REPORT ON PENDING RULEMAKING FILES.

The Regulations Update report is attached for review.

REGULATIONS UPDATE REPORT

Pending Rulemaking files: In-Process

Rulemaking File Subject	Section(s)	Status	Close of public comment period	Date Pkg Sent to DCA	Date Pkg Rtn'd from DCA	Final Pkg Due to OAL	Actual Submit Date To OAL	Date language goes into effect
Continuing Competency	4161	Language published December 20, 2013; adopted by Board at February 2014 meeting.	02/03/2014	10/31/2014	02/24/2015	12/20/2014 **	02/25/2015	07/01/2015
Accept CHT for hands/PAMs approval	4151 4152	Proposed action not approved within one-year deadline.	02/03/2012	10/22/2014	12/16/2014	12/19/2014	12/19/2014	
Accept CHT for hands/PAMs approval	4151 4152	Language published April 3, 2015; to be considered by Board at June 2015 meeting.	05/19/2015			04/01/2016		
Ethical Standards of Practice	4170	Language adopted by the Board at March 2015 meeting; proposed action not approved by control agency in March 2015.	02/03/2014 12/18/2014 03/02/2015	12/19/2014	Not returned	12/20/2014 **	Package not submitted to OAL; insufficient time for Agency to review	
Ethical Standards of Practice	4170	Language published April 10, 2015; to be considered by Board at June 2015 meeting.	05/26/2015			04/08/2016		

** Director issued a 90-day extension

REGULATIONS UPDATE REPORT

Pending Regulatory Amendments: Process Not Yet Started

Rulemaking File Subject	Section	Priority	Status	Comments
Standards of Practice for Telehealth	4172	1	Amendments to existing CCR section 4172(b) approved at November 2014 meeting. (Clarification of 'consent') Language to be noticed for consideration of adoption at September 2015 Board meeting.	
Notification to Consumers	4171	2	Provide draft language and advise Board members what other Boards are doing to be compliant with BPC 680 and 680.5	
Continuing Competency	4161	3	Concept pending - Ad Hoc Committee to make recommendation to Board at March meeting.	
~~Definitions~~ Disciplinary Guidelines	~~4146~~ 4147		Staff to draft language suggesting parameters for the Board to consider when a petition for reinstatement is received by a petitioner who is on court-ordered probation or parole or subject to PC 290 registration. Draft language to be presented at a future meeting.	
Application	4110		Staff to update application (which is incorporated by reference) to inquire if the individual applying for licensure is serving in, or has previously served in, the military (AB 1057) and to reflect acceptance of ITIN (SB 1159)	
Language for OT to request to supervise more than 2 OTAs	tbd		Implement BPC 2570.3(j)(2). Practice Committee to prepare/review language; draft language to be presented to the Board at Winter 2015 meeting.	
Patient record retention requirements when a business is closed/sold/inherited or has a change of ownership; or if practitioner is no longer in private practice	tbd		Implement BPC 2570.185. Practice Committee to prepare/review language; draft language to be presented to the Board at Winter 2015 meeting.	

AD HOC COMMITTEE REPORT AND RECOMMENDATIONS

The following are attached for review:

- March 3, 2015, Ad Hoc Committee meeting minutes.
- April 22, 2015, Ad Hoc Committee meeting minutes.
- Meeting highlights from the May 12, 2015, Ad Hoc Committee meeting.
- Draft regulatory amendments proposing to increase the number of PDUs practitioners earn for supervising students completing their Fieldwork.
- A draft form to be utilized by practitioners wanting to receive credit for supervising students.

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.
CALIFORNIA BOARD OF OCCUPATIONAL THERAPY
2005 Evergreen Street, Suite 2250, Sacramento, CA 95815-3831
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AD HOC COMMITTEE MEETING MINUTES

Tuesday, March 3, 2015

Committee Members Present
Richard Bookwalter, Board Member & Chair
Sharon Pavlovich, Board Member
Joyce Fries

Board Staff Present
Heather Martin
Jeff Hanson

Public Attendee
Judy Paladino
Yeaphana LaMarr, DCA

1. **Call to order and roll call.**

At 3:13 p.m. contact was established between all teleconference locations.

2. **Discussion and consideration of request from California Fieldwork Council to increase the number of PDUs earned for supervising students completing their Level II Fieldwork.**

Heather Martin opened with a brief overview describing the events and circumstances which brought the committee together. At the Board's November 13, 2014, meeting in San Diego, the Board formed this committee to further discuss and develop regulatory language to increase professional development units for therapists that supervise students completing Level II Fieldwork assignment. This matter was initiated as a result of a written request from the California OT Fieldwork Council (Council) dated August 7, 2014.

Richard Bookwalter, Committee Chair, referenced a chart that he prepared which identified and compared credit that other states allow for supervising OT and OTA fieldwork. A majority of states allow credit for supervising Level II OT/OTA fieldwork. Some even allow credit for supervising Level I fieldwork. The total number of continuing education units required in other states varied, as did maximum limits that other state licensees allow toward their continuing education requirements for supervising OT/OTA fieldwork.

Discussion ensued amongst the committee regarding the appropriateness of allowing professional development credit for this activity when essentially it could be construed as a licensee simply performing their job duties. Joyce Fries and Judy Paladino offered that in most cases therapists do not receive extra compensation from their employer for supervising OT/OTA students. The underlying problem that the California Fieldwork Council is attempting to address is decreasing accessibility to therapists that are willing to supervise OT students and the current trend is not sustainable. By increasing credit for this activity it is hoped that it will become more attractive for therapists to train OT/OTA students. Ultimately students would benefit as

an increase in clinical instructors would provide more training opportunities and promote diversification in various practice settings that occupational therapy practitioners deliver services.

Sharon Pavlovich indicated she saw a benefit in the Council's proposal. The proposal ultimately promotes and translates to better services being provided to California consumers.

Discussion also delved into situations where multiple therapists provided or teamed to provide fieldwork training to an OT or OTA student and what type of documentation Board staff might rely on when conducting continuing education audits.

There was a consensus amongst the committee members to recommend to the Board the following:

- Use the National Board for Certification in Occupational Therapy (NBCOT) standards as a guide to assist in developing language to increase continuing education credit for supervising an OT student.
- Increase the credit for supervising Level II fieldwork pursuant to the California Fieldwork Counsel's request from .5 PDU for 60 hours of supervision to 1 PDU for one week or 40 hours of supervision.
- Allow credit for supervising Level I fieldwork students.
- Apply the cap of 12 PDUs for continuing education activities that fall under California Code of Regulations Section 4161(c) that is pending regulatory approval with the Office of Administrative Law. Thus assuming the pending regulations will be approved, a licensee would only be able to apply 12 PDUs of activities identified in Section 4161(c), which includes and is not limited to supervising OT fieldwork students, toward the overall continuing competency requirement of 24 PDUs.
- Incorporate language that would identify the type(s) of evidence or documentation a licensee would need to provide if they were audited for continuing education compliance when they have supervised an OT/OTA student (e.g. signed fieldwork evaluation forms, letter from the college or university fieldwork coordinator, etc.)

