management must be completed as part of the 30 points of CE defined in OAR 339-020-0020.<br>(2) All currently licensed Occupational Therapists and Occupational Therapy Assistants who renew their license in May, 2010 must complete the one-hour online Oregon Pain Commission class and six additional points of CE on Pain Management. Any classes provided by the Pain Commission will count toward the 7 points. Licensees may use any CE points on Pain Management taken between 2006 and their renewal date in May, 2010.<br>(3) All new applicants for Occupational Therapy and Occupational Therapy Assistants must complete the one-time requirement of 7 points of CE on Pain management (including the one online hour offered by the Pain Commission) prior to their next renewal or within two years of license in Oregon, whichever comes later.<br><br>**339-020-0020: CE Categories and Points**<br>These numbers refer to a two year total of 30 points. Credit for CE shall be calculated on a point basis in the following categories and must relate to occupational therapy services. It is the responsibility of the licensee to demonstrate how specific classes contribute to the development of the occupational therapy skills. "Application to OT Services" (CE Log) must be included for credit. Unless stated otherwise, one point equals one contact hour. Sixteen to 30 required CE points must come from categories 1-11. A limit of 14 of the required CE points may be accrued from categories 12-18.<br>(1) Attendance at university, college or vocational technical adult education courses at or above practice level: Four points per credit hour. Documentation of successful completion required.<br>(2) Attendance at seminars, workshops, or institutes: One point per direct hour of content.<br>(3) Completion of educational telecommunication network or on-line courses: Points as awarded by certificate or per credit, see (1). Certificate of successful completion required.<br>(4) Attendance at educational sessions relating to occupational therapy sponsored by OTAO, AOTA, AOTA approved providers, and NBCOT or professional academic institutions relating to occupational therapy: One point per hour of attendance. Certificate of attendance required.<br>(5) Satisfactory completion of American Occupational Therapy Association approved courses/materials or courses/materials offered by AOTA approved providers: Points per certificate on completion. Documentation of |

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| OR | satisfactory completion required.<br>(6) Publication—Copy of publications required.<br>(a) Publication of article in non-peer reviewed publication (e.g. OT Practice, SIS Quarterly, Advance, etc.): Five points per article.<br>(b) Publication of article in peer-reviewed professional publication (e.g. journals, book chapter, research paper): Ten points per article.<br>(c) Publication of chapter(s) in occupational therapy or related textbook: Ten points per chapter.<br>(7) Professional presentation (person presenting): Presentation must be at practice level for credit, e.g. CNA training would not be acceptable: Two points per hour with no additional points for subsequent presentation of same content. Course outline must be provided.<br>(8) Development of alternative media (computer software, video or audio tapes): Three points/hr of finished product. Outline required.<br>(9) Completing requirements for occupational therapy specialty certification (initial or recertification one time only for each specialty): 12 points. Copy of certificate required.<br>(10) Research, provided an abstract of the research is retained to prove participation: Principal—Eight points. Associate—Six points.<br>(11) Development and implementation of a school approved Level II student program (one time only and completed within a year): Four points. Copy of program must be provided.<br>(12) In-service training: One point per hour of attendance.<br>(13) Attendance at videotaped presentations of educational courses, seminars, workshops or institutes (group viewing with discussion): One-half point per direct hour of viewing with additional points for discussion, not to exceed seven points.<br>(14) Student supervision, Level I Fieldwork: One point for 8 hours of supervision.<br>(15) Student supervision, Level II Fieldwork: One point for 8 hours of supervision.<br>(16) Mentoring; as defined in OAR-339-010-0005(5): One point for every eight hours contract mentoring with documentation. Points may be obtained for both the mentor and the mentee.<br>(17) Professional leadership on a Board or Commission relating to OT—Volunteer services to organizations, populations, and individuals that advance the reliance on and use of one's occupational therapy skills and experiences to the volunteer setting or experience: 10 hours equal two points. Up to four points a year with documentation.<br>(18) Re-Entry Supervisors: Therapists providing supervision under OAR 339-010-0016: One point for 8 hours.<br><br>**339-020-0080 CE Certification**<br>(1) Persons seeking to renew their license or to restore a lapsed license shall submit with their application a signed |

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| | activities up to a maximum aggregate of 12 contact hours per biennium.<br>(iv) Instead of the documentation required under § 42.57(a), acceptable documentation consists of a copy of the mentorship agreement and the postmentorship summary.<br>(3) Fieldwork supervision.<br>(i) An occupational therapist may earn:<br>(A) One contact hour per student, up to a maximum aggregate of 12 contact hours per biennium, for serving as a supervisor for level I fieldwork.<br>(B) Three contact hours per student, up to a maximum aggregate of 12 contact hours per biennium, for serving as a supervisor for level II fieldwork.<br>(ii) In addition to the information required under § 42.57(a), the educational program shall verify the name of the supervisor, the names and number of students being supervised, the locations where the fieldwork is being performed and the dates and level of fieldwork.<br>(4) Professional writing.<br>(i) An occupational therapist may earn the following contact hours, up to a maximum aggregate of 15 per biennium, for professional writing:<br>(A) Fifteen contact hours for writing a book.<br>(B) Ten contact hours for writing a chapter in a book.<br>(C) Ten contact hours for writing an article published in a peer-reviewed journal.<br>(D) Five contact hours for writing an article published in a non-peer-reviewed journal, magazine, newsletter or other publication.<br>(ii) Credit will be awarded for the biennium in which the book, chapter or article is published.<br>(iii) Instead of the documentation required under § 42.57(a), acceptable documentation of professional writing consists of a copy of the editor's or publisher's acceptance letter and a copy of the article, chapter or the cover page of the book including the title, author, source and date of publication, and editor.<br>(5) Editing.<br>(i) An occupational therapist may earn the following contact hours, up to a maximum aggregate of 15 per biennium, for editing:<br>(A) A maximum of 10 contact hours may be earned for editing a book relevant to occupational therapy.<br>(B) A maximum of 6 contact hours per biennium may be earned for serving as a reviewer for a professional journal, provided that only 1 contact hour may be accrued for each article reviewed.<br>(ii) Instead of the documentation required under § 42.57(a), acceptable documentation of editing activities consists of the following:<br>(A) For editing a book, a copy of the editor's or publisher's acceptance letter and the cover page of the book |

