State	Continuing Competence Requirements
Alabama	<u>Statute:</u> AL Code §34-39-13
	Section 34-39-13: Expiration and renewal of licenses; fee; continuing education; late fee.  (a) All licenses under this chapter shall be subject to renewal and shall expire unless renewed in the manner prescribed by the rules and regulations of the board upon the payment of a renewal fee. The board may set a required number of continuing education units for license renewal. The board may provide for a late renewal of license upon payment of a late renewal fee. Any license which has not been restored within three years following its expiration may not be renewed, restored, or reissued thereafter. The holder of such an expired license may apply for and obtain a valid license only upon compliance with all relevant requirements for issuance of a new license.
	Regulation: AL Admin Code 625-X-502
	Chapter625-X-502: Requisites for Renewal  (b) An application for renewal must be accompanied by proof of completion of continuing education requirements which are as follows:  (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 that a 1/3 hours can be generated by the therapist's professional presentations.  (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
	Sec. 08.84.100. Renewal of license. (a) [Repealed, § 49 ch 94 SLA 1987.]  (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.  (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).  Regulation: 12 AK Admin Code 54.700
	AAC 54.700. OCCUPATIONAL THERAPY LICENSE RENEWAL REQUIREMENTS:  An applicant for renewal of an occupational therapist license or an occupational therapy assistant license shall submit:  (1) a complete renewal application on a form prescribed by the board;  (2) the license renewal fee established in 12 AAC 02.320;  (3) proof of continuing competency by submitting documentation verifying that the applicant has completed  (A) the continuing occupational therapy professional practice requirements or an alternative under 12 AAC

54.705; and

(B) the continuing education contact hours required under 12 AAC 54.710; and

**(4)** a completed jurisprudence questionnaire prepared by the board covering the provisions of AS 08.84 and this chapter.

Authority: AS 08.84.010 AS 08.84.100

#### 12 AAC 54.705. REQUIRED CONTINUING OCCUPATIONAL THERAPY PROFESSIONAL PRACTICE AND ALTERNATIVES:

An applicant for renewal of an occupational therapist or occupational therapy assistant license shall document:

- (1) having provided occupational therapy services for at least 60 hours during the concluding licensing period; or
- (2) successful completion during the concluding licensing period of one of the following:
  - (A) the applicable of the following certification examinations sponsored by the National Board for Certification in Occupational Therapy:
    - (i) for an occupational therapist, the Certification Examination for Occupational Therapist, Registered; or
    - (ii) for an occupational therapy assistant, the Certification Examination for Certified Occupational Therapy Assistant;
  - (B) in addition to the contact hours of continuing education required under 12 AAC 54.710, 40 contact hours of continuing education that is consistent with the requirements of 12 AAC 54.710 12 AAC 54.720;
  - a review course sponsored by a school of occupational therapy approved by the American Occupational Therapy Association; or
  - **(D)** an occupational therapy internship of 150 hours approved by the board.
- **(b)** If an applicant for renewal is uncertain whether the applicant's work or volunteer experience will constitute occupational therapy services under this section, the applicant may request board approval before submitting the application for license renewal.
- (c) is section, "occupational therapy services" includes work and volunteer service under a position title other than occupational therapist or occupational therapy assistant if the applicant documents that the position required the use of occupational therapy skills recognized by the board.

Authority: AS 08.84.010 AS 08.84.100

#### 12 AAC 54,710. OCCUPATIONAL THERAPY CONTINUING EDUCATION REQUIREMENTS.

- (a) An applicant for renewal of an occupational therapist license who has been licensed for
  - (1) 12 months or more of the concluding licensing period must have completed 24 contact hours of continuing education during that licensing period;
  - (2) less than 12 months of the concluding licensing period must have completed 12 contact hours of continuing education during that licensing period.
- (b) An applicant for renewal of an occupational therapy assistant license who has been licensed for
  - (1) 12 months or more of the concluding licensing period must have completed 12 contact hours of continuing education during that licensing period;
  - (2) less than 12 months of the concluding licensing period must have completed six contact hours of continuing education during that licensing period.

#### (c) The purposes of this section,

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

#### 12 AAC 54.715. APPROVED OCCUPATIONAL THERAPY COURSES AND ACTIVITIES.

- (a) The following continuing education activities are approved for continuing education credit if they meet the requirements of (c) of this section:
- (1) courses recognized by
  - (A) the Alaska Occupational Therapy Association;
  - (B) the American Occupational Therapy Association;
  - **(C)** the World Federation of Occupational Therapy;
  - (D) the National Board for Certification on Occupational Therapy (NBCOT);
  - (E) other state occupational therapy associations; or
  - **(F)** other state occupational therapy licensing boards;
- (2) continuing education activities sponsored by a professional organization or university approved by the Alaska Occupational Therapy Association or the American Occupational Therapy Association.
- **(b)** 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.
- (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.

#### 12 AAC 54.720. AUDIT OF OCCUPATIONAL THERAPY CONTINUING COMPETENCY REQUIREMENTS.

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

**Authority:** AS 08.84.010 AS 08.84.100

# **Arizona**

Statute: AZ Rev Stat §32-3426

#### 32-3426. Renewal of license

- **(A).** Except as provided in section 32-4301, a license issued under this chapter is subject to renewal every two years and expires unless renewed. The board may reinstate an expired license if the licensee:
- 1. Complies with board rules for renewal of licenses.
- 2. Is not in violation of this chapter or board rules or orders.
- 3. Pays the fees prescribed pursuant to section 32-3427.
- **(B)**. A licensee may request and the board may grant inactive status to a licensee who ceases to practice as an occupational therapist or occupational therapy assistant.
- **(C)**. The board may establish by rule additional requirements for license renewal to require the successful completion of a prescribed number of hours of continuing education as a condition of licensure renewal.
- (D). A licensee must report to the board in writing a name change and any change in business or home address within thirty days after the change.

Regulation: AZ Admin Code AZ Reg R4-43-203

## R4-43-203 Continuing Education of Renewal of License

- (A). A licensee shall complete continuing education for renewal of a license as follows:
  - 1. Occupational Therapist: 20 clock-hours for renewal of a 2-year license; and
  - 2. Occupational Therapist Assistant, 12 clock-hours for renewal of a 2-year license.
- (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.
- **(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.
- (D). A licensee may fulfill the licensee's continuing education requirement by completing any of the following:
  - **1.** A professional workshop, seminar, or conference and submitting proof of attendance as follows:
    - **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
    - **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;
  - **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;
  - **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

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- **4.** Undergraduate, graduate college, or university course work of a grade "C" or better and submitting a course completion notification sheet and a statement describing how the course extends the licensee's professional skill and knowledge;
- 5. Publishing:
  - **a.** A book, for a maximum credit of 10 clock-hours, and submitting a copy of the book;
  - **b**. An article, for a maximum credit of 4 clock-hours, and submitting a copy of the article;
  - c. A chapter of a book, for a maximum of 5 clock-hours, and submitting a copy of the chapter or book;
  - d. A film, for a maximum of 6 clock-hours, and submitting a copy of the film; or
  - e. A videotape, for a maximum of 6 clock-hours, and submitting a copy of videotape;
- **6**. Presenting a program, workshop, seminar or conference of not less than 1.5 hours in duration for a maximum of 4 clock hours and submitting a brochure, agenda, or similar printed material describing:
  - a. The content of the presentation, workshop, seminar, or conference;
  - **b**. The date, duration, and location of the presentation conference, workshop, or seminar; and
  - **c**. The name of the presenting licensee or a signed certificate or letter from the program organizer if other than the presenting licensee; or
- 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:
  - a. A letter from the supervising occupational therapist or other immediate supervisor; and
  - **b**. A licensee's statement consisting of:
    - i. Specific topics,
    - ii. Presenters,
    - iii. Dates,
    - iv. Times,
    - v. Location, and
    - **vi**. How the training or in-service relates to the clinical practice of occupational therapy or contributes to professional competency.