3. Public Comment session for items not on the agenda.

There was no public comment provided pertaining to items not on the agenda.

4. **Adjournment.**

At 4:18 the meeting adjourned.

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DRAFT AD HOC COMMITTEE MEETING MINUTES

Wednesday, April 22, 2015

Committee Members Present
Richard Bookwalter, Board Member & Chair
Sharon Pavlovich, Board Member
Joyce Fries

Board Staff Present
Jeff Hanson

Public Attendees
Judy Paladino
Arameh Anvarizadeh
Karen Park

DRAFT

1. **Call to order and roll call. (H. Martin)**

   Due to a staff member's error in a communication to the Committee Members earlier in the day, the meeting inadvertently commenced at 2:30 p.m., earlier than the noticed time. At 3:00 Board staff joined the meeting.

2. **Discussion and consideration of request from California Fieldwork Council to increase the number of PDUs earned for supervising students completing their Level II Fieldwork.**
   (R. Bookwalter)

   Background: At the California Board of Occupational Therapy (Board) meeting on March 6, 2015, Richard Bookwalter and Sharon Pavlovich reported on the Committee's recommendation to:

   - *Increase professional development units (PDU) earned for supervising Level II students*
   - *Establish credit for supervising Level I students*
   - *Apply/maintain a cap of 12 PDU for these activities (consistent a prior regulatory action that is pending final approval with the Office of Administrative Law).*
   - *Use the National Board for Certification in Occupational Therapy (NBCOT) standards as a guide.*

   After hearing the recommendation the Board asked the Committee to develop a verification form that could be used for continuing competence audit purposes and to further vet issues regarding co-supervision.

   Discussion ensued on developing a verification form. NBCOT requires a verification letter or certificate from the school that includes the dates of supervision, the fieldwork

level, and other relevant information. Concern was expressed by some meeting attendees regarding the potential of completing additional and somewhat duplicative documentation for California auditing purposes.

Discussion ensued on situations where a student's Level II fieldwork is supervised by multiple supervisors. There were differences in the way meeting participants interpreted the National Board for Certification in Occupational Therapy's (NBCOT) instruction for applying professional development units in situations where co-supervision occurred.

Committee members agreed that instead of using language that would establish a practitioner would receive 1 PDU for per week of supervision it should be further defined as 1 PDU for 40 hours of supervision.

Richard Bookwalter indicated he would draft an attestation form to present to the Board.

3. Public Comment session for items not on the agenda.

There was no public comment for items not on the agenda.

4. Adjournment.

At 3:50 the meeting adjourned.

DRAFT

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AD HOC COMMITTEE MEETING HIGHLIGHTS

Tuesday, May 12, 2015

1. The meeting was called to order at 3:05pm; contact was established with each teleconference location. Jeff Hanson called the roll. All Committee members were in attendance. A quorum was established.

2. The Committee members reviewed the March 3, 2015, ad-hoc committee meeting minutes, and approved by roll call vote.

3. The Committee members reviewed the April 22, 2015, ad-hoc committee meeting minutes, and approved by roll call vote.

4. Discussion and consideration of increasing the number of PDUs earned for supervising students completing their Fieldwork and draft language to present to the Board.

   At the California Board of Occupational Therapy (Board) Meeting on March 6, 2015, Richard Bookwalter and Sharon Pavlovich reported the Committee's recommendation to:
   - *Increase professional development units (PDU) earned for supervising Level II students*
   - *Establish credit for supervising Level I students*
   - *Apply/maintain a cap of 12 PDU for these activities (consistent with a regulatory action that is pending final approval with the Office of Administrative Law).*
   - *Use the National Board for Certification in Occupational Therapy (NBCOT) standards as a guide.*

   After hearing the AD Hoc Committee's recommendation, the Board asked the Committee to develop a verification form that could be used for continuing competence audit purposes and to further vet issues regarding co-supervision.

   Committee member discussion ensued regarding the increase in professional development units (PDUs) earned by a practitioner for supervising a student's Level II fieldwork. Committee members agreed that a practitioner should earn one (1) professional development unit (PDU) for each 40 hours of fieldwork supervision.

   Alternative language was discussed (such as replacing "40 hours of supervision" with "one week of supervision" or "32 hours of supervision") Committee member decided not to pursue these alternatives.

A member of the public commented that Level II fieldwork students sometimes work less than 40 hours per week. However, despite the distinction between "40 hours of supervision", "one week of supervision" or "32 hours of supervision" there was little overall difference, because a practitioner that routinely supervises Level II students is going to run into the 12 PDU cap on activities that can be applied toward the PDU requirement for renewal.

The Committee recommended the Board amend regulatory language allowing a practitioner to earn one PDU for every 40 hours of fieldwork supervision.

Discussion ensued regarding co-supervision or shared supervision, including review of materials on how other states handle this matter. Committee members agreed to modify the language to allow PDUs be earned in situations where more than two supervisors are utilized.

The Committee recommended the Board amend regulatory language pertaining to fieldwork supervision to include:

- **That supervision of students cannot be the primary responsibility of the licensee's employment,**
- **If fieldwork spans two licensure periods, credit shall only be given in the year the fieldwork is completed, and**
- **Fieldwork supervision hours may be divided between licensees, however, the total weekly hours claimed by licensees sharing supervision of a single fieldwork student cannot exceed 40 hours per week.**

Committee members expressed concern with existing regulatory language in section 4161(d) which states "*Partial credit will not be given for the professional development activities listed in subsection (c)...*" might conflict with the proposed language regarding co-supervision. Board staff responded that if the Board accepts the Committee's recommendation and amends the regulations, the Initial Statement of Reasons could clarify the intent and meaning of the language.

5. **The Committee members discussed how to track the hours, practitioner roles and responsibilities, and reviewed a draft form developed to account for supervised hours**.

Discussion ensued regarding developing a form that could be used for verifying field-work supervision, and discussed what information was necessary on the tracking form. Committee members reviewed the draft Attestation form (meeting materials, page 8) identified additional minor edits.

A public commenter requested the Committee ask the Board to consider making the form available on its website and look into the feasibility of being able to accept electronic signatures once the regulation is approved

The Committee recommends the Board amend the regulations and, for those practitioners wanting to claim credit for supervising a student, require completion of a verification form that includes the following information:

- **Verification of fieldwork supervision shall be submitted by the licensee, and**
- **The form will include the name of the student, school, and dates of fieldwork; number of supervision hours furnished by the licensee; any other persons sharing supervision of the student; and the signature of the member's employer or the student's academic fieldwork coordinator.**

There was no public comment regarding items not on the agenda.

The meeting adjourned at 4:22 pm.