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| | licensee for no less than four (4) years and are subject to random audit by the Department.<br><br>**6.5.2** Occupational therapists or occupational therapy assistants initially licensed during the two (2) year period preceding license renewal shall have their credits for continuing education prorated according to the time actually licensed during the two (2) year period.<br><br>**6.5.3** The Board, at its discretion, may grant one of the following to an occupational therapist or occupational therapy assistant for reasons of hardship or other extenuating circumstances:<br>• an extension of time to complete the continuing education requirements;<br>• a variance from the continuing education requirements;<br>• a waiver from the continuing education requirements. |
| **South Carolina** | **Statute: SC Code §40-36-260**<br><br>**40-36-260**<br>C) As a condition of license renewal, a licensee must complete satisfactorily sixteen hours of continuing education per biennium as defined in regulation and must submit proof of completion on a form approved by the board and must be certified and in good standing with NBCOT or other board-approved certification program.<br>D) Notwithstanding subsection (H), if a person's license lapses because the person did not satisfy the continuing education and certification requirements of subsection (c), the person must comply with subsection (c) before the board may renew the license.<br><br>**Regulation: SC Code of Regs Chapter 94**<br><br>**ARTICLE 4. CONTINUING EDUCATION**<br>94-08. Continuing Education.<br>(1) A licensee must maintain continuing education requirements in compliance with NBCOT or other board-approved standards.<br>(2) The Board reserves the right to audit continuing education requirements, or delegate audit of continuing education requirements. |
| **South Dakota** | **Statute:** SD Codified L § 36-31-11<br><br>Expiration of license - Renewal - Fee - Restoration of forfeited license - Time limit - Continuing competency requirements.<br>Any license issued by the board, pursuant to the provisions of this chapter, shall expire on the first day of January of the |

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| | | (s) | 1. Level I fieldwork direct supervision OT or OTA (Not one's primary employment role.) | 1 Credit per Student Supervised | 12 Credits (A licensee may not receive more than 12 Credits for fieldwork supervision total.) | Documentation required, name of student(s), letter of verification from school, dates of fieldwork. Co-supervision is acceptable; maintain dates & times when acting as primary student supervisor. Apply appropriate credits based on time spent supervising. | |
| | | | 2. Level II fieldwork direct supervision OT or OTA (Not one's primary employment role.) | 1 Credit per each week of supervision, per student supervised | 12 Credits (A licensee may not receive more than 12 Credits for fieldwork supervision total.) | Documentation required, name of student(s), letter of verification from school, dated of fieldwork. Co-supervision is acceptable; maintain dates & times when acting as primary student supervisor. Apply appropriate credits based on time spent supervising. | |
| | | (t) | Professional manuscript review (editing) for journals or textbooks. | 5 Hours Equals 1 Credit | 12 Credits | Letter from publishing organization, verifying time spent. | |

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| TX | (4) Home study courses, Internet-based courses, and videotape instruction, no maximum.<br>(A) Courses must fit the criteria for continuing education for Type 1 or Type 2.<br>(B) These courses must have a post-test and give a certificate of completion.<br>(C) Internet courses must reflect a pre-determined number of credit hours.<br>(5) Professional presentations by licensee:<br>(A) Professional presentation, e.g. in-services, workshops, institutes: any presentations counted only one time. Hour for hour credit. 10 hour maximum.<br>(B) Community/Service organization presentation: any presentation counted once. Hour for hour credit. 10 hours maximum.<br>(6) Fieldwork Supervision, 8 hours maximum, Type 2<br>(A) A licensee may earn 2 contact hours for each Level 1 students supervised. A licensee may earn 6 contact hours for each Level 2 student supervised. A licensee may earn a maximum of 8 contact hours for student supervision per renewal period.<br>(B) Fieldwork supervision hours may be evenly divided between licensees, not to exceed two fieldwork educators.<br>(C) Fieldwork education supervision must be completed before the licensee's renewal date.<br>(D) Documentation shall include verification provided by the school to the fieldwork educator(s) with the name of the student, school, and dates of fieldwork or the signature page of the completed evaluation form. Evaluation scores and comments should be deleted or blocked out.<br>(7) Any deviation from the above continuing education categories will be reviewed on a case by case basis by the Coordinator of Occupational Therapy or by the Continuing Education Committee. A request for special consideration must be submitted in writing a minimum of 60 days prior to expiration of the license.<br>(b) Unacceptable Continuing Education Activities include but are not limited to:<br>(1) Any non-instructional time frames such as breaks, meals, introductions, and pre/post testing.<br>(2) Business meetings<br>(3) Exhibit hall attendance<br>(4) Reading journals<br>(5) Courses such as, but not limited to: grant writing, case management, massage therapy, general management and business, social work, defensive driving, water safety, team building, GRE, GMAT, MCAT preparation, cooking for health, weight management, women's health and stress management, reading techniques, geriatric anthology, general foreign languages.<br>(6) Facility-based annual required courses such as, but not limited to patient abuse, disposal of hazardous waste, patient privacy, HIPAA & FERPA, blood borne pathogens, and other annual facility required repetitive courses do not count toward continuing education. |