# **Arkansas**

Statute: Arkansas Medical Practices Act § 17-88-307

§ 17-88-307. Re-registration.

- (a) (1) A renewal or re-registration fee, which shall be determined by the Committee, shall be paid to the board by each occupational therapist who holds a license to practice occupational therapy in the State of Arkansas.
- (2) The committee will also establish additional requirements for license renewal which provide evidence of continued competency.
- **(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.
- (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.

The re-registration fee and proof of continuing education completed, as set forth above, shall be presented to the Board and the Committee before or during the birth month of the license holder each year. Failure to re-register and comply with the continuing education requirements by the last day of the birth month of the license holder of that year shall cause the license of the occupational therapist or occupational therapy assistant in question to automatically expire.

This requirement becomes effective 1993 with the first submission of continuing education credits being required in January of 1994.

Helpful document: <a href="http://www.armedicalboard.org/Professionals/pdf/OT\_CEU\_Guidelines.pdf">http://www.armedicalboard.org/Professionals/pdf/OT\_CEU\_Guidelines.pdf</a>

# California

Statute: CA Health & Safety Code § 2570.10

2570.10.

- (a) Any license or certificate issued under this chapter shall be subject to renewal as prescribed by the board and shall expire unless renewed in that manner. The board may provide for the late renewal of a license as provided for in Section 163.5.
- (b) In addition to any other qualifications and requirements for licensure or certification renewal, the board may by rule establish and require the satisfactory completion of continuing competency requirements as a condition of renewal of a license.

Regulation: CA Code of Regs §4160 to 63

Article 7. Continuing Competency Requirements § 4160. Definitions

For the purpose of this section:

- (a) "Continuing competency" means an ongoing process in which an occupational therapy practitioner maintains the knowledge, skills, and abilities necessary to perform his or her professional responsibilities.
- (b) "Continuing education unit (CEU)" is an assigned unit of measure for each professional development activity.
- (c) "Professional development activity" means an activity (except participation in a course of study leading to an entry-level

academic degree or normal and routine employment responsibilities) engaged in subsequent to professional education, primarily concerned with maintaining and increasing the occupational therapy practitioner's knowledge, skill and ability.

- (d) "Professional development unit (PDU)" is an assigned unit of measure for each professional development activity.
- (e) "Level II occupational therapy and occupational therapy assistant students" are those participating in the fieldwork requirements of the entry-level academic degree program.

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

#### § 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.

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.

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

## § 4163. Exemption from Continued Competency Requirements

- At the time of applying for renewal of a license or certificate, an occupational therapy practitioner may request an exemption from the continuing competency requirements. The renewal application must provide the following information:
- (a) Evidence that during the renewal period prior to the expiration of the license or certificate, the practitioner was residing in another country for one year or longer, reasonably preventing completion of the continuing competency requirements; or
- (b) Evidence that the practitioner was absent from California because of military service for a period of one year or longer during the renewal period, preventing completion of the continuing competency requirements; or
- (c) Evidence that the practitioner should be exempt from the continuing competency requirements for reasons of health or other good cause which include:

	(1) Total physical and/or mental disability for one (1) year or more during the renewal period and the inability to work during this period has been verified by a licensed physician or surgeon or licensed clinical psychologist; or (2) Total physical and/or mental disability for one (1) year or longer of an immediate family member for whom the practitioner had total responsibility, as verified by a licensed physician or surgeon or licensed clinical psychologist. Note: Authority cited: Sections 2570.10 and 2570.20, Business and Professions Code. Reference: Sections 2570.10 and 2570.11, Business and Professions Code.				
Colorado	Statute: No continuing education requirements				
	Regulation: No continuing education requirements				
Connecticut	Statute: CT Gen Stat § 20-74				
	Sec. 20-74h. License renewed Licenses issued under this chapter shall be subject to renewal once every two years and shall expire unless renewed in the manner prescribed by regulation upon the payment of two times the professional services fee payable to the State Treasurer for class B as defined in section 33-1821. The department shall notify any person or entity that fails to comply with the provisions of this section that his license shall become void ninety days after the time for its renewal unless it is so renewed. Any such license shall become void upon the expiration of such ninety-day period. The commissioner shall establish additional requirements for licensure renewal which provide evidence of continued competency. The holder of an expired license may apply for and obtain a valid license only upon compliance with all relevant requirements for issuance of a new license. A suspended license is subject to expiration and may be renewed as provided in this section, but such renewal shall not entitle the licensee, while the license remains suspended and until it is reinstated, to engage in the licensed activity, or in any other conduct or activity in violation of the order or judgment by which the license was suspended. If a license revoked on disciplinary grounds is reinstated, the licensee, as a condition of reinstatement, shall pay the renewal fee.				
	Continued Competency Requirements for Biennial License Renewal by Occupational Therapists and Occupational Therapy Assistants				
	<ul> <li>20-74i-2. Number of education contact hours required</li> <li>(a) Each licensee applying for license renewal in and after 1991 shall have completed a minimum of 12 hours of qualifying continued competency activity for occupational therapists, or a minimum of 9 hours of qualifying continued competency activity for occupational therapy assistants, during the preceding registration period. For registration periods commencing on and after January 1, 2011, each licensee applying for license renewal shall have completed a minimum of 24 contact hours of qualified continuing competency activity for occupational therapists or a minimum of 18 contact hours of qualified continuing competency activity for occupational therapy assistants, during the preceding registration period.</li> <li>(b) Continued competency completed in one registration period shall not be allowed to carry-over to a subsequent</li> </ul>				

registration period.

(c) Each Licensee applying for license renewal shall sign a statement attesting that the licensee satisfies the continuing competency requirements specified in section 20-74i-1 through 20-74i-8, inclusive, of the Regulations of Connecticut State Agencies.

#### 20-74i-3. Award of continued competency units

- (a) Continued competency units shall be awarded as follows:
  - (1) Academic courses, institutes, seminars, programs, structured didactic inservice training and scientific meetings directly related to the practice of occupational therapy: 1 contact hour for each hour of attendance
  - (2) A maximum of 6 continued education contact hours per registration period, shall be awarded for faculty appointment at a school of occupational therapy accredited by the Accreditation Council for Occupational Therapy Education or its successor organization, provided that teaching is not the licensee's primary role.
  - (3) Full-time post-graduate attendance throughout the registration period in an advanced educational program accredited by the Accreditation Council for Occupational Therapy Education or its successor organization: ten contact hours per semester credit hour
  - (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
  - (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.
  - (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
  - (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
  - (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
  - (9) Appointment as a teaching assistant at a school of occupational therapy accredited by ACOTE: 8 contact hours
  - (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 OTA's
  - (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
  - (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

- (b) Successful completion of an entire continued competency activity shall be require for award of any contact hours
- (c) Activities which will not qualify for award of continued competency contact hours include: professional organizational business meetings; speeches delivered at luncheons or banquets; the reading of books, articles, or professional journals; correspondence courses, and other mechanisms of self-instruction except when used as a component of a home study program; and audio-visual materials, except when audio-visual materials are used as a component of a qualifying continued competency activity identified in subsection (a) of this section.