DRAFT ATTESTATION FORM and EXAMPLES of REGULATORY LANGUAGE

California Board of Occupational Therapy

PDI Attestation form

DRAFT

Occupational therapy practitioner: _____ ☐ OTA ☐ OT

Occupational therapy student: _____ ☐ OTA ☐ OT

Fieldwork Level : ☐ Level 1 ☐ Level 2

Dates of fieldwork: _____ to _____

Number of weeks as fieldwork supervisor: ____

Average hours/week as fieldwork supervisor: ____

Co-supervisors (if any): _____

Professional Development units requested: ____ (Maximum 12 per 2-year license-renewal period)

Signatureof licensee: _____

Date: _____

Signatureof Employer or Fieldwork Coordinator:

☐ Licensee's Employer ☐ Fieldwork Coordinator

_____

Date: _____

DRAFT v.04.28.2015

Examples of language used to describe PDU credit for fieldwork supervision

NBCOT language for FW 1
Letter of verification or certificate from school including dates of fieldwork and name of fieldwork student.

NBCOT language for FW 2
Letter of verification or certificate from school that includes the dates of fieldwork. DO NOT submit student evaluation form as verification. Co-supervision is acceptable; record dates and times when acting as primary student supervisor. Supervision of more than one student at a time is acceptable; record dates and times of supervision provided to each student. Apply appropriate PDU number based on time spent supervising.

California *(Language effective July 1, 2015)*

§ 2189. Continuing Competency
(c) PDUs may also be obtained through any or a combination of the following:
(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 PDUs with a maximum of twelve (12) PDUs credited per renewal period.
(d) Partial credit will not be given for the professional development activities listed in subsection (c) and a maximum of twelve (12) PDUs may be credited for the activities listed in subsection (c).

Delaware Regulation
3.0 Continuing Education
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 fieldwork students.
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.

Florida Regulation: Admin Code 64B11-5.001
64B11-5.001 Requirements for License Renewal of an Active License; Continuing Education.
(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.

Georgia Regulation: Rules and Regs 671-3-.08
671-3-.08 Renewal of License/Penalties/Continuing Education Requirements. Amended
(7) Documentation of continuing education which the Board deems as acceptable proof of completion includes the following:

(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:

1. A description of the fieldwork including name and type of facility, name of the fieldwork educator and times spent in direct supervision of the student; and,
2. Verification provided by the school to the fieldwork educator with the name of the student, school and dates of fieldwork or the signature page of the completed student evaluation form with evaluation scores and comments blocked out;

Illinois Regulation: 68 IL Admin Code §1315.145
Section 1315.145 Continuing Education
b) Additional CE activities

3) Fieldwork Supervision
Participation as the primary clinical fieldwork educator for Level I/Level II OT or OTA fieldwork students.

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.
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.

Indiana

844 IAC 10-7-4 "Category I continuing competency courses" and "category II continuing competency activities" defined

Sec. 4. (b) As used in this rule, "category II continuing competency activities" includes the following:

(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.

Kansas

Regulation: KS Admin Reg 100-54-7 to 8

100-54-7. Continuing education; license renewal.

g. Continuing education experiences shall be classified as follows.

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.

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.

KENTUCKY Regulation: 201 KY Admin Regs 28:200. Continuing competence.

Section 2. Continuing Competence Requirements.n shall be submitted by the licensee's employer.

(6) Fieldwork supervision.

(a) Credit may be earned by participation as the primary clinical fieldwork educator for an OT or OTA fieldwork student.

(b) A licensee may earn one (1) CCU per forty (40) hours of supervision for each fieldwork student supervised.

(c) Documentation shall include:

1. A written verification from the school to the fieldwork educator with the name of student, school, and dates of fieldwork or the signature page of the completed student evaluation form.

2. Evaluation scores and comments should be deleted or blocked out.

NORTH CAROLINA

21 NCAC 38 .0805 QUALIFIED ACTIVITIES FOR MAINTAINING CONTINUING COMPETENCE

Activities that qualify for maintaining continuing competence are:

(5) Fieldwork Supervision:

(a) Participation as the primary clinical fieldwork educator for Level I or Level II OT or OTA fieldwork students;

(b) A licensee may earn one-half point for each 40 hours of fieldwork, up to a maximum of six points;

(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

(d) If fieldwork spans two licensure years, credit shall be given only for the year it is completed.

NORTH DAKOTA

Regulation: ND Admin Code § 55.5-02-01-04

55.5-02-01-04. Continued competency.

6. Continued competency includes:

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

TEXAS 23 Admin Code

CHAPTER 367 CONTINUING EDUCATION

§367.1 Continuing Education

§367.2 Categories of Education

(a) All continuing education must comply with Type 1 or Type 2 as outlined in §367.1 of this title (relating to Continuing Education). Continuing education undertaken by a licensee for renewal shall be acceptable if it falls in one or more of the following categories.

(6) Fieldwork Supervision, 8 hours maximum, Type 2

(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.

(B) Fieldwork supervision hours may be evenly divided between licensees, not to exceed two fieldwork educators.

(C) Fieldwork education supervision must be completed before the licensee's renewal date.

(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.

California *(Underlined Language effective July 1, 2015):*

§ 4161. Continuing Competency

(c) PDUs may also be obtained through any or a combination of the following:

(4) Supervising the fieldwork of Level 1 or Level II occupational therapist and occupational therapy assistant students.

For each forty (40) hours of supervision, the practitioner will receive one (1) PDU, with a maximum of twelve (12) PDUs credited per renewal period.

Deleted: 60

Deleted: .5

Options:

(a) The supervision may not be the primary responsibility of the licensee's employment. (Source: N. Carolina, N. Dakota)

(b) If fieldwork spans two licensure periods, credit shall be given only for the year it is completed. (Source: N. Carolina)

(c) Fieldwork supervision hours may be (evenly) divided between licensees (not to exceed two fieldwork educators). (Source: Texas) Total weekly hours claimed by two licensees sharing supervision of a single fieldwork student may not exceed 40 hours per week.

(d) Partial credit will not be given for the professional development activities listed in subsection (c) and a maximum of twelve (12) PDUs may be credited for the activities listed in subsection (c).

§ 4162. Completion and Reporting Requirements

(a) The occupational therapy practitioner shall record the following information for each activity on the renewal form:

(1) the date each course or activity was completed:

(2) the provider, course number, and course title, if applicable;

(3) a description of the course; and

(4) the total number of PDUs.

Verification options:

(a) Documentation shall include verification provided by the school to the fieldwork educator(s) with the name of student, school, and dates of fieldwork or the signature date of the completed student evaluation form. Evaluation scores and comments should be deleted or blocked out (sources: Florida, Texas)

(b) Verification of fieldwork supervision shall be submitted by the licensee's employer. (source: Kansas)

(c) Verification of fieldwork supervision shall be submitted by the licensee, using a form approved by the Board. This form will include the name of student, school, and dates of fieldwork, number of supervision hours furnished by the licensee, any other persons sharing supervision of the student, and the signature of the member's employer or the student's fieldwork coordinator.