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| Vermont | 1) Continuing education courses, which include attendance and participation as required at a live presentation such as a workshop, seminar, conference, or in-service educational program. May also include participation in other continuing education activities that require a formal assessment of learning. Examples include electronic or web-based courses, AOTA self-paced clinical courses or other formalized self study courses, AOTA continuing education articles and other substantially similar activities.<br>2) Academic coursework, which includes participation in on-site or distance learning academic courses from a university college, or vocational technical adult education course related to the practice of occupational therapy.<br>3) Independent study, which includes reading books, journals, articles, reviewing videos and other substantially similar activities.<br>4) Mentorship, which includes participation as a mentor or mentee in a formalized mentorship agreement as defined by a signed contract between the mentor and the mentee that outlines specific goals and objectives and designates the plan of activities that are to be met by the mentee and designates the responsibilities of the mentor. This activity may qualify for credit for one renewal cycle only.<br>5) Fieldwork supervision, which includes participation as the primary Clinical fieldwork educator for Level II OT or OTA fieldwork students<br>6) Professional writing, which includes publication of a peer-reviewed or non peer-reviewed book, chapter or article.<br>7) Presentation and instruction, which includes first time or significantly revised presentation of an academic course or peer-reviewed or non peer-reviewed workshop, seminar, in-service, electronic or web-based course or other substantially similar activity.<br>8) Research, which includes development or participation in a research project as a primary or assistant investigator in the research project<br>9) Grants, which include development of a grant proposal.<br>10) Professional meetings and activities, which include participation in board or committee work with agencies or organizations in professionally related areas to promote and enhance the practice of occupational therapy.<br>(d) See Appendix A of these rules for guidelines for professional development. This document outlines in further detail acceptable professional development activities, maximum hourly amounts and the documentation required for each activity.<br><br>**3.3 CONTINUING COMPETENCE REPORTING AND PROGRAM APPROVAL FOR INDIVIDUALS**<br>(a) At renewal time the Office will provide a form upon which all continuing competency activities must be reported. The form must be submitted with the biennial renewal form.<br>(b) Requests for extension because of unforeseen circumstances may be granted. Under extenuating circumstances, the Director may waive all or part of the continuing competence activity requirements if the applicant provides a written |

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| Providing professional in-service training and/or instruction for occupational therapists, occupational therapy assistants, and related professionals | 2 hours | Attendance records, goals and objectives of in-service training. Verification letter form supervisor |
| Volunteer services to organizations, populations, individuals, that advance the reliance on the use of one's OT skills and experiences | 10 hours | Verification letter from organization. Report describing outcomes of volunteer service provided |
| Level II fieldwork direct supervision OT or OTA | 10 hours | Documentation required, name of student(s), letter of verification from school, dates of fieldwork |
| Formal academic course work | 20 hours<br>1 credit = 15 hours | Official transcript from accredited college |
| Professional study group, minimum of 3 participants | 5 hours | Group attendance records; study group goals; analysis of goal attainment and learning |
| Extensive scholarly research activities, or extensive outcome studies | 20 hours | Grant funding number, abstract/executive summary and/or copies of the completed research/studies |
| Independent learning/study, such as CE articles, peer-reviewed, role-related professional articles video, audio, and/or online courses | 10 hours | CEUs, contact hours. Annotated bibliography and analysis of how articles impacted improving skills in one's role |
| External self study series | 20 hours | Certificate of completion |

**Virginia**

**Statute: § 54.1-2956.4.**
Advisory Board of Occupational Therapy; powers.
The Advisory Board shall, under the authority of the Board:

1. Recommend to the Board, for its promulgation into regulation, the criteria for licensure as an occupational therapist or an occupational therapy assistant and the standards of professional conduct for holders of licenses.

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| VA | 2. Assess the qualifications of applicants for licensure and recommend licensure when applicants meet the required criteria. The recommendations of the Advisory Board on licensure of applicants shall be presented to the Board, which shall then issue or deny licenses. Any applicant who is aggrieved by a denial of recommendation on licensure of the Advisory Board may appeal to the Board.<br>3. Receive investigative reports of professional misconduct and unlawful acts and recommend sanctions when appropriate. Any recommendation of sanctions shall be presented to the Board, which may then impose sanctions or take such other action as may be warranted by law.<br>4. Assist in such other matters dealing with occupational therapy as the Board may in its discretion direct.<br><br>**Regulation: 18 VA Admin Code 85-80-71**<br>A. In order to renew an active license biennially, a practitioner shall complete the Continued Competency Activity and Assessment Form that is provided by the board and that shall indicate completion of at least 20 contact hours of continuing learning activities as follows:<br>1. A minimum of 10 of the 20 hours shall be in Type 1 activities offered by a sponsor or organization recognized by the profession and may include in-service training, self-study courses, continuing education courses, specialty certification or professional workshops.<br>2. No more than 10 of the 20 hours may be Type 2 activities, which may include consultation with another therapist, independent reading or research, preparation for a presentation or other such experiences that promote continued learning.<br>B. A practitioner shall be exempt from the continuing competency requirements for the first biennial renewal following the date of initial licensure in Virginia.<br>C. The practitioner shall retain in his records the completed form with all supporting documentation for a period of six years following the renewal of an active license.<br>D. The board shall periodically conduct a random audit of at least one to two percent of its active licensees to determine compliance. The practitioners selected for the audit shall provide the completed Continued Competency Activity and Assessment Form and all supporting documentation within 30 days of receiving notification of the audit.<br>E. Failure to comply with these requirements may subject the licensee to disciplinary action by the board.<br>F. The board may grant an extension of the deadline for continuing competency requirements for up to one year for good cause shown upon a written request from the licensee prior to the renewal date.<br>G. The board may grant an exemption for all or part of the requirements for circumstances beyond the control of the licensee, such as temporary disability, mandatory military service, or officially declared disasters. |
| **Washington** | **Statute: WA Rev Code § 18.59.090** |