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

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

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

### 20-74i-5. Content areas for qualifying continued education activities

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

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

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

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

#### 20-74i-7. Exemption from continued education requirements

- (a) Individuals applying for initial licensure in Connecticut and licensees applying for the first renewal of the license in Connecticut shall be exempt from continued competency requirements.
- (b) A waiver of the continued competency requirements may be extended to a licensee who is not engaged in occupational therapy during a given continued competency registration period provided the licensee submits, prior to the expiration of the registration period, a notarized application on a form provided by the department. The application shall contain a statement that the licensee shall not engage in active practice until the licensee has shown proof, to the satisfaction of the department, of completion of the requirements specified in sections 20-74i-1 to 20-74i-8, inclusive, of the Regulations of Connecticut State Agencies.
- (c) The department may, in individual cases involving a medical disability or illness, grant waivers of the minimum continued competency requirements or extensions of time within which to fulfill the same. The application for a waiver or extension of time shall be accompanied by a document signed by a licensed physician detailing the nature of the medical disability or illness. Waivers of the minimum continued competency requirements or extensions of time may be granted by the department for a period not to exceed one (1) year. If the medical disability or illness, upon which a waiver or extension of time is granted continues beyond the period of the waiver or extension of time, the licensee may reapply for an additional waiver or extension of time.
- (d) A licensee who has received a waiver, pursuant to subsection (b) of this section, shall submit to the department evidence of successful completion of twelve contact hours for occupational therapists or nine contact hours for occupational therapy assistants within six months after returning to active practice.

# **Delaware**

Statute: DE Code § 2014

## § 2014. Issuance and renewal of licenses.

- (a) The Board shall issue a license to each applicant, who meets the requirements of this chapter for licensure as an occupational therapist or occupational therapy assistant and who pays the fee established under § 2013 of this title.
- **(b)** Each license shall be renewed biennially, in such manner as is determined by the Division of Professional Regulation, and upon payment of the appropriate fee and submission of a renewal form provided by the Division of Professional Regulation, and proof that the licensee has met the continuing education requirements established by the Board.
- (c) The Board, in its rules and regulations, shall determine the period of time within which a licensed occupational therapist or occupational therapy assistant may still renew the occupational therapist's or occupational therapy assistant's license, notwithstanding the fact that such licensee has failed to renew on or before the renewal date.
- (d) A licensee, upon written request, may be placed on inactive status. The renewal fee of the licensee shall be prorated in accordance with the amount of time the licensee was inactive. The licensee may reenter practice upon written notification to the Board of the intent to do so and completion of continuing education as required in the Board's rules and regulations.

#### **Regulation:**

## 3.0 Continuing Education

- **3.1** Continuing Education Content Hours:
  - **3.1.1** Continuing education (CE) is required for license renewal and shall be completed by July 31<sup>st</sup> of each even numbered year.
  - **3.1.1.1** Proof of continuing education is satisfied with an attestation by the licensee that he or she has satisfied the requirements of Rule 3.0
  - **3.1.1.2** Attestation may be completed electronically if the renewal is accomplished online. In the alternative, paper renewal documents that contain the attestation of completion can be submitted:
  - **3.1.1.3** Licensees selected for random audit are required to supplement the attestation with attendance verification as provided in 3.1.2.
  - **3.1.2** Random audits will be performed by the Board to ensure compliance with the CE requirement.
  - **3.1.2.1** The Board will notify licensees within sixty (60) days after July 31 of each biennial renewal period that they have been selected for audit.
  - **3.1.2.2** Licensees selected for random audit shall be required to submit verification within ten (10) business days of receipt of notification of selection for audit.
  - **3.1.2.3** Verification shall include such information necessary for the Board to assess whether the course or other activity meets the CE requirements in Section 3.0, which may include, but is not limited to, the information noted for each type of CE as set forth in Rule 3.3.
  - **3.1.2.4** The Board shall review all documentation submitted by licensees pursuant to the continuing education audit. If the Board determines that the licensee has met the continuing education requirements, his or her license shall remain in effect. If the Board determines that the licensee has not met the continuing education requirements, the licensee shall be notified and a hearing may be held pursuant to the Administrative Procedures Act. The hearing will be conducted to determine if there are any extenuating circumstances justifying noncompliance with the continuing education requirements. Unjustified noncompliance with the continuing education requirements set forth in these rules and regulations shall constitute a violation of 24 Del.C. §2015(a)(5) and the licensee may be subject to one or more of the disciplinary sanctions set forth in 24 Del.C. §2017.
  - **3.1.3** Contact hours shall be prorated for new licensees in accordance with the following schedule:
  - 3.1.3.1 \*21 months up to and including 24 months remaining in the licensing cycle requires 20 hours
  - 3.1.3.2 \*16 months up to an including 20 months remaining in the licensing cycle requires 15 hours
  - 3.1.3.3 \*11 months up to and including 15 months remaining in the licensing cycle requires 10 hours
  - 3.1.3.4 \*10 months or less remaining in the licensing cycle exempt
- 3.2 Definition of Acceptable Continuing Education Credits:
- **3.2.1** Activities must be earned in two (2) or more of the seven (7) categories for continuing education beginning in Rule 3.3.
- **3.3** Continuing Education Content:
  - **3.3.1** Activities must be in a field of health and social services related to occupational therapy, must be related to a licensee's current or anticipated roles and responsibilities in occupational therapy, and must directly or indirectly serve to protect the public by enhancing the licensee's continuing competence.
  - **3.3.2** Approval will be at the discretion of the Board. A licensee or continuing education provider may request prior approval by the Board by submitting an outline of the activity at least six weeks before it is scheduled. The Board preapproves continuing education activities sponsored or approved by AOTA or offered by AOTA-approved providers as long as the content is not within the exclusion in Rule 5.5.1 for courses covering documentation for reimbursement or

other business matters.

**3.3.3** CE earned in excess of the required credits for the two (2) year period may not be carried over to the next biennial period.

#### **3.4** Definition of Contact Hours:

- **3.4.1** "Contact Hour" means a unit of measure for a continuing education activity. One contact hour equals 60 minutes in a learning activity, excluding meals and breaks."
- **3.4.2** One (1) academic semester hour shall be equal to fifteen (15) contact hours.
- **3.4.3** One (1) academic guarter hour shall be equal to ten (10) contact hours.
- **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.

## 3.5 Continuing Education Activities

- **3.5.1** Courses: The maximum credit for course work shall not exceed nineteen (19) 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 5.3.1.
  - **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.
  - **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.
  - **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.
  - **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.
- **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.
  - **3.5.2.1** Excluded are any job related meetings such a department meetings, supervision of students and business meetings within the work setting.
  - **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 representative of the organization or committee.
- 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.

- **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.
- **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.
  - **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.
  - **3.5.4.2** Excluded are presentations that are part of a licensee's job duties.
  - **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.
- **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.
  - **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.
  - **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.
- **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).
- **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.
- 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.
- **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 § 2-3305.10

#### Title 2, Ch. 33 §2-3305.10

Terms and renewal of licenses.

(b) The mayor may establish by rule continuing education requirements as a condition for renewal of licenses under this section.