(b) Records showing participation in each professional development activity must be maintained by the occupational therapy practitioner for four (4) years following the renewal period.

(c) A maximum of three (3) PDUs in excess of the required 12 PDUs may be carried over to the next renewal period for those practitioners renewing after one year. A maximum of six (6) PDUs

In excess of the required 24 PDUs may be carried over to the next renewal period for those practitioners
renewing after two years.
(d) Any occupational therapy practitioner who is unable to provide records documenting completion of the continuing competency requirements is subject to citation and/or administrative fine or
disciplinary action

EXAMPLES OF VERIFICATION DOCUMENTATION CURRENTLY BEING USED BY CALIFORNIA PROGRAMS

Verification of Fieldwork Supervision

Clinical Fieldwork Supervisor: _____ **has provided the following fieldwork supervision:**

Fieldwork Level: ☐ Level I ☐ Level II

Number of COTA Students Supervised: _____ **Number of OTR Students Supervised:** _____

_____
Name of Facility

_____ _____
Student Name **Dates of Supervision**

STANBRIDGE COLLEGE
KNOWLEDGE · INTEGRITY · SUCCESS

_____
Signature, Academic Fieldwork Coordinator

_____ _____
Print Name **Date**

California State University
Dominguez Hills

•College of Professional Studies • (310) 243-2046 • 1000 Victoria Street • Carson, CA 90747
Department of Occupational Therapy

Verification of Fieldwork Supervision Certificate

This is to certify that : [redacted] OTR/L

Has provided the following fieldwork supervision:
Fieldwork Level:

__ Level I (NBCOT: 1 PDU/student CBOT: 0 PDU)

_X__ Level II (NBCOT: 1 PDU/student/wk CBOT: 2 PDU/240hrs)

Name of Student/s: **Stephanie Li**

Dates of Fieldwork: **9/17/12 – 12/7/12** Full time for 12 weeks equivalent

At the Facility:
Kindred Tansitional Care and Rehab – Lawton
1575 7th Avenue
San Francisco, CA 94112

Signature, Academic Fieldwork Coordinator:
Diane Mayfield, Ed.D., OTR/L

18.

SANTA ANA
COLLEGE

Occupational Therapy Assistant Program
1530 West 17th Street
Santa Ana, CA 92706

This Certifies that:

Fieldwork Educator

provided supervision for:
Student, OTAS
for _____ hours/weeks
during the Level II 8-week, full-time, fieldwork rotation
Spring 2015 Semester
at **Name of Facility**

NBCOT 8 PDU's (1 PDU/student/wk)
BOT .5 PDU's / 60 hours of supervision

Michelle Parolise
Michelle Parolise
Program Coordinator

Deborah Hyman
Deborah Hyman
Academic Fieldwork Coordinator

19.

Grossmont College

Occupational Therapy Assistant Program

Completion Certificate for January through March 2015

This is to certify that

Jane Doe, COTA/L

Has provided 10 weeks of Fieldwork Level II Clinical Instruction

Sincere thanks are extended for your time and dedication to the Students of the Occupational Therapy Assistant Program

GROSSMONT COLLEGE • OCCUPATIONAL THERAPY ASSISTANT

Joyce Fries, MSOTR/L

Academic Fieldwork Coordinator

Grossmont College OTA Program

March 31, 2015

20 certificates

SAMUEL MERRITT UNIVERSITY

Master of Occupational Therapy Certificate of Appreciation

Jane Doe, OTR/L

In recognition of your outstanding service providing Fieldwork supervision of Level II Occupational Therapy student, George Jones, and your support of the Occupational Therapy Program

Dates of Supervision: September 22 – December 12, 2014 (3 months, approx. 470 hours)

Donna E Breger Stanton

Donna Breger Stanton, OTD, OTR/L, CHT, FAOTA
Academic Fieldwork Coordinator

21.

Dominican University of California

Occupational Therapy Department

Verification of Fieldwork Supervision

Clinical Fieldwork Supervisor: _____

NBCOT Cert. Number: _____

Fieldwork Level: ☐ Level I ☐ Level II

Name of Facility: _____

Dates of Supervision: _____

X _____

Alison Virzi, OTR/L
Academic Fieldwork Coordinator

DRAFT AMENDMENTS to CALIFORNIA CODE OF REGULATION SECTION 4161 REFLECTING RECOMMENDATIONS of the COMMITTEE

CALIFORNIA BOARD OF OCCUPATIONAL THERAPY
APPROVED MODIFIED REGULATORY LANGUAGE
Title 16, Division 39, California Code of Regulations

DRAFT LANGUAGE reflecting the Committee's recommendation to increase PDUs for supervising fieldwork is shown in underline for new text and strikeout for deleted text.

§ 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 and Level I occupational therapist and occupational therapy assistant students shall be credited as follows:~~. For each 60 hours of supervision, the practitioner will receive .5 PDU, with a maximum of twelve (12) PDUs credited per renewal period.~~

(a) Supervising the fieldwork of a Level II student. For each 40 hours of supervision the practitioner will receive 1 PDU.

(b) Supervising the fieldwork of a Level I student. For each student supervised the practitioner will receive 1 PDU.

(c) A maximum of twelve (12) PDUs of credit for supervising Level II and/or Level I students shall be allowed per renewal period.
(d) [language for verification documentation/form]
(e) [language for co-supervision, allocation of credit]
(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.

(d) Partial credit will not be given for the professional development activities listed in subsection (c) and a maximum of twelve (12) PDUs may be credited for the activities listed in subsection (c).
(e) This section shall not apply to the first license renewal following issuance of the initial license.
(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, 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 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, which may include the scope of practice for occupational therapy practitioners or the occupational therapy practice framework;
(2) Three (3) PDUs related to ethical standards of practice in occupational therapy.

Note: Authority cited: Sections 2570.10 and 2570.20, Business and Professions Code. Reference: Section 2570.10, Business and Professions Code.