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| | (11) Serving on a professional board, committee, disciplinary panel, or association. The required documentation for this activity is a letter or other documentation from the organization. A maximum of ten hours is allowed per reporting period for this category.<br>(12) Self study of cassette, tape, video tape, or other multimedia device, or book. The required documentation for this activity is a two page synopsis of each item written by the licensee. A maximum of ten hours is allowed per reporting period for this category.<br>(13) Level II fieldwork direct supervision of an occupational therapy student or occupational therapy assistant student by site designated supervisor(s). The required documentation for this activity is a name of student(s), letter of verification from school, and dates of fieldwork. A maximum of ten hours per supervisor is allowed per reporting period for this category. |
| **West Virginia** | **Statute:** WV Code §30-28-7<br>**§30-28-7. Rulemaking.**<br>(a) The board shall propose rules for legislative approval, in accordance with the provisions of article three, chapter twenty-nine-a of this code, to implement the provisions of this article, including:<br>(5) Continuing education and competency requirements for licensees;<br>(6) Establishment of competency standards<br><br>**Regulation:** 13 WV Code of Rules 1-2.6<br>**§13-4-3. Continuing Education and Competency Requirements for Renewal of License.**<br><br>**13-4-3.1**<br>When a licensee applies for the renewal of an active license, that licensee shall certify to the Board his or her involvement in continuing education and competency activities in occupational therapy theory and practice and provide documentation upon the Board's request.<br><br>**13-4-3.2**<br>This section applies to all occupational therapists and occupational therapy assistants seeking to renew their licensure in West Virginia.<br><br>**13-4-3.3**<br>Unit Requirements<br>3.3.a. Each licensee shall complete a minimum of 24 contact hours of continuing education and competency activities, as approved by this rule, during the 2 year period preceding the application for renewal. |

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| WN | 3.8.b.10. Papers and Proposals for Conference Presentations.<br>A licensee may earn up to 2 hours of continuing competency credit for each accepted paper or proposal for conference presentation.<br>3.8.b.11. Formal Self-Study.<br>3.8.b.11.A. A licensee may earn continuing competency credit for completion of formal study packages related to the practice of occupational therapy and shall maintain a certificate of completion provided by the selfstudy sponsor.<br>3.8.b.11.B. A licensee may earn credit for completion of the American Occupational Therapy Association self-study series and shall maintain a certification of completion provided by the self-study sponsor.<br>3.8.b.11.C. A licensee may earn the full contact hour that is awarded by the provider.<br>3.8.b.12. Informal Self-Study.<br>3.8.b.12.A. A licensee may earn continuing competency credit for completion of a combination of other activities and independent learning projects. These projects may include, but at not limited to, a combination of reading, observing other therapists, viewing videotape quality assurance or peer review studies, and related professional activities which enhance knowledge and skill in a specific area.<br>3.8.b.12.B. Credit is earned by maintaining a report of professional self-study. A licensee may earn .5 contact hours for each of these activities not to exceed 6 contact hours in a renewal period. A licensee shall maintain a detailed log of activity including the type, subject, and source of self-study.<br>3.8.b.13.. Clinical Instruction of Occupational Therapy Students and Occupational Therapy Assistant Students.<br>3.8.b.13.A. A licensee may earn continuing competency credit for participation as a clinical instructor for fieldwork level 1 and level 2 students.<br>3.8.b.13.B. Only one licensee shall be awarded contact hours per student. The licensee who does the majority of actual supervision is eligible for the credit.<br>3.8.b.13.C. A licensee may earn 2 contact hours per student for clinical instruction of level 1 occupational therapist student and occupational therapy assistant students. A licensee may not earn more than 6 total contact hours in this category.<br>3.8.b.13.D. A licensee may earn 6 contact hours per student for clinical instruction of level 2 occupational therapist or occupational therapy assistant students. A licensee may not earn more than 12 total contact hours in this category.<br><br>**13-4-3.9.** Recency of Education.<br>3.9.a. When an applicant has chosen not to practice for any period of time, he or she is still obligated to maintain competency in occupational therapy knowledge, theory, and practice skills.<br>3.9.b. When an applicant applies for a license, reinstatement of a license, or renewal of a license and meets all requirements for licensure, reinstatement, or renewal, but has not been a practicing clinician within a period of 2 years, |

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| | the Board shall request verification of the applicant's effort toward maintaining and updating occupational therapy continuing competency.<br>3.9.c. If the applicant has completed fewer than 24 hours of continuing competency contact hours within the 2 years preceding the application as required by this section, the Board has the sole discretion to determine the sufficiency of these efforts of the applicant and to decide whether additional continuing competency hours are required before granting the applicant a license |
| **Wisconsin** | **Statute: WI Stats §448.965**<br><br>**448.965 Duties and powers of affiliated credentialing board.**<br>(1) The affiliated credentialing board shall promulgate rules that establish each of the following:<br>(a) Standards for acceptable examination performance by an applicant for licensure as an occupational therapist or occupational therapy assistant.<br>(b) Continuing education requirements for license renewal for an occupational therapist or occupational therapy assistant under s. 448.967 (2).<br>(c) Standards of practice for occupational therapy, including a code of ethics and criteria for referral.<br>(2) The affiliated credentialing board may promulgate rules that define the scope of practice of occupational therapy or the scope of assisting in the practice of occupational therapy.<br><br>**Regulation:** WI admin Code OT §3.06<br><br>**OT 3.06 Continuing education.**<br>The purpose and intent of continuing education in occupational therapy is to assure the public of the expectation and obligation that practitioners maintain currency, knowledge levels and professional competence. Occupational therapists and occupational therapy assistants shall complete continuing education as follows:<br>**(1)** Each holder of a license as an occupational therapist shall, at the time of applying for renewal of a license of registration under s. 448.07, Stats., certify that he or she has, in the 2 years preceding the renewal application, completed at least 24 points of acceptable continuing education.<br>**(2)** Each holder of a license as an occupational therapy assistant shall, at the time of applying for renewal of a license of registration under s. 448.967, Stats., certify that he or she has, in the 2 years preceding the renewal application, completed at least 24 points of acceptable continuing education.<br>**(3)** At least 12 of the points shall be accumulated through professional development activities related to occupational therapy in the following categories set forth in the following table: |

## OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

| PROFESSIONAL DEVELOPMENT ACTIVITIES | PROFESSIONAL DEVELOPMENT POINTS |
|---|---|
| (a) Attendance at academic credit courses. | 4 points per academic credit. |
| (b) Attendance at seminars, workshops, lectures, professional conferences, interactive online courses and video courses.<br>**Note:** An online course or a mechanically or electronically recorded course qualifies for credit only if a qualified instructor is available to the participant to comment and answer questions. | 1 point per contact hour of attendance. |
| (c) Satisfactory completion of a self–study course approved by the American occupational therapy association (AOTA) or other related recognized professional associations. | 4 points per continuing education unit. |
| (d) Satisfactory completion of an AOTA continuing education article (review and examination). | 1 point per article. |
| (e) Attendance at employer–provided continuing education, including video and non–interactive online courses. | 1 point per contact hour of attendance. |
| (f) Initial completion of specialty board certification in occupational therapy, including but not limited to certification in neurorehabilitation, pediatrics, hand therapy, gerontology, driver rehabilitation, advanced practice, neuro–developmental treatment, case management, and rehabilitation counseling. | 12 points. |
| (g) Authorship of a book in occupational therapy or a related professional area. | 12 points. |
| (h) Publication of one or more chapters of a book in occupational therapy or a related professional area. | 6 points. |
| (i) Publication of an article in a non–peer–reviewed publication, such as OT Practice, SIS Quarterly, and Advance. | 4 points. |
| (j) Publication of an article in peer–reviewed professional publications, including journals, book chapters, and research papers. | 6 points. |
| (k) Development of alternative media materials, including computer software, programs and video instructional material. | 6 points. |
| (L) Development of a quality assurance study for clinical program improvement. | 6 points. |

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| | Definitions. The definitions set out in the Act are hereby incorporated by reference into these Rules. In addition, as used in these Rules, the following definitions shall apply<br>(f) "Contact Hour" means one hour engaging in continuing education.<br>(g) "Continuing Education Unit" means 10 (ten) contact hours<br><br>**Chapter 2:3**<br>Licensure Requirements<br>**Section 3 Continuing Education.**<br>Continuing education requirements may be fulfilled through inservice, coursework, conference or workshop attendance, presentation, publication or other means as deemed adequate by the Board. The applicant shall submit with application for renewal:<br>(a) A notarized continuing education affidavit form and documentation of attendance verifying sixteen (16) contact hours of continuing education per year. Hours shall be obtained within a three (3) year period, and shall be used only once. This form is available from the Board.<br>(b) A copy of the conference flyer, agenda or description of conference.<br>(c) A short statement of the relevance of the conference topic to the practice of occupational therapy. |

# Continuing Professional Competency - Occupational Therapy

## Introduction to Continuing Professional Competency for Occupational Therapists and Occupational Therapy Assistants

Pursuant to section 12-40.5-109.3,C.R.S., all active occupational therapists and occupational therapy assistants shall maintain continuing professional competency to practice occupational therapy. Occupational therapists and occupational therapy assistants must satisfy the requirements of the program in order to renew or reinstate a license to practice occupational therapy. The continuing professional competency requirements begin on January 1, 2015.

Continuing professional competency was created to help licensees assess their professional work, identify areas of growth and stay current wit the profession. A detailed explanation of continuing professional competency can be accessed in the Continuing Competency Manual found below. Certificate holders can meet the continuing professional competency requirements by one of the following three methods:

1. Participation in the CPD Program; or
2. Qualifying for Deemed Status; or
3. Receiving a military exemption.

## Program Highlights

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How do I participate in the CPD Program?

Each renewal cycle (e.g., February 1, 2015 through December 31, 2016):

1. Complete the Reflective Self-Assessment Tool (RSAT) and create learning goals;
2. Create a Learning Plan according to the RSAT;
3. Accrue 24 hours of Professional Development Activities (PDA). No more than 12 hours will be credited for any one type of PDA per renewal period.

Click on the titles of the documents listed under "Resources" above to access the manual containing detailed instructions on meeting continuing professional competency requirements and to access forms including the RSAT, Learning Plan, and Categories for Professional Development Activities (PDA).

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How do I meet the requirements of continuing professional competency by qualifying for Deemed Status?

A licensee who qualifies to claim Deemed Status will satisfy the continuing professional competency requirements pursuant to section 12-43.7-107(2), C.R.S. The certificate holder shall meet the following criteria:

In order to renew a license, a licensee shall attest to his/her Deemed Status. It is incumbent on the certificate holder claiming Deemed Status to ensure that the continuing professional competency program in which the certificate holder participates is substantially equivalent to the Continuing Professional Development (CPD) program administered by the Director. It must contain the following elements during each renewal period:

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- An assessment of knowledge and skills
- Completion of at least 10 contact hours of learning activities
- Demonstration of completion of continuing competency activities

A certificate holder in Deemed Status is subject to an audit of compiance. See the "Resources" section above to access the manual containing detailed instructions.