Regulation: 6 DC Municipal Regs § 6306.2

#### 6306 CONTINUING EDUCATION REQUIREMENTS

- **6306.1** Subject to § 6306.2, this section shall apply to applicants for the renewal, reactivation, or reinstatement of a license for a term expiring September 30, 1991, and for subsequent terms.
- **6306.2** This section shall not apply to applicants for an initial license by examination, reciprocity, or endorsement, nor does it apply to applicants for the first renewal of a license granted by examination.
- **6306.3** A continuing education credit shall be valid only if it is part of a program or activity approved by the Board in accordance with § 6307.
- **6306.4** Practitioners applying for license renewal shall complete contact hours of qualified activities for maintaining continuing competence during the two (2) year period preceding the date the license expires in the following manner:
  - (a) Occupational therapist shall complete a minimum of twenty-four (24) contact hours; and
  - (b) Occupational therapy assistants shall complete a minimum of twelve (12) contact hours
- **6306.6** An applicant for reactivation of a license to practice as an occupational therapist who does not hold an active license in any other jurisdiction shall submit proof pursuant to § 6307 of having completed the following:
  - (a) Twelve (12) contact hours in an approved continuing competence program for each year that the applicant was not licensed, up to a maximum of sixty (60) hours;
  - (b) Twenty-four (24) of those contact hours within two (2) years prior to the date the application is submitted; and
  - (c) One hundred and sixty (160) hours of supervised clinical training within the two (2) months prior to the date the application is submitted.
- **6307.7** An applicant who holds an active license in any other jurisdiction shall submit proof pursuant to § 6307 of having completed the following:
  - (a) Twelve (12) contact hours in an approved continuing competence program for each year that the applicant was not licensed up to a maximum of sixty (60) hours; and
  - (b) Twenty-four (24) of those contact hours within two (2) years prior to the date the application is submitted.
- **6307.8** An applicant for reinstatement of a license or reactivation of an inactive license to practice as an occupational therapist who does not hold an active license in any jurisdiction shall submit proof pursuant to § 6307 of having completed the following:
  - (a) Twelve (12) contact hours in an approved continuing education program for each year that the applicant was not licensed up to a maximum of sixty (60) hours;
  - (b) Twenty-four (24) contact hours within two (2) years prior to the date the applicant is submitted; and
  - (c) One hundred and sixty (160) hours of supervised clinical training within two (2) months prior to the date the application is submitted.
- **6307.9** An applicant for reinstatement of a license or reactivation of an inactive license to practice as an occupational therapist who holds an active license in any other jurisdiction shall submit proof pursuant to § 6307 of having completed the following:
  - (a) Twelve (12) contact hours in an approved continuing education program for each year that the applicant was not

- licensed, up to a maximum of sixty (60) hours; and
- (b) Twenty-four (24) hours within two (2) years prior to the date the application is submitted.
- **6306.10** An applicant for reactivation of a license to practice as an occupational therapy assistant who does not hold an active license in any other jurisdiction shall submit proof pursuant to § 6307 of having completed the following:
  - (a) Six (6) contact hours in an approved continuing education program for each year that the applicant was not licensed, up to a maximum of thirty (30) hours;
  - (b) Twelve (12) contact hours within two (2) years prior to the date the application is submitted; and
  - (c) One hundred and sixty (160) hours of supervised clinical training within the two (2) months prior to the date the application is submitted.
- **6306.11** An applicant who holds an active license in any other jurisdiction shall submit proof pursuant to § 6307 of having completed the following:
  - (a) Six (6) contact hours in an approved continuing competence program for each year that the applicant was not licensed, up to a maximum of thirty (30) hours; and
  - (b) Twelve (12) of those contact hours within two (2) years prior to the date the application is submitted.
- **6306.12** An applicant for reinstatement of an inactive license to practice as an occupational therapy assistant who does not hold a current license in any other jurisdiction, shall submit proof pursuant to § 6307 of having completed the following:
  - (a) Six (6) contact hours in an approved continuing competence program for each year that the applicant was not licensed up to a maximum of thirty (30) hours;
  - (b) Twelve (12) contact hours within two (2) years prior to the date the application is submitted; and
  - (c) One hundred and sixty (160) hours of supervised clinical training within the two (2) months prior to the date the application is submitted.
- **6306.13** An applicant for reinstatement of an inactive license who holds a current license in any other jurisdiction shall submit proof pursuant to § 6307 of having completed the following:
  - (a) Six (6) contact hours in an approved continuing competence program for each year that the applicant was not licensed up to a maximum of thirty (30) hours;
  - (b) Twelve (12) contact hours within two (2) years prior to the date the application is submitted.
- **6306.14** An applicant who applies to practice as an occupational therapist five (5) or more years after his or her license has expired, shall submit proof pursuant to § 6307 of the following:
  - (a) Completion of sixty (60) contact hours of continuing competence credit prior to submission of the application with twenty-four (24) of the sixty (60) contact hours having been completed within the two (2) year period immediately prior to the date the application is submitted; and
  - (b) Completion of one hundred sixty (160) hours of supervised clinical training within the two (2) months prior to the date the application is submitted.
- **6306.15** An applicant who applies to practice as an occupational therapy assistant five (5) or more years after his or her license has expired, shall submit proof pursuant to § 6307 of the following:
  - (a) Completion of thirty (30) contact hours of continuing competence credit prior to submission of the application with twelve (12) of the thirty (30) contact hours having been completed within the two (2) year period immediately prior to submission of the application; and
  - (b) Completion of one hundred sixty (160) hours of supervised clinical training within the two (2) months prior to licensure.
- **6306.16** An applicant under this section shall prove completion of required education credits by submitting with the application the following information with respect to each program:

- (a) The name and address of the sponsor of the program:
- (b) The name of the program, its location, a description of the subject matter covered, and the names of the instructors;
- (c) The dates on which the applicant attended the program;
- (d) The hours of credit claimed; and
- (e) Verification by the sponsor of the applicant's completion, by signature or stamp of the sponsor.
- **6306.17** An applicant for renewal of a license who fails to submit proof of having completed continuing competence requirements by the date the license expired may renew the license up to sixty (60) days after expiration by submitting the proof pursuant to § 63036.9 and by paying the required additional late fee.
- **6306.18** Upon submitting proof and paying the late fee, the applicant shall be deemed to have possessed a valid license during the period between the expiration of the license and the submission of the required documentation and payment of the late fee.
- **6306.19** If an applicant for renewal of a license fails to submit proof of completion of continuing competence requirements or pay the late fee within sixty (60) days after the expiration of the applicant's license, the license shall be considered to have lapsed on the date of expiration.
- **6306.20** The Board may, in its discretion, grant an extension of the sixty (60) day period to renew after expiration if the applicant's failure to submit proof of completion was for good cause. As used in this section, "good cause" includes the following:
  - (a) Serious and protracted illness of the applicant; or
  - (b) The death or serious and protracted illness of a member of the applicant's immediate family.
- **6306.21** If the license of an occupational therapist or occupational therapy assistant lapses while serving in the military whenever the United States is engaged in active military operations against any foreign power or hostile force, and the required continuing competence hours were not earned during the earning period, the licensee shall be required to complete the required continuing competence hours needed no later than six (6) months after discharge from active service, return to inactive military status, or return to the United States from an active war zone.
- 6306.22 The continuing competence contact hours completed shall not be used for the next licensing period.
- **6306.23** The continuing competence contact hours for the next licensing period not be prorated.
- Practitioners who are licensed to practice in a jurisdiction other than the District shall meet the requirements of this section in order to obtain licensure in the District.

#### 6307 APPROVED CONTINUING EDUCATION PROGRAMS AND ACTIVITIES

- **6307.1**The Board may, in its discretion, approve continuing education programs and activities that contribute to the growth of an applicant in professional competence in the practice of occupational therapy and which meet the other requirements of this section.
- 6307.2 The Board shall approve continuing competence programs and activities that are relevant to the practice or education of

occupational therapists and occupational therapy assistants that document the following:

- (a) Current subject matter with course description;
- (b) Content focus:
- (c) Learning outcomes;
- (d) Target audience; and
- (e) Satisfactory completion of the course by the course participant.
- **6307.3** The Board shall approve the following types of activities provided that they are consistent with provisions of these regulations:
  - (a) Activities sponsored by the state or local occupational therapy organizations;
  - (b) Activities sponsored by the American Occupational Therapy Association (AOTA), the American Physical Therapy Association (APTA), the American Speech-Language-Hearing Association (ASHA);
  - (c) Activities sponsored by AOTA approved providers;
  - (d) Activities sponsored by an accredited healthcare facility; or
  - (e) Activities sponsored by an accredited college or university.
- **6307.4** The Board may issue an update to a list of approved continuing competence programs.
- **6307.5** Any course or activity that does not meet the licensing requirements of § 6307.3 shall not be approved by the Board unless the license had prior approval from the Board, at least thirty (30) days before the course.
- **6307.6** The Board may approve the following continuing competence activities by an applicant:
  - (a) Serving as an instructor or speaker at a conference;
  - (b) Serving as an instructor at a seminar, workshop, or inservice training;
  - (c) Serving as a clinical instructor for students of occupational therapy; and
  - (d) Participation in research as a principal investigator or research assistant.