NBCOT PDU ACTIVITIES CHART AND SAMPLE VERIFICATION OF FIELDWORK SUPERVISION FORM

NBCOT® Professional Development Units (PDU) Activities Chart

PDU ID#	Professional Development Activity	PDU Value	Max units allowed per 3 year cycle	Verification Documentation
PROFESSIONAL SERVICE				
1	Assessing professional skills using the NBCOT Self-Assessment tool(s) (available online at *www.nbcot.org*) or similar professional skills assessment tool, (e.g., AOTA or employer-based professional development tool).	1 unit per tool	7 units (for completing a maximum of 7 NBCOT self-assessment tools)	Print off score report from NBCOT online self-assessment; or provide copy of completed tool from other providers
2	Developing a Professional Development Plan based on the results of a professional skills assessment.	1 unit	1 unit	Use results of self-assessment tool(s) (see above) to develop goals relating to competence/skills.
3	Volunteering for an organization, population, or individual that adds to the overall development of one's practice roles.	5 hours = 1 unit	18 units	Verification of hours via letter from organization and a report describing the hours and outcomes of volunteer service. Volunteer Service form is available online at *www.nbcot.org.*
4	Peer review of a professional manuscript or textbook.	2 hours = 1 unit	18 units	Letter from publishing organization.
5	Mentoring an OT colleague or other professional to improve skills of the protégé, including role as a disciplinary monitor (mentor must be currently certified with NBCOT).	2 hours = 1 unit	18 units	Goals, objectives, and analysis of mentee performance (see NBCOT Mentoring form, at *www.nbcot.org*).
ATTENDING WORKSHOPS/COURSES/INDEPENDENT LEARNING				
6	Attending employer-provided, workplace continuing education (this may include CPR training). *Does not include new staff orientation and/or annual mandatory workplace trainings e.g. annual policy review and corporate compliance.* The same workshop may be claimed one-time only for PDU.	1 hour = 1 unit	36 units	A certificate of attendance or letter from sponsor/ employer verifying contact hours or CEU, dates, event title, attendee name and workshop agenda (if available).
7	Attending workshops, seminars, lectures, professional conferences approved by one of the following (same workshop may be claimed one-time only for PDU): 1) Regionally accredited college or university; 2) State regulatory board for licensure renewal; 3) Continuing education providers (e.g., state associations, continuing education companies); 4) Third-party entity.	1 hour = 1 unit	36 units	A certificate of attendance or letter from sponsor/ employer verifying contact hours or CEU, dates, event title, attendee name and workshop agenda (if available)
8	Successfully completing education (e.g., workshops, seminars, lectures, online courses or conferences) with an assessment component at the end of the program (e.g., scored test, project, paper) provided by: • AOTA • AOTA approved providers • IACET authorized providers • Regionally accredited colleges or universities	1 hour = 1.25 units	36 units	Certificate of attendance or letter from education provider (AOTA, AOTA approved providers, IACET authorized providers or regionally accredited college or university) verifying dates, event title, attendee name, agenda, and successful completion of assessment component at the end of the program (e.g., scored test, project, paper).
9	Reading peer-reviewed, role-related professional journal article and/or textbook chapter, and writing a report describing the implications for improving skills in one's specific role (Cannot claim for PDU purposes if textbook is required reading for academic coursework/audited course).	2 articles or 2 chapters = 1 unit	36 units	Annotated bibliography AND a report with analysis of how articles have assisted with improving skills in one's role (see Journal/Text Book Reading form, at *www.nbcot.org*).
10	Successfully completing academic coursework. Course must relate to practice area.	1 credit hour/ per semester = 10 units	36 units	Official transcript from accredited college/university with registrar's seal. This should be placed in a sealed envelope, with **'RENEWAL'** noted on the exterior. Send this envelope **with** your renewal application. **DO NOT SEND TRANSCRIPT SEPARATELY.**
11	Independent learning *with* assessment component (e.g., online courses, CE articles, self-study series, etc.).	1 hour = 1 unit	36 units	Certificate of completion verifying contact hours or CEU.
12	Independent learning *without* assessment component (e.g., audited coursework, multimedia courses, etc.).	2 hours = 1 unit	18 units	Summary report of learning with notation of hours spent.
13	Receiving mentoring from a currently certified occupational therapy practitioner or other professional in good standing to improve the skills of the protégé.	2 hours = 1 unit	18 units	Goals and objectives established in collaboration with the mentor and self-analysis of performance (see NBCOT Mentoring form, at *www.nbcot.org*).
14	Participating in professional study group/online study group designed to advance knowledge through active participation.	2 hours = 1 unit	18 units	Group attendance records verifying time spent, study group goals, and analysis of goal attainment and learning (see Study Group Report form, at *www.nbcot.org*).

continued on reverse

PDU ID#	Professional Development Activity	PDU Value	Max units allowed per 3 year cycle	Verification Documentation
PRESENTING				
15	Primary or co-presenter making a professional presentation at state, national or international workshop, seminar, or conference (one-time presentation per topic; time spent on preparation cannot be included).	1 hour = 2 units	36 units	Copy of presentation OR copy of program listing. Presenter name and times (or length of session) and title of presentation must be indicated on documentation.
16	Primary or co-presenter making a poster presentation for state, national, or international workshop, seminar, or conference (one-time presentation per topic; time spent on preparation cannot be included).	2 units per poster	18 units	Copy of presentation OR program listing. Presenter name and times (or length of session) and title of presentation must be indicated on documentation.
17	Serving as adjunct faculty, teaching practice area-related academic course per semester (must not be one's primary role; one-time per course title; time spent on preparation cannot be included) Note: For a one-time lecture, use PDU ID#18.	1 credit hour = 6 units	36 units	Letter of verification from school that includes dates, lecture/course title, length of session and course/lecture goals and objectives or copy of course syllabi.
18	Primary or co-presenter providing professional in-service training, instruction, or guest lecturer for occupational therapists, occupational therapy assistants, or related professionals (one-time presentation per topic; time spent on preparation cannot be included).	1 hour = 1 unit	18 units	Copy of attendance record and outline of presentation or letter from supervisor on letterhead verifying: presenter's name, date/time/length of presentation.
19	Primary or co-presenter providing presentation for local organization/ association/ group on practice area-related topic; e.g., energy conservation, back care and prevention of injury (one-time presentation per topic; time spent on preparation cannot be included).	1 hour = 1 unit	18 units	Copy of presentation or program listing that includes: presenter's name; date, time, and location of presentation; and contact person for organization.
FIELDWORK SUPERVISION				
20	Level I fieldwork direct supervision (must not be one's primary role).	1 unit per student	18 units	Letter of verification or certificate from school including dates of fieldwork and name of fieldwork student.
21	Level II fieldwork direct supervision (must not be one's primary role).	1 unit per 1 week of supervision per student supervised	18 units	Letter of verification or certificate from school that includes the dates of fieldwork. DO NOT submit student evaluation form as verification. Co-supervision is acceptable; record dates and times when acting as primary student supervisor. Supervision of more than one student at a time is acceptable; record dates and times of supervision provided to each student. Apply appropriate PDU number based on time spent supervising.
22	Entry-level or post-doctoral advanced fieldwork direct supervision (must not be one's primary role).	1 unit per 1 week of supervision per student supervised	18 units	Letter of verification or certificate from school that includes the dates of fieldwork. DO NOT submit student evaluation form as verification. Co-supervision is acceptable; record dates and times when acting as primary student supervisor. Supervision of more than one student at a time is acceptable; record dates and times of supervision provided to each student. Apply appropriate PDU number based on time spent supervising.
PUBLISHING				
23	Primary or co-author of practice-area related article in non-peer-reviewed professional publication (e.g., *OT Practice, SIS Quarterly, Advance).*	1 article = 5 units	36 units	Copy of published article.
24	Primary or co-author of practice-area related article in peer-reviewed professional publication (e.g., journal, book chapter, or research paper.)	1 article = 10 units	36 units	Copy of published article.
25	Primary or co-author of practice-area related article in lay publication (e.g., community newspaper or newsletter).	1 article = 2 units	36 units	Copy of published article.
26	Primary or co-author of chapter in practice-area related professional textbook.	1 chapter = 10 units	36 units	Copy of published chapter OR letter from editor.
27	Primary or co-primary investigator in extensive scholarly research activities or outcome studies, or externally funded service/training projects associated with grants or post-graduate studies.	10 units per study	18 units	Grant funding number OR abstract/executive summary OR copy of the completed research/study that indicates certificant as primary/co-primary investigator.
28	Developing instructional materials—training manuals, multimedia, or software programs—that advance the professional skills of others (not for proprietary use; must not be part of one's primary role)	5 units	18 units	Program description (Note: Media and software materials may be requested by NBCOT).