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How do I meet the requirements for a Military Exemption?

Pursuant to section 12-70-102, C.R.S., licensees who have been called to federally funded active duty for more than 120 days for the purpose of serving in a war, emergency or contingency may request an exemption from the continuing professional competency requirements for the renewal, reinstatement, or reactivation of his/her license for the 2-year renewal period that falls within the period of service or within six months following the completion of service.

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1. Military exemptions must be approved by the Division of Professions and Occupations. Licensees seeking a military exemption shall submit a request in writing with evidence that the licensee's military service meets the criteria established in section 12-70-102, C.R.S.
2. After being granted a military exemption, in order to complete the renewal process, a licensee shall attest to his/her

military exemption.

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What are Professional Development Activities (PDA)?

- Professional Development Activities are learning activities undertaken to increase the license holder's knowledge and skill or hone existing knowledge and skill for the purpose of continuing professional developmet.

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What is the Reflective Self-Assessment Tool (RSAT)?

- A Reflective Self-Assessment Tool is a reflective practice tool in which a licensee can reflect upon his/her knowledge and skills pertaining to the foundational areas of occupational therapy, taking into account the the licensee's current level and area of practice.

## Resources

Click on the title of each document to view it.

| | |
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| Continuing Professional Development (CPD) Program Overview | This document provides guidance on meeting the requirement of the CPD Program |
| Continuing Professional Competency Manual | This document provides guidance on meeting the requirements of continuing professional competency. Answers to commonly asked questions can be found in this manual. |
| Reflective Self Assessment Tool (RSAT) and Goals | This form is used by the licensee to determine learning goals for professional development. |
| Learning Plan Form | This form serves as documentation of learning goals, learning plans, and the completion of learning plans. This document will be sent to the Board upon audit, otherwise, it is to be retained by the licensee. |
| Categories for Professional Development Activities (PDA) | The list of PDA can be used as a guide to selecting learning activities for meeting learning goals. |
| Independent Learning / Group Study Form | This form is used to document both Independent Learning and Group Learning. Complete a separate form for each activity completed. |
| FAQ's | Documents Coming Soon! |
| Approved Accrediting Bodies and/or Entities for Deemed Status | Documents Coming Soon! |

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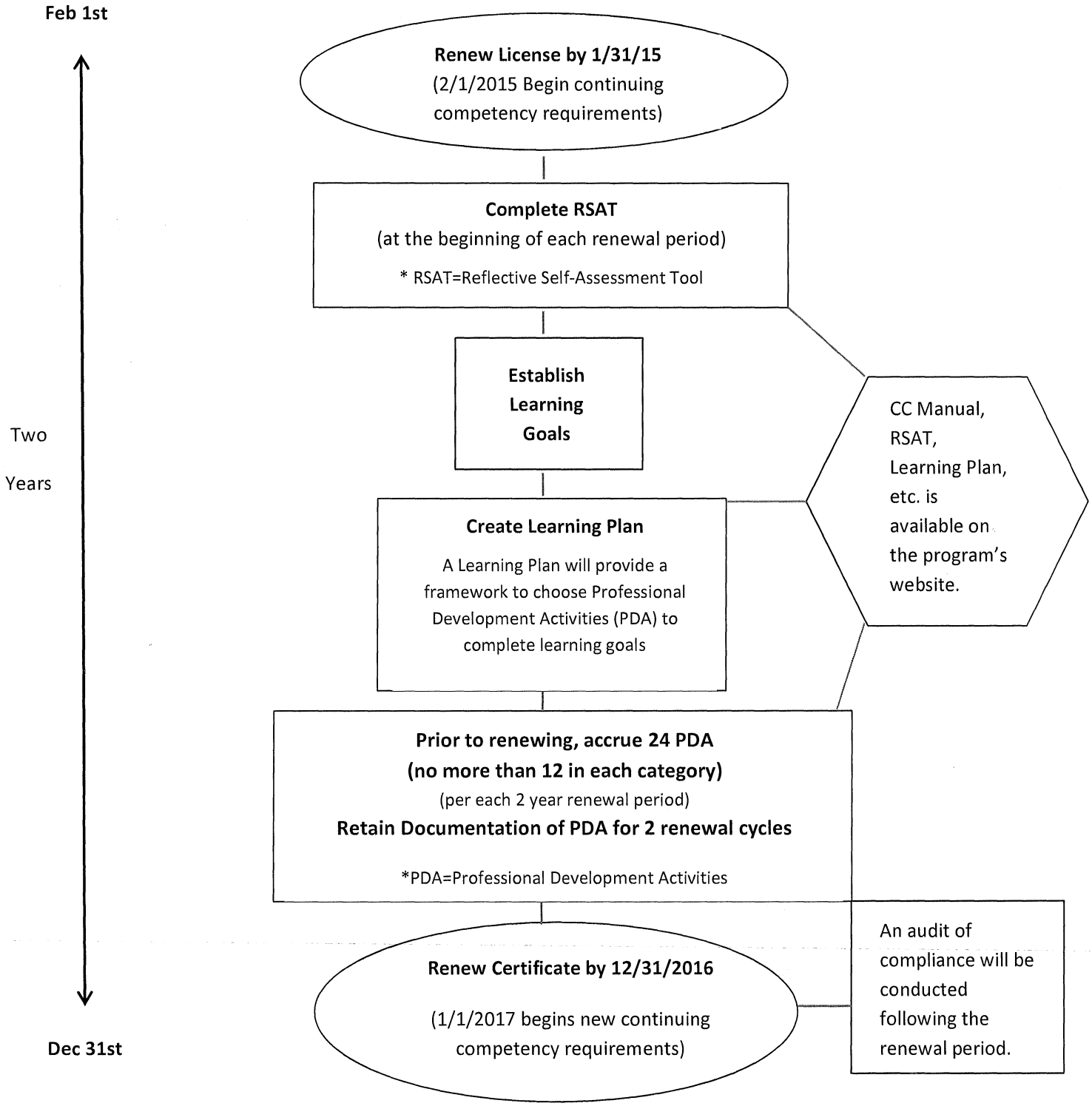
# Continuing Professional Development (CPD) Program Overview
## Occupational Therapists and Occupational Therapy Assistants