#### **6308 CONTINUING EDUCATION CREDITS**

- **6308.1** The Board may grant continuing education credit for whole hours only, with a minimum of fifty (50) minutes constituting one (1) credit hour.
- **6308.2** For approved undergraduate or graduate courses, each semester hour of credit shall constitute fifteen (15) hours of continuing education credit, and each quarter hour of credit shall constitute ten (10) hours of continuing education credit.
- **6308.3** The Board may grant a maximum of three (3) continuing education credits per year to an applicant who attends in-service education programs.
- **6308.4** The Board may grant continuing competence credit to an applicant who serves as an author of a self-study article or series or an instructor or speaker at a program or for preparation and presentation time of an academic course, peer-reviewed or non peer-reviewed workshop, seminar, in-service, electronic or web-based course subject to the following restrictions:
  - (a) The maximum amount of credit which may be granted for preparation time is twice the amount of the associated presentation time or twice the amount of contact hours awarded for participants;
  - (b) The maximum amount of credit which may be granted pursuant to this subsection is fifty percent (50%) of an applicant's continuing education requirement;

- (c) If an applicant had previously received credit in connection with a particular presentation, the Board shall not grant credit in connection with a subsequent presentation unless it involves either a different or a substantially modified program; and
- (d) The presentation shall have been completed during the period for which credit is claimed and includes documentation of the following:
  - (1) A copy of the official program or syllabus;
  - (2) The presentation title;
  - (3) The date of the presentation;
  - (4) The hours of the presentation;
  - (5) The type of audience addressed; and
  - (6) A verification of attendance signed by the sponsor.
- **6308.5** The Board may grant an applicant who is an author or editor of a published book, a published chapter in a book, or a published article in a professional journal or other nationally recognized publication six (6) continuing education credits, if the book, chapter, or article was published or accepted for publication during the period for which credit is claimed, and the applicant submits proof of this fact in the application.
- **6308.6** The Board may grant an applicant for renewal who acts as a clinical instructor for students of occupational therapy or students of any other health occupation one (1) continuing education credit for each hour of clinical instruction, up to a maximum of four (4) continuing education credits per year.
- **6308.7** The Board may grant an application for renewal up to six (6) contact hours for the renewal period, for participation as a primary clinical fieldwork educator for Level II occupational therapy or occupational assistant fieldwork students with the following documentation:
  - (a) Name of student as verified by the school;
  - (b) Name of the school;
  - (c) Dates of the fieldwork; and
  - (d) Signature page of student evaluation excluding evaluation scores and comments on student.
- **6308.8** The Board may grant an applicant for renewal who successfully completes a course on management which is directly related to occupational therapy three (3) continuing education credits.
- **6308.9**The Board may grant continuing education credit to an applicant for renewal who participates in Board or committee work with agencies or organizations in professionally related areas to promote and enhance the practice of occupational therapy up to three (3) contact hours for one year of involvement for a minimum of eighteen (18) hours. The applicant shall provide the following documentation:
  - (a) Name of the committee, board, agency or organization;
  - (c) Purpose for service;
  - (d) Description of duties and roles; and
  - (e) Validation of service by an officer or representative of the organization.
- **6308.10** The Board may grant an applicant for renewal who is able to demonstrate participation in research, either as a principal investigator or as a research assistant, six (6) continuing competence credits.

# **Florida**

(See footnote at end of document)

Statute: FL Stat §468.219

#### 468.219 Renewal of license; continuing education

- (1) Licenses issued under this part are subject to biennial renewal as provided in s. 456.004.
- (2) The board may by rule prescribe continuing education requirements, not to exceed 30 contact hours biennially, as a condition for renewal of licensure. The program criteria for those requirements must be approved by the board.

Regulation: FL Admin Code 64B11-5.001

#### 64B11-5.001 Requirements for License Renewal of an Active License; Continuing Education.

- Continuing education includes attendance and participation as required at a live presentation such as workshop, seminar, conference, or in-service educational programs. It may also include participation in other continuing education activities that require a formal assessment of learning. Examples include, but are not limited to, electronic or web-based courses, formalized self-study courses and continuing education articles. An active license shall be renewed upon demonstration that the licensee has paid the renewal fee set forth in Rule 64B11-2.009 or 64B11-3.007, F.A.C., respectively, and has complied with the following requirements:
- (1) As a condition to the renewal of an active license, an occupational therapist must complete twenty-six (26) hours of approved continuing education per biennium.
- (2) As a condition to the renewal of an active license, an occupational therapist assistant must complete twenty-six (26) hours of approved continuing education per biennium.
- (3) Home Study A licensee may perform no more than twelve (12) hours of continuing education as home study education per biennium. Home study education is independent study and requires a certificate of completion. Home study education does not include a web-based, satellite transmitted or online instruction program that allows or requires the licensee to interact or communicate back and forth with the instructor during the presentation of the program.
- (4) HIV/AIDS The licensee shall complete one (1) hour of HIV/AIDS education as set forth in Section 456.033, F.S., no later than upon first renewal. Courses approved by any Board within the Division of Medical Quality Assurance of the Department of Health pursuant to Section 456.033, F.S., are approved by this Board. Licensees are only required to take one (1) hour of HIV/AIDS education no later than upon their first renewal. Repeat courses for subsequent renewals are no longer a requirement.
- (5) Medical Errors Each licensee shall attend and certify attending a Board-approved 2-hour continuing education course relating to the prevention of medical errors. The 2-hour course shall count toward the total number of continuing education hours required for licensure renewal. The course shall include a study of root-cause analysis, error reduction and prevention, patient safety and must include contraindications and indications specific to occupational therapy management including medication and side effects.
- (6) Laws and Rules As part of the twenty-six (26) hours of continuing education required herein for licensure renewal, each licensee shall attend a two (2) hour Board approved course on laws and rules, i.e., Chapters 456 and 468, Part III, F.S., and Chapter 64B11, F.A.C.
- (7) Documentation The licensee must retain such receipts, vouchers, certificates or other papers necessary to document completion of the required continuing education for a period of not less than four (4) years from the date the course was taken. The Board will audit licensees at random to assure that the continuing education requirements have been met. Upon being audited, a licensee shall, within 30 days, or longer period of time if specified in the audit notice, provide documentation to the

- Board that shows proof of compliance with the continuing education requirements imposed by this chapter and Chapter 64B11-6. F.A.C.
- (8) Exemption Those persons certified for licensure in the second half of the biennium are exempt from the continuing education requirements for that biennium, except for the two (2) hour prevention of medical errors course requirement referenced above and required by Section 456.013, F.S., and the one (1) hour of HIV/AIDS education required no later than upon first renewal, as set forth in Section 456.033, F.S.
- (9) Changes of Status Active status licensees may apply to the Board for inactive license status at any time by paying a \$50.00 fee to change licensure status. Additionally, the licensee shall pay any applicable inactive status renewal fee or delinquent fee.
- (10) Alternative Media A maximum of five contact hours may be awarded per biennium for approved alternative media, such as video, audio and/or software programs, prepared or updated not more than five years prior to the date of viewing or presentation. At time of course presentation, rental, or sale, the course vendor, in lieu of the certificate of completion, shall provide the licensee with a signed course validation form. The licensee shall sign this form on the date that the course is actually taken or viewed indicating full attendance and successful completion. It shall be retained by the licensee for four years.
- (11) Course Presentation and Attendance at Board Meetings A maximum of eight contact hours may be awarded per biennium for each of the following:
  - (a) The presentation of a continuing education course or program, academic course, peer-reviewed or non peer-reviewed workshop, seminar, in-service, electronic or web-based course that is directly related to the practice of occupational therapy as either the lecturer of the course or program or as the author of the course materials. Each licensee who is participating as either a lecturer or author of a continuing education course or program may receive credit for the portion of the offering he/she presented or authored up to the total hours awarded for the offering.
    - 1. Continuing education credit may be awarded to a lecturer or author for the initial presentation of each course or program only; repeat presentations of the same continuing education course or program shall not be granted credit.
    - 2. In order for a continuing education credit to be awarded to each licensee participating as either lecturer or author, the format of the continuing education course or program must conform with all applicable sections of this rule chapter.
    - **3.** Documentation shall include a copy of the official program/schedule/syllabus including presentation title, date, hours of presentation, and type of audience or verification of such signed by the sponsor.
  - **4.** The number of contact hours to be awarded to each licensee who participates in a continuing education course or program as either a lecturer or author is based on the 50 minute contact hour employed within this rule chapter.
  - **(b)** Attendance at Florida Board of Occupational Therapy Practice meetings. The number of contact hours awarded for such attendance is based on the definition of a contact hour as set forth in paragraph 64B11-6.001(5)(d), F.A.C.
- (12) Fieldwork Experience A licensee may earn up to 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 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.
- (13) Publications A licensee may earn the following continuing education credit for publication of a peer-reviewed or non peer-reviewed book, chapter, article, or publication of instructional materials using alternative media directly related to the practice of occupational therapy:
  - (a) 10 hours as the author of a book;
  - (b) 5 hours as author of a chapter;
  - (c) 3 hours as author of a peer-reviewed article;