Verification of Fieldwork Supervision

ID 26 rev020910

National Board for Certification in Occupational Therapy

Clinical Fieldwork Supervisor:

NBCOT Certification Number:

has provided the following fieldwork supervision:

Fieldwork Level: ☐ Level I ☐ Level II

Number of OTR Students Supervised:

Number of COTA Students Supervised:

Name of Facility:

Dates of Supervision:

Signature, Academic Fieldwork Coordinator

Print Name

Date

CALIFORNIA BOARD OF OCCUPATIONAL THERAPY
APPROVED MODIFIED REGULATORY LANGUAGE
Title 16, Division 39, California Code of Regulations

DRAFT LANGUAGE for consideration. These amendments reflect the Ad Hoc Committee's recommendation to increase PDUs for supervising fieldwork and subsequent edits recommended by staff. New text is shown in underline and ~~strikeout~~ is for deleted text.

§ 4161. Continuing Competency

(a) ~~Effective January 1, 2006,~~ ~~e~~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 I and Level II occupational therapist and occupational therapy assistant students shall be credited as follows:. ~~For each 60 hours of supervision, the practitioner will receive .5 PDU, with a maximum of twelve (12) PDUs credited per renewal period.~~
(A) Supervising the fieldwork of a Level I student. For each student supervised the practitioner will receive 1 PDU.
(B) Supervising the fieldwork of a Level II student. For each 40 hours of supervision the practitioner will receive 1 PDU.

(C) A maximum of twelve (12) PDUs of credit for supervising Level II and/or Level I students shall be allowed per renewal period.
(D) The supervision shall not be the primary responsibility of the licensee's employment.
(E) If fieldwork spans two licensure periods, credit shall only be given for the dates of supervision occurring during the renewal period.
(F) Fieldwork supervision hours may be divided between licensees. Total weekly hours claimed by more than one licensee sharing supervision of a single student shall not exceed 40 hours per week.
(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.
(d) Partial credit will not be given for the professional development activities listed in subsection (c) and a maximum of twelve (12) PDUs may be credited for the activities listed in subsection (c).
(e) This section shall not apply to the first license renewal following issuance of the initial license.
(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, 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 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, which may include the scope of practice for occupational therapy practitioners or the occupational therapy practice framework;
(2) Three (3) PDUs related to ethical standards of practice in occupational therapy.

Note: Authority cited: Sections 2570.10 and 2570.20, Business and Professions Code. Reference: Section 2570.10, Business and Professions Code.

4162. Completion and Reporting Requirements

(a) The occupational therapy practitioner shall record the following information for each activity on the renewal form:
(1) the date each course or activity was completed:
(2) the provider, course number, and course title, if applicable;
(3) a description of the course; and
(4) the total number of PDUs.
(b) Records showing participation in each professional development activity must be maintained by the occupational therapy practitioner for four (4) years following the renewal period.
(c) A maximum of three (3) PDUs in excess of the required 12 PDUs may be carried over to the next renewal period for those practitioners renewing after one year. A maximum of six (6) PDUs in excess of the required 24 PDUs may be carried over to the next renewal period for those practitioners renewing after two years.
(d) Any occupational therapy practitioner who is unable to provide records documenting completion of the continuing competency requirements is subject to citation and/or administrative fine or disciplinary action.
<u>(e) Upon request by the Board verification of fieldwork supervision shall be submitted by the licensee, using a Fieldwork Education PDU Attestation form (Form FEA New 5/2015) hereby incorporated by reference, and shall contain the signature of the licensee and a statement under penalty of perjury regarding the truthfulness of the information contained therein.</u>

Note: Authority cited: Sections 2570.10 and 2570.20, Business and Professions Code. Reference: Section 2570.10, Business and Professions Code.

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.
CALIFORNIA BOARD OF OCCUPATIONAL THERAPY
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Fieldwork Education PDU Attestation

Licensee Name (Supervisor): _____

☐ OTA ☐ OT License Number: _____

Occupational therapy student (name): _____
☐ OTA ☐ OT Fieldwork ☐ Level 1 ☐ Level 2

College/University: _____

Dates of Fieldwork: _____ to _____

Number of hours as fieldwork supervisor: _____

Average hours/week as fieldwork supervisor: _____

Co-supervisor(s) (if any): _____

Professional Development Units requested: _____
(A maximum of 12 PDUs may earned for supervising students per biennial renewal period)

Signature of licensee: _____ Date: _____

By signing above, I declare under penalty of perjury of the laws of the State of California that the information contained on this form is true and correct. I understand any misrepresentation of any item on this form is sufficient grounds for disciplinary action by the California Board of Occupational Therapy.

Employer or Fieldwork Coordinator Verification
(Information below must be completed by Employer/Fieldwork Coordinator)

☐ Licensee's Employer ☐ Academic Fieldwork Coordinator

Facility/College or University: _____

Printed Name: _____

Signature: _____ Date: _____

AGENDA ITEM 15

REVIEW AND CONSIDERATION OF POSSIBLE AMENDMENTS TO THE BOARD'S MAIL-BALLOT POLICY.

The draft policy is attached for review.

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

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SUBJECT: Mail Ballot – Hold Over for Closed Session	POLICY # ENF – 2011 - 01	DATE ADOPTED: June 16, 2011 DATE REVISED: ***TBD***
DISTRIBUTION: All Staff	APPROVED BY: Board of Occupational Therapy	

Current policy

When voting on stipulated settlements or proposed decisions by mail, all mail votes shall be rendered by a majority decision of the Board, including the votes hold the matter over for discussion in a Closed Session discussion at the next regularly scheduled meeting of the Board.

Background

When voting on stipulated settlement or proposed decisions by mail, any vote cast to hold the matter over for discussion resulted in the matter being scheduled for a Closed Session discussion at the next regularly scheduled meeting of the Board. This process delayed the imposition of the discipline based on only one member's vote.