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Division of Professions and Occupations

# REFLECTIVE SELF-ASSESSMENT TOOL (RSAT)
# OCCUPATIONAL THERAPIST / OCCUPATIONAL THERAPY ASSISTANT

| Name | | | | |
|---|---|---|---|---|
| | Last | First | OT/OTA License # | Date |

This self-assessment tool is to guide Colorado licensed occupational therapists and occupational therapy assistants in creating learning goals. By identifying disciplines where professional development and growth will increase the knowledge and skill of the licensee in the OT profession, the licensee will be able to develop a *Learning Plan* in which to accomplish learning goals. This document is not subject to inspection by the public or discovery in connection with a civil action against an occupational therapist or an occupational therapy assistant. Space for drafting learning goals is provided toward the end of this assessment. The Goals Suggestion Table at the end of the assessment can be used to help determine learning goals, if desired. This form will not be retained by DORA. **Please retain a copy for your files.**

Respond to each section with an answer ranging from 1 to 5. Answers will indicate the strengths and weaknesses for each discipline as follows:

0 – Not applicable
1 – Need to build strength
2 – Satisfactory skills
3 – Performance exceeds satisfactory
4 – Expert

| **KNOWLEDGE** – Understanding and comprehension of the information required for the multiple roles and responsibilities. At what level do you demonstrate: | |
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| 1. Mastery of the core of the practice and profession of occupational therapy as it is applied in the multiple responsibilities assumed | |
| 2. Expertise in client-centered occupational therapy practice and related primary responsibilities | |
| 3. Integration of relevant evidence, literature, and epidemiological data related to consumer population(s) | |
| 4. Awareness of current professional standards of practice, legislative, legal, and regulatory issues that impact practice | |
| 5. The ability to anticipate and seek out new knowledge in order to meet clients' needs as well as the demands of a dynamic profession | |
| **CRITICAL REASONING** – Processes to make sound judgments and decisions. At what level do you demonstrate: | |
| A. Deductive and inductive reasoning in making decisions specific to roles and responsibilities | |
| B. Problem-solving skills necessary to carry out responsibilities | |
| C. The ability to analyze occupational performance as influenced by client and contextual factors | |
| D. The ability to reflect on one's own practice and knowledge level in order to develop competency or make referrals as needed | |
| E. Management and synthesis of information from a variety of sources in support of making decisions | |
| F. Application of evidence, research findings, and outcome data in making decisions | |
| G. The ability to assess previous assumptions against new evidence and revise actions accordingly | |

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| **INTERPERSONAL SKILLS** – Professional relationships with others within the context of roles and responsibilities. At what level do you demonstrate: | |
| H. Use of effective communication methods that match the abilities, personal factors, learning styles, and therapeutic needs of consumers and others | |
| I. Cultural competence through effective interaction with people from diverse backgrounds | |
| J. Integration of feedback from clients, supervisors, and colleagues to modify professional behavior and therapeutic use of self | |
| K. Collaboration with clients, families, caregivers, and professionals to attain optimal consumer outcomes | |
| L. The ability to develop, sustain, and refine inter-professional team collaboration to meet identified outcomes | |
| **PERFORMANCE SKILLS** – Ability to competently fulfill roles and responsibilities in the delivery of occupational therapy services At what level do you demonstrate: | |
| M. Provide services grounded in the standards and scope of practice of occupational therapy | |
| N. To bring about change through: | |
| a. The therapeutic use of preparatory, purposeful, and occupation based interventions | |
| b. The therapeutic use of self | |
| O. Use of client-centered intervention | |
| P. Integrating current evidence-based practice techniques and technologies | |
| Q. Using quality improvement processes that prevent practice error and optimize client outcomes | |
| **PROFESSIONAL CONDUCT** – Identify, analyze, and clarify ethical issues or dilemmas to make responsible decisions within the changing context of roles, responsibilities, and potential consequences. At what level do you demonstrate: | |
| R. Compliance with requirements of local, state, and federal regulations, policies, and procedures. For Colorado rules and regulations, go to the "Laws, Rules and Policies" webpage: www.dora.colorado.gov/professions/occupationaltherapists | |
| S. Follow and apply ethical conduct, principles, and standards of practice. For reference, you may visit the following webpages: www.aota.org/practice/ethics.aspx and www.nbcot.org/practice-standards | |
| T. The integrity to make and defend decisions based on ethical reasoning | |
| U. Integration of varying perspectives in the ethics of practice and conduct | |
| V. Adhere to initial and ongoing education and training that are within the scope of practice | |

## Goals Suggestion

Percentages are derived from responses on the OT/OTA RSAT. Lower percentages represent areas with the most opportunity for growth and learning.

| | |
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| Knowledge | 0% |
| Critical Reasoning | 0% |
| Interpersonal Skills | 0% |
| Performance Skills | 0% |
| Professional Conduct | 0% |

**Reflection –** Correspond the answers from the RSAT with the following questions to reflect on "How is my practice, scope of work, or work environment changing related to:"

1. Different populations/clients/consumers/employees/students?

2. New technology or information systems?

3. New standards or requirements (internal and external)?

4. Changing work demands and work systems?

5. Changes in the profession?

6. Changes in the community?

7. Changes in client or consumer expectations?

Use the space below to draft two to four learning goals based on your responses from the RSAT. Copy and paste these goals to your Learning Plan.