- (d) 1 hour as author of a non peer-reviewed article;
- (e) 5 hours as an editor of a book; and
- **(f)** 3 hours in publication of instructional material using alternative media. 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.
- (14) Research A licensee may earn 1 hour of continuing education credit for each 10 hours spent in development of or participation in a research project specific to and directly related to the practice of occupational therapy, up to a limit of 5 hours of credit per biennium. Documentation shall include verification from the primary investigator indicating the name of the research project, dates of participation, major hypotheses or objectives of the project, and the licensee's role in the project.
- (15) Volunteer Expert Witness In addition to the continuing education credits authorized above, any volunteer expert witness who is providing expert witness opinions for cases being reviewed pursuant to Chapter 468, Part III, F.S., the Occupational Therapy Practice Act, shall receive 3.0 hours of credit for each case reviewed. A volunteer expert witness may not accrue in excess of 6.0 hours of credit per biennium pursuant to this paragraph.

#### 64B11-6.001 Continuing Education Program Approval.

- (1) Continuing education credit will be awarded only for completion of licensed programs or those that are Board-approved as provided in this rule. Continuing education program providers seeking initial licensure approval by the Board shall pay a fee of \$250. Continuing education providers seeking renewal of provider status shall also pay a \$250 fee each biennium. To receive Board approval, a continuing education program:
  - (a) Should be submitted for the Board's approval not less than 90 days prior to the date the initial offering is scheduled;
  - (b) Shall be relevant to the practice of occupational therapy as defined in Section 468.203(4), Florida Statutes, must be offered for the purpose of keeping the licensee apprised of advancements and new development in occupational therapy, and shall be designed to enhance learning and skills consistent with contemporary standards for occupational therapy practice.
  - (c) Shall have its sponsor submit to the Board at least the following:
    - **1**. A statement of the educational goals and objectives of the program;
    - 2. A detailed course outline or syllabus, including such items as method of instruction, testing materials, if any;
    - 3. A current curriculum vitae of each speaker or lecturer appearing in the program;
    - **4**. The procedure to be used for recording attendance of these attendees seeking to apply for continuing education credit and the procedure for certification by the program's registrar of attendance; and
    - **5**. A sample certificate of completion.
- (2) When attending an approved program, a licensee must attest by signature that he or she has attended the workshop and attendance must be certified by the program's registrar.
- (3) The provider shall maintain records of each course offering for 4 years following each licensure biennium during which the course was offered. Course records shall include a detailed course outline which reflects its educational objectives, the instructor's name, the date and location of the course, the participants' evaluations of the course, the hours of continuing education credit awarded for each participant and a roster of participants by name and license number. The Board, as a condition of a program or provider approval, may audit an approved provider. Upon being audited by the Board, the provider shall provide within 30 days all the documentation listed above in this subsection and such additional information as requested by the Board.
- (4) (a) Programs meeting the above criteria and offered by the Florida Occupational Therapy Association (FOTA), the American Occupational Therapy Association (AOTA) and occupational therapy courses, meeting the above criteria, provided by an education program approved by an accrediting body for occupational therapy shall be approved by this Board for continuing

education and shall not	nay the fees r	equired in subsection	n (1	) of this rule
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- **(b)** Courses sponsored by a college or university when providing a curriculum for occupational therapists or occupational therapy assistants shall be awarded 10 hours of continuing education credit per semester hour and shall be verified by official transcripts.
- (5) Courses and programs not approved in subsection (1) or (4) above shall be approved as appropriate continuing education if said course or program meets the following criteria:
  - (a) The content of the course or program is relevant to the practice of occupational therapy as defined in paragraph (1)(b) of this rule
  - **(b)** The course or program is presented by instructor(s) who possess appropriate education, experience and credentials relevant to the course or program's subject matter.
  - (c) The course or program's educational goals, objectives and teaching methods are adequately identified in promotional materials.
  - (d) The course or program must be presented in a time block of at least one contact hour. "One (1) contact hour" equals a minimum of fifty (50) minutes. One half (1/2 or .5) contact hours equals a minimum of twenty-five (25) minutes.
  - (e) The provider of the course or program must present a certificate indicating full attendance and successful completion of the course or program to each licensee.
  - (f) The licensee must retain such receipts, vouchers, certificates, or other papers to document completion of the required continuing education for a period of not less than four (4) years from the date the course was taken. The Board will randomly audit licensees to assure the continuing education requirements have been met. Upon being audited, the licensee shall provide documentation to the Board within 30 days that shows proof of compliance with the continuing education requirements imposed herein.

# Georgia

Statute: GA Code § 43-28-7

#### § 43-28-7. General powers and duties of board; continuing professional education

**(g)** The board may provide for the continuing professional education of persons subject to this chapter by appropriate regulation.

Regulation: GA Rules and Regs 671-3-.08

**671-3-.08** Renewal of License/Penalties/Continuing Education Requirements

- (1) A license issued by the Board shall expire on March 31st of even numbered years. The license may be renewed upon submission of the renewal application and payment of the required fee, provided all requirements have been met. Refer to fee schedule.
- (2) A license that is not renewed on or before March 31st of the renewal year shall be deemed lapsed. An application for restoration shall be required as provided for in Rule 671-3-.09 in order to seek to obtain a 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.
- (3) 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. Atleast sixteen hours must be related to direct "hands on" patient care (dpc). Up to 8 hours may be in related areas such as administration, supervision, education, documentation, quality assurance, ethics, research methods, professional presentations, and providing Level II fieldwork supervision.
  - (a) Continuing Education (CE) hours obtained from January 1<sup>st</sup> until March 31<sup>st</sup> of an even numbered year will 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 31<sup>st</sup> of the prior odd numbered year.
- **(b)** Direct patient care continuing education includes attendance at live presentations such as workshops, seminars, conferences or formal academic course work. Up to four (4) hours can be obtained by means of in-service educational programs, electronic or web based courses, formal self study courses or computer learning activities. See Rule 671-3-08 (7) for documentation requirements.
- (c) General continuing education includes up to four (4) hours for each of the following activities including independent study, mentorship, Level II fieldwork supervision, published professional writing, instructional presentations, research, grants, professional meetings and related activities and up to four (4) hours can be by means of in-service educational programs, electronic or web based courses, formal self study courses, satellite broadcasts or computer learning activities.
- (d) Of the twenty-four (24) hours, no more than eight (8) continuing education hours may be in self study and no more than four (4) hours in the area of general continuing education.
- (e) Each licensee must complete a minimum of two (2) hours of continuing education in the ethics of occupational therapy practice.
- (f) Definitions:
  - **1.** Contact Hour: For purposes of these rules, a contact hour is defined as actual time spent in instruction or organized learning experience excluding meals, breaks, welcome/introductions, and business meetings.
  - **2.** Direct Hands On: For purposes of these rules direct "hands on" patient care includes occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information.
- (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.
- (5) Prior approval of continuing education courses is not required. Each license randomly selected for a CE audit must submit to the Board supporting documentation as specified in this rule.
- **(6)** 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 general entry level occupational therapy and that include a verifiable way to document time spent in the learning activity.
- (7) Documentation of continuing education which the Board deems as acceptable proof of completion include the following:
  - (a) For continuing education courses that include attendance and participation at a presentation such as a workshop, seminar, conference or in-service educational program:
    - **1.** A certificate of completion or similar documentation signed by program official and a program description including sponsor, course title, date, program objective/learning outcomes, content description, agenda or schedule.
    - 2. A shortened description may be accepted for programs specifically exempted by the Board such as AOTA and GOTA Conferences: and
  - (b) Formal self study, viewing of videotapes in a professional setting, satellite broadcasts, or computer learning activities that must include:
    - **1.** Verified instructional time by the course sponsor; a certificate of completion or similar documentation signed by program official; and
    - **2.** A program description including sponsor, course title, date, program objective/learning outcomes, content description.
  - (c) For general education under 671-3-.08(3)(b) documentation must include:

	1. How activity relates to occupational therapy;
	2. Date and clock hours;
	3. Other information as may be requested.
	(d) 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. 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 and;
	2. 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.
	(e) For professional presentations to include first time or significantly revised presentation or an academic class session, workshop, seminar, in-service or professional meeting program session:
	1. Verification of presentation or formal thank you note signed by the sponsor or program official and;
	2. Presentation description including location, title, date, hours of presentation, general content description, and
	type of audience. <b>(f)</b> Continuing education listings should be documented on the appropriate board form, available on the website.
	(8) Procedure for verifying to the Board that the continuing education requirements for licensure renewal have been met:
	(a) Respond appropriately to renewal questionnaire.
	(b) Retain documentation in personal files and submit to the Board if selected for audit.
	(c) Documentation as specified in 671-308(7) must be maintained by the licensee for no less than three (3) years from
	the beginning date of the licensure period.
Howaii	
Hawaii	Statute:
	No continuing education requirements
	Regulation:
	No continuing education requirements
11	
Idaho"	Statute: ID Code §54-3711
(See footnote at end of	- State of the sta
document)	54-3711.RENEWAL AND REINSTATEMENT OF LICENSE.
,	(1) Any license issued under this chapter shall be subject to annual renewal and shall expire on the applicant's birthdate unless
	renewed before the applicant's birthdate in the manner prescribed by the rules of the board. The board shall require biennial
	proof of completing at least two (2) continuing education units recommended by the association and approved by the board. In
	addition, the board shall require ten (10) hours of professional development units as established in rule.
	(2) The board may reinstate a license canceled for failure to renew upon compliance with requirements of the board for renewal
	of licenses.
	(3) Upon application, the board shall grant inactive status to a licensee who (a) does not practice as an occupational therapist or
	an occupational therapy assistant, or (b) maintains any continuing competency requirements established by the board.
	(4) An individual desiring reinstatement to full active licensure to practice as an occupational therapist or occupational therapy
1	assistant shall submit a completed written application to the board according to procedures and requirements as promulgated

by rule.

Regulation: ID Admin Code 24.06.01-025

#### 025.CONTINUING EDUCATION.

In order to protect public health and safety and promote the public welfare, the Board has adopted the following continuing education requirement consisting of both continuing education units (CEUs) and professional development units (PDUs):

- **01. Requirement**. Every two (2) years, a licensee must complete at least two (2) CEUs recommended by the Idaho Occupational Therapy Association and approved by the Board, along with at least ten (10) Board-approved professional development units (PDUs). The licensee's initial two (2) year period shall begin on the date on which this Board issues the licensee a license and end on the date on which the licensee submits the licensee's second renewal application. Thereafter, the two-year (2) period shall begin to run from the date of each renewal application in which the licensee was required to verify the completion of continuing education.
- **a.** A CEU is a measurement of the licensee's participation in a Board-approved continuing education activity. One (1) CEU requires ten (10) contact hours of participation in a Board-approved continuing education program, excluding meals and breaks. One (1) contact hour equals one (1) clock hour for purpose of obtaining CEUs.
- **b.** A PDU is a measurement of the licensee's participation in a professional development activity. One (1) contact hour of participation in Board-approved professional development activity equals one (1) PDU, one (1) academic credit equals ten (10) PDUs, and one (1) CEU equals ten (10) PDUs. If a licensee counts a CEU towards fulfilling the PDU requirement in a given two-year (2) period, the CEU unit will not count towards fulfilling the CEU requirement. Accepted PDU activities and their associated PDU values are set forth in the PDU Activities Chart at pages 14-17 of the NBCOT Certification Renewal Handbook, 2009 edition as incorporated by reference in Section 004.
- **02. Verification**. The licensee must verify to the Board, as part of the annual license renewal process, that the licensee is in compliance with the continuing education requirement.
- **03.** Courses and Activities. At least one (1) CEU and five (5) PDUs must directly relate to the delivery of occupational therapy services. The remaining PDUs and CEUs must be germane to the practice of occupational therapy and relate to other areas of a licensee's practice. A licensee may take online or home study courses, as long as a course completion certificate is provided.
  - a. CEUs and PDUs acceptable to the Board include, but are not limited to, programs or activities sponsored by the American Occupational Therapy Association (AOTA) or the Idaho Occupational Therapy Association (IOTA); post-professional coursework completed through any approved or accredited educational institution that is not part of a course of study leading to an academic degree; or otherwise meet all of the following criteria:
    - i. The program or activity contributes directly to professional knowledge, skill, and ability;
    - ii. The program or activity relates directly to the practice of occupational therapy; and
    - iii. The program or activity must be objectively measurable in terms of the hours involved.
  - b. Partial credit will not be given for CEUs and PDUs.
  - **c.** The delivery of occupational therapy services may include: models, theories or frameworks that relate to client/patient care in preventing or minimizing impairment, enabling function within the person/environment or community context.
  - **d**. Other activities may include, but are not limited to, occupation based theory assessment/interview techniques, intervention strategies, and community/environment as related to one's practice