In order to avoid this delay, in 2011 the Board updated its policy to require a majority vote of the members of the Board to hold over a matter for discussion in Closed Session at the next meeting.

Proposed policy

When voting on stipulated settlements or proposed decisions by mail, the matter(s) shall be held over for discussion in a future Closed Session meeting of the Board whenever two or more Board members vote to hold the matter for discussion or to reject (non-adopt) the proposed decision or stipulated settlement.

Implementation

Immediately

ENFORCEMENT DATA AND REPORTS.

The enforcement data for the period January 1, 2015 – March 31, 2015 is attached for review.

BOT ENFORCEMENT STATISTICAL REPORT
January 1, 2015 – March 31, 2015

Total Complaints-Received: **194**

DOI Investigations Initiated: **20**

Record of Arrests and Prosecutions [RAP] Received: **27**

Subsequent Arrest Reports Received: **5**

Complaints-Closed: **149**

DOI Investigation Reports Received: **13**

Total Complaints-Pending: **267** (Oldest: 1/24/13)

Formal DOI Investigations Pending: **40** (Oldest: 5/28/13)

Applications Denied pursuant to Business and Professions Code 480/485: **1**

Cases Pending with the Attorney General (AG): **9**

Transmitted	Complaint No	Type	Current Status
11/21/12	OT 2010-333	Accusation	Stipulated Voluntary Surrender effective 4/1/2015
08/26/14	OA 2012-513	Accusation	Stipulated Settlement to 3 yrs prob mail vote adopted, to be served
11/10/14	OA 2014-250	Accusation	Accusation filed 3/26/2015; NOD recd; hearing TBS
11/26/14	AR 2013-481	SOI	SOI filed 5/12/2015; hearing TBS
01/08/15	D1 2012-100	Pet to Rev Prob	PTR being drafted/updated
01/27/15	AL 2014-161	SOI	SOI filed 4/7/2015; Board to hear case directly at 6/3/2015 meeting
01/29/15	AR 2013-709	SOI	SOI filed 5/1/2015; hearing TBS
02/24/15	OT 2013-576	Accusation	Accusation to be drafted
03/16/15	OT 2012-448	Accusation	Accusation to be drafted

Statement of Issues filed: **0**

Petition to Revoke Probation filed: **0**

ISO Issued: **0**

Accusations filed: **2**

Accusation & Petition to Revoke Probation filed: **0**

PC23 Issued: **0**

Final Decisions: **0**

Effective	Name	Type	Complaint Received

Cease Practice Orders Issued: **0**

Cease Practice Orders Lifted: **0**

Report updated 05/21/2015

CITATIONS ISSUED
01/01/15 - 03/31/15

#	LICENSE CLASS				VIOLATION						CIT. #	FINE (OT)	OT Fine Modified	GRAND TOTAL FINE DUE (OT)	FINE (OTA)	OTA Fine Modified	GRAND TOTAL FINE DUE (OTA)	DATE ISSUED	DUE DATES		Appeal Rcvd		PAYMENT				
	OT	OTA	Lic #	No Lic	FDC	UPC	CC	ULP	PDU	AD									Req For Conf.	Fine	ICR	ADMIN	Pymnt Date	Pd in Full	Pymnt Amnt	Bal (OT)	Bal (OTA)
1	1		2677						1		OT 2013-459	$250		$250				01/02/15	02/02/15	02/02/15			01/12/15	1	$250	$0	
1	1		6593						1		OT 2013-586	$250		$250				01/02/15	02/02/15	02/02/15			01/20/15	1	$250	$0	
1	1		8520						1		OT 2013-587	$250		$250				01/02/15	02/02/15	02/02/15			01/12/15	1	$250	$0	
1	1		7403						1		OT 2013-614	$500		$500				01/02/15	02/02/15	02/02/15	1	1	02/23/15	1	$500	$0	
1	1		10201						1		OT 2013-612	$250		$250				01/06/15	02/05/15	02/05/15			01/26/15	1	$250	$0	
1	1		4506						1		OT 2013-643	$500		$500				01/06/15	02/05/15	02/05/15			01/26/15	1	$500	$0	
1	1		6657					1			OT 2013-347	$800		$800				01/09/15	02/08/15	02/08/15			02/25/15	1	$800	$0	
1	1		9331					1			OT 2013-335	$300		$300				01/09/15	02/08/15	02/08/15						$300	
1	1		321					1			OT 2013-364	$275		$275				01/09/15	02/08/15	02/08/15			01/20/15	1	$275	$0	
1	1		11558							1	OT 2014-28	$50		$50				01/28/15	02/28/15	02/28/15			02/23/15	1	$50	$0	
1	1		12483							1	OT 2014-148	$50		$50				01/28/15	02/28/15	02/28/15			02/17/15	1	$50	$0	
1	1		13337							1	OT 2014-141	$50		$50				01/28/15	02/28/15	02/28/15			02/20/15	1	$50	$0	
1	1		12701							1	OT 2014-149	$50		$50				01/28/15	02/28/15	02/28/15			02/06/15	1	$50	$0	
1	1		3546							1	OT 2014-194	$50		$50				01/28/15	02/28/15	02/28/15						$50	
1	1		8567							1	OT 2014-193	$50		$50				01/28/15	02/28/15	02/28/15			02/09/15	1	$50	$0	
1	1		14975		1						AL 2014-137	$250		$250				01/30/15	03/01/15	03/01/15			02/27/15	1	$250	$0	
1	1		14939		1						AL 2014-129	$250		$250				01/30/15	03/01/15	03/01/15			03/06/15	1	$250	$0	
1	1		551					1			OT 2013-554	$250		$250				01/30/15	03/01/15	03/01/15			02/17/15	1	$250	$0	
1		1	1770							1	OA 2014-199				$50		$50	02/09/15	03/09/15	03/09/15			02/23/15	1	$50		$0
1	1		12567			1					OT 2012-441	$250		$250				02/10/15	03/12/15	03/12/15			03/12/15	1	$250	$0	
1	1		11171			1					OT 2012-465	$350		$350				02/10/15	03/12/15	03/12/15			04/01/15		$350	$0	
1		1	2030			1					OA 2013-457				$250		$250	02/18/15	03/20/15	03/20/15			03/18/15	1	$250		$0
1		1	2805			1					OA 2014-38				$250	$50	$200	02/18/15	03/20/15	03/20/15			05/13/15	1	$200		$0
1		1	1056						1		OA 2013-498				$250		$250	02/19/15	03/21/15	03/21/15			04/17/15	1	$250		$0
1	1		5452					1			OT 2014-307	$300		$300				02/23/15	03/25/15	03/25/15			03/19/15	1	$300	$0	
1	1		15024		1						AL 2014-214	$250		$250				02/23/15	03/25/15	03/25/15			03/05/15	1	$250	$0	
1		1	3081		1						AR 2014-313				$250		$250	02/23/15	03/25/15	03/25/15			03/12/15	1	$250		$0
1	1		12770							1	OT 2014-229	$50		$50				02/24/15	03/24/15	03/24/15			03/16/15	1	$50	$0	
1	1		11875							1	OT 2014-231	$50		$50				02/24/15	03/24/15	03/24/15			03/06/15	1	$50	$0	
SUB TOTALS																											
29	24	5		0	4	4	0	5	7	9		$5,675	$0	$5,675	$1,050	$50	$1,000				1	1		26	$6,325	$350	$0