Learning Goal #1:

Learning Goal #2:

Learning Goal #3:

Learning Goal #4:

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Division of Professions and Occupations

# LEARNING PLAN
## OCCUPATIONAL THERAPIST / OCCUPATIONAL THERAPY ASSISTANT

| Name | | | | |
|---|---|---|---|---|
| | Last | First | OT/OTA License # | Date |

This form is to be used by OT/OTA's as a tool to develop, complete and document professional learning goals. State your learning goals based on the Reflective Self-Assessment Tool (RSAT) and develop your *Learning Plan* using the "Planned Start/End Date" fields. Twenty-four (24) professional development activities (PDA) per renewal period are required, and no more than 12 PDA will be credited for any one type of activity. Activities completed may differ from the original plan, but should still be relevant to established learning goals. The "Start/End Date" should reflect the first time and the last time the activity was done. This may encompass more than one occasion of participation in that particular activity. For example, if volunteer work was done on two separate days, the "Start Date" would reflect the first day of participation in volunteer work and the "End Date" would reflect the last day of participation in volunteer work. This form and supporting documentation is to be submitted only upon request.

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| **Learning Goal #1** (Copy here from the results of your RSAT.) |
| **Learning Goal #2** (Copy here from the results of your RSAT.) |

If you created more than 2 goals, print additional *Learning Plan* forms and attach to this form.

See the *Categories for Professional Development Activities (PDA) List* and the *Continuing Professional Competency Manual* for explanations of PDA categories. Go to the Occupational Therapy web page at www.dora.colorado.gov/professions/occupationaltherapistscc.

| PDA Category | Planned Start Date | Planned End Date | Actual Start Date (Required) | Actual End Date (Required) | Hours Completed (at most 12 hours per category) | Do you have documentation? Yes or No |
|---|---|---|---|---|---|---|
| Coursework | | | | | | |
| Fieldwork Supervision | | | | | | |
| Group Study | | | | | | |
| Independent Learning | | | | | | |
| Mentoring | | | | | | |
| Presentations | | | | | | |
| Publishing | | | | | | |
| Volunteer Service | | | | | | |
| | | | | Total Hours: | 0 | |

I understand that under Colorado Occupational Therapy Rule 8(G), falsifying an attestation or other documentation regarding the licensees' compliance with continuing professional competency requirements constitutes the falsification of information in an application and may be grounds for discipline pursuant to section 12-40.5-110(2)(b), C.R.S. If required to do so, I am able to and will submit documentation of my Continuing Professional Development, Active Military Duty or Deemed Status upon the Director's request.

Signature_____ Date_____

## OPTIONAL ORGANIZATIONAL TOOL

| PDA Category | Learning Activity | Hours Completed | Date Completed |
|---|---|---|---|
| Examples: | | | |
| Volunteer Service | Participated on planning committee for annual convention | 1 hour | 11/25/2015 |
| Volunteer Service | Volunteered at 9 Health Fair | 4 hours | 12/15/2015 |
| | | | |

COLORADO
Department of Regulatory Agencies
Division of Professions and Occupations

# CATEGORIES FOR PROFESSIONAL DEVELOPMENT ACTIVITIES (PDA) LIST
## OCCUPATIONAL THERAPIST / OCCUPATIONAL THERAPY ASSISTANT

| Coursework | Documentation Requirements |
|---|---|
| Coursework activities are those undertaken in learning environments. Examples include but are not limited to: academic courses, continuing education, seminars, lectures, conferences, workshops, webinars. | Verifiable evidence issued by organization/school indicating the completion of a course, e.g. certificate of completion, transcript, letter from the provider. Must indicate course name, date, content, speaker, number of hours, etc. |
| **Fieldwork Supervision** | |
| Supervision occurs with ongoing review and direction of a supervisee's clinical practice; only supervisor may earn credit.<br>• Level 1 fieldwork direct supervision, one PDA per student<br>• Level 2 fieldwork direct supervision, one PDA per week per student<br>• Entry-level or post-doctoral advanced fieldwork direct supervision, one PDA per week per student | A letter or certificate from the school confirming participation. |
| **Group Study** | |
| A study group consists of 2 or more professionals that regularly meet to discuss shared areas or fields of learning. Study Groups whose members seek to accrue PDA should choose topics that advance professional skill and experience. | *Independent/Group Learning Form* and attendance sheets. |
| **Independent Learning** | |
| Independent Learning is any structured learning experience undertaken by an individual that takes place outside of traditional learning environments. | *Independent/Group Learning Form* |
| **Mentoring** | |
| Mentoring is a voluntary relationship; mentor and protégé may earn credit. | A letter confirming participation from the mentor and protégé. |
| **Presenting** | |
| Presenting entails the delivery and/or preparation of material related to one's professional skill or experience.<br>• 2 to 1 credit<br>• Credit for first delivery | Copy of presentation or copy of program listing. Must include presenter name, times and title. |
| **Publishing** | |
| Publishing activities are those activities undertaken for the publication process including research design, implementation, drafting and editing of an article. Activities cannot be part of primary job responsibilities. | Copy of publication, copy of reference citation using APA format, cover page, (article, chapter, reference citation, grant funding number, etc.) |
| **Volunteer Service** | |
| The Volunteer Activity includes service provided at no charge that relies on your professional skill and advances the profession. Examples: Serving on a professional board, Health Fair | A verifiable document issued by an organization/agency and signed by an authorized person. Must include number of contact hours, dates, description of service provided, etc. |

See the *Continuing Professional Competency Manual* for details about PDA.