- **04. Carry Over and Duplication.** CEUs and PDUs cannot be carried over to the next reporting period. The same course taken more than once during a reporting cycle will only be counted once.
- **05. Documentation**. A licensee need not submit documentation of CEUs and PDUs when the licensee renews a license. However, a licensee must maintain documentation verifying that the licensee has completed the continuing education requirement for a period of four (4) years. A licensee must submit the verification documentation to the Board if the licensee is audited by the Board. A percentage of occupational therapists and certified occupational therapy assistants will be audited every year.
  - **a**. Documentation for all activities must include licensee's name, date of activity or when course was completed, provider name, course title, description of course/activity, and number of PDUs and CEUs.
  - **b.** Records showing participation in each professional development activity must be maintained by the licensee. Acceptable documentation for specific activities includes:
    - i. Continuing education course work. The required documentation for this activity is a certificate or documentation of attendance.
    - ii. In-service training. The required documentation for this activity is a certificate or documentation of attendance.
    - iii. Professional conference or workshop. The required documentation for this activity is a certificate or documentation of attendance
    - iv. Course work offered by an accredited college or university, provided that the course work is taken after the licensee has obtained a degree in occupational therapy, and the course work provides skills and knowledge beyond entry-level skills or knowledge. The required documentation for this activity is a transcript.
    - v. Publications. The required documentation for this activity is a copy of the publication.
    - **vi**. Presentations. The required documentation for this activity is a copy of the presentation or program listing. Any particular presentation may be reported only once per reporting period.
    - vii. Interactive online courses. The required documentation for this activity is a certificate or documentation of completion.
    - viii. Development of instructional materials incorporating alternative media such as video, audio and/or software programs to advance professional skills of others. The required documentation for this activity is a program description. The media/software materials must be available if requested during audit process.
    - ix. Professional manuscript review. The required documentation for this activity is a letter from publishing organization verifying review of manuscript. A maximum of ten (10) hours is allowed per reporting period for this category.
    - **x**. Guest lecturer for occupational therapy related academic course work (academia not primary role). The required documentation for this activity is a letter or other documentation from instructor.
    - xi. Serving on a professional board, committee, disciplinary panel, or association. The required documentation for this activity is a letter or other documentation from the organization. A maximum of ten (10) hours is allowed per reporting period for this category.
    - xii. Self study of cassette, tape, video tape, or other multimedia device, or book. The required documentation for this activity is a two (2) page synopsis of each item written by the licensee. A maximum of ten (10) hours is allowed per reporting period for this category.)
    - xiii. Level II fieldwork direct supervision of an occupational therapy student or occupational therapy assistant student by site designated supervisor(s). The required documentation for this activity is a name of student(s), letter of verification from school, and dates of fieldwork. A maximum of ten (10) hours per supervisor is allowed per reporting period for this category.

# **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:

- **a**. During the continuing education period the licensee was residing in another country for one (1) year or longer, reasonably preventing completion of the continuing competency requirements:
- **b.** The licensee was absent from Idaho because of military service for a period of one (1) year or longer during the continuing education period, preventing completion of the continuing competency requirements; or c. The licensee should be exempt from the continuing competency requirements for reasons of health or other good cause.

# Illinois

Statute: 225 IL Comp State 75/1

#### Sec. 11.1. Continuing education requirement.

All renewal applicants shall provide proof of having met the continuing competency requirements set forth in the rules of the Department. The Department shall provide by rule for an orderly process for the reinstatement of licenses that have not been renewed for failure to meet the continuing competency requirements. The continuing competency requirements may be waived in cases of extreme hardship as defined by rule.

The Department shall establish by rule a means for verifying the completion of the continuing competency required by this Section. This verification may be accomplished through audits of records maintained by licensees, by requiring the filing of continuing competency certificates with the Department, or by any other means established by the Department.

# Regulation: 68 IL Admin Code §1315.145

## Sec. 1315.145 Continuing Education

- a) Continuing Education (CE) Hour Requirements
  - 1) Every occupational therapist and occupational therapy assistant shall complete 24 contact hours of CE relevant to the practice of occupational therapy during each prerenewal period as a condition of renewal. A prerenewal period is the 24 months preceding December 31 in the year of the renewal. 24 contact hours of CE is equivalent to 12 units of Continued Competency Activities (CCA) (2 contact hours = 1 unit).
  - A CE contact hour equals 50 minutes. After completion of the initial CE hour, credit may be given in onehalf hour increments.
  - 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 hours for each quarter hour of school credit awarded.
  - 4) A renewal applicant is not required to comply with CE requirements for the first renewal following the original issuance of the license.
  - 5) Individuals licensed in Illinois but residing and practicing in other states must comply with the CE requirements set forth in this Section.
  - 6) All CE hours must be earned by verified attendance at or participation, regardless of the method of delivery, in a program that is offered by an approved CE sponsor who meets the requirements set forth in subsection (c) or by other CE activities set forth in subsection (b).
  - 7) CE credit hours used to satisfy the CE requirements of another state may be submitted for approval for

0)		e CE requirements of the State of Illinois if they meet the requirements for CE in Illinois.
8)		t be given for courses taken in Illinois from unapproved sponsors.
b) Additional CE a	Independent S	tudy.
1)		endent Study Activities include reading books or journal articles, reviewing professional
	videos	,
		isee may earn contact hours spent in an independent study activity with a maximum of 4
		t hours per renewal period.
		nentation shall include title, author, publisher, time spent, and date of completion. A licensee
		nclude a statement that describes how the activity relates to a licensee's current or
		pated roles and responsibilities.
2) Mentorship	artici	valed foles and responsibilities.
2) Wentorship	A) Partici	pation as Mentee
	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.
	ii)	A licensee may earn contact hours spent in activities directly related to achievement of
	,	goals and objectives with a maximum of 8 contact hours per renewal period. The Division
		may accept formalized mentorship programs for the amount of credit recommended by the
		mentor, not to exceed 8 hours per renewal period.
	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.
	B) Partici	pation as Mentor
	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.
	ii)	A licensee may earn contact hours spent in mentorship activities as a mentor with a
	,	maximum of 8 hours per renewal period.
	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.
3) Fieldwork Supe	rvision	
		work educator for Level I/Level II OT or OTA fieldwork students.
		see 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
		vision per renewal period.
		nentation shall include verification provided by the school to the fieldwork educator with the
		of student, school, and dates of fieldwork or the signature page of the completed student
		ation form. Evaluation scores and comments should be deleted or blocked out.
<ol><li>Professional wr</li></ol>		
		me publication of a professional or non-professional book, chapter, or article. A licensee may
		a maximum per renewal period as follows:
	i)	18 hours as an author of a book;

ii) 10 haven as an author of a shorter	
ii) 12 hours as an author of a chapter;	
iii) 12 hours as an author of an article in a professional publication;	
iv) 6 hours as an author of an article in a non-professional publication;	
v) 12 hours as an editor of a book.	
B) Documentation shall consist of full reference for publication including: title, author, editor, and of	date
of publication, or copy of acceptance letter if not yet published.	
5) Presentation and Instruction	
A) First time or significantly revised presentation of an academic course or workshop, seminar, inservice, electronic or Web-based course. Speeches made at luncheons or banquets or any or presentation not within the guidelines of this Part are not eligible for CE credit.	
B) A licensee who serves as an instructor, speaker or discussion leader of a CE program will be	
allowed CE course credit for actual presentation time, plus actual preparation time of up to 2 h	
for each hour of presentation. Preparation time shall not be allowed for presentations of the sa course and will only be allowed for additional study or research. In no case shall credit for activities and the same of the	ual
time of presentation and preparation be given for more than 12 hours during any renewal perio	
C) Documentation shall include a copy of official program/schedule/ syllabus, including presentation	
title, date, hours of presentation, and type of audience, or verification of the presentation signe	ea by
the sponsor.	
6) Research	
A) Development of or participation in a research project.	
B) A licensee may earn credit for hours spent working on a research project, for a maximum of 12	
hours per renewal period.	
C) Documentation includes verification from the primary investigator indicating the name of the	
research project, dates of participation, major hypotheses or objectives of the project, and	
licensee's role in the project. 7) Grants	
A) Development of a grant proposal.	
B) A licensee may earn credit for hours working on a grant proposal for a maximum of 12 hours pe	or
renewal period.	CI
C) Documentation includes name of grant proposal, name of grant source, purpose and objectives	s of
the project, and verification from the grant author regarding licensee's role in the development	
the project, and verification from the grant author regarding licensee's role in the development	. Oi
8) Professional meetings and activities	
A) Participation in board or committee work with agencies or organizations in professionally related	he
areas to promote and enhance the practice of occupational therapy.	-u
B) A licensee may earn 2 hours per appointment on a committee or board for one year for a maxi	imum
of 8 hours per renewal period.	iiiluiil
C) Documentation includes name of committee or board, name of agency or organization, purpos	se of
service, and description of licensee's role. Participation must be validated by an officer or	oc Oi
representative of the organization or committee.	
9) Advanced competence recognition/specialty certification	
A) Advanced recognition and/or specialty certification from a nationally recognized certifying body	/ Or
Ay Advanced recognition and/or specialty