Updated as of May 1, 2015

CITATIONS ISSUED
01/01/15 - 03/31/15

#	LICENSE CLASS				VIOLATION						CIT. #	FINE (OT)	OT Fine Modified	GRAND TOTAL FINE DUE (OT)	FINE (OTA)	OTA Fine Modified	GRAND TOTAL FINE DUE (OTA)	DATE ISSUED	DUE DATES		Appeal Rcvd		PAYMENT				
	OT	OTA	Lic #	No Lic	FDC	UPC	CC	ULP	PDU	AD									Req For Conf.	Fine	ICR	ADMIN	Pymnt Date	Pd in Full	Pymnt Amnt	Bal (OT)	Bal (OTA)
1	1		5664							1	OT 2014-205	$50		$50				02/24/15	03/24/15	03/24/15			03/23/15	1	$50	$0	
1	1		11043							1	OT 2014-204	$50		$50				02/24/15	03/24/15	03/24/15			03/09/15	1	$50	$0	
1		1	2938							1	OA 2014-232				$50		$50	02/24/15	03/24/15	03/24/15			03/11/15	1	$50		$0
1		1	1076						1		OA 2014-106				$250		$250	03/17/15	04/16/15	04/16/15			04/10/15	1	$250		$0
1	1		10759						1		OT 2013-702	$250		$250				03/17/15	04/16/15	04/16/15			03/26/15	1	$250	$0	
1	1		8161						1		OT 2013-715	$250		$250				03/17/15	04/16/15	04/16/15			03/26/15	1	$250	$0	
1	1		7689						1		OT 2014-156	$250		$250				03/17/15	04/16/15	04/16/15			04/08/15	1	$250	$0	
1	1		8248						1		OT 2014-157	$250		$250				03/17/15	04/16/15	04/16/15			04/10/15	1	$250	$0	
1		1	1946							1	OA 2014-236				$50		$50	03/27/15	04/27/15	04/27/15							$50
1		1	2484							1	OA 2014-244				$50		$50	03/27/15	04/27/15	04/27/15							$50
1		1	2350							1	OA 2014-271				$50		$50	03/27/15	04/27/15	04/27/15							$50
1	1		13636							1	OT 2014-257	$50		$50				03/27/15	04/27/15	04/27/15						$50	
1	1		7361							1	OT 2014-296	$50		$50				03/27/15	04/27/15	04/27/15						$50	
1	1		12718							1	OT 2014-265	$50		$50				03/27/15	04/27/15	04/27/15						$50	
1	1		2801							1	OT 2014-266	$50		$50				03/27/15	04/27/15	04/27/15						$50	
1	1		11025							1	OT 2014-264	$50		$50				03/27/15	04/27/15	04/27/15						$50	
1	1		5627							1	OT 2014-268	$50		$50				03/27/15	04/27/15	04/27/15						$50	
1	1		6718							1	OT 2014-263	$50		$50				03/27/15	04/27/15	04/27/15						$50	
1	1		10488					1			OT 2014-23	$900		$900				03/30/15	04/29/15	04/29/15						$900	
1	1		10711					1			OT 2013-703	$300		$300				03/30/15	04/29/15	04/29/15	1	1				$300	
1	1		6460					1			OT 2014-209	$300		$300				03/30/15	04/29/15	04/29/15			04/30/15	1	$300	$0	
TOTALS																											
50	40	10		0	4	4	0	8	12	22		$8,625	$0	$8,625	$1,500	$50	$1,450				2	2		35	$8,025	$1,900	$150

Updated as of May 1, 2015

Disciplinary Action

Revocations, Surrenders, and Other Disciplinary Orders

Last names ending A - L Last names ending M - Z

Practitioners Currently on Probation or Other Orders

NAME	LICENSE #			LENGTH OF PROBATION	EFFECTIVE DATE
Allen, Cornell Jr.	OT 9187	Court Order		n/a	07/10/13
Alvarado, Robert	OTA 603	Charging Document	Probation Order	3 Years	04/06/12
Bowen, Janet	OT 6318	Charging Document	Disciplinary Order	n/a	12/17/14
Comingore, Rachel	OT 12585	Charging Document	Probation Order	3 Years	04/10/12
Darrow, Colleen	OT 11844	Charging Document	Probation Order	4 Years	06/26/14
Davis, Janis	OT 10768	Charging Document	Disciplinary Order	n/a	01/5/14
DeMena, Alan	OTA 466	Charging Document	Probation Order	3 Years	06/27/14
Freeman, Kathryn E.	OT 2762	Charging Document	Probation Order	3 years	03/16/12
Harris, Donald	OTA 1772	Charging Document Charging Document	Probation Order Probation Order	4 Years 4 Years	04/23/10 11/11/11
Hanvey, Megan P.	OT 2222	Charging Document	Probation Order	3 Years	08/30/13
Johnson, Kristine	OT 4732	Charging Document	Probation Order	3 Years	10/27/14
Kelley, Anjuli	OT 11168	Petition for Reinstatement	Probation Order	3 Years	01/16/14
Martinez, Sharon	OTA 3067	Charging Document	Probation Order	3 Years	01/13/15
Meyer, Lisa M	OT 14107	Charging Document	Probation Order	3 Years	02/13/14
Mustafa, Feras A.R.	OT 13960	Charging Document	Probation Order	3 Years	11/12/13
Necesito, Dennis B.	OT 7360	Charging Document	Probation Order	4 Years	08/30/13
Neff, Heather L.	OT 7629	Charging Document	Probation Order	3 Years	07/11/14
Ngo, Nicole U.	OT 14773	Charging Document	Probation Order	3 Years	10/27/14
Novegrod, Shana E.	OT 4624	Charging Document	Probation Order	3 years	07/21/11
Perez, Thomas J.	OTA 2470	Charging Document	Probation Order	5 years	01/09/13
Proctor, Mark	OTA 1739	Charging Document	Probation Order	3 years	06/06/12
Retuya, Tristan	OT 12378	Charging Document	Probation Order	3 years	12/04/13
Schmidt, Rebecca	OT 8291	Charging Document	Probation Order	3 Years	11/27/09
Sweeney, Lynette	OT 10550	Charging Document	Probation Order	2 Years	09/27/13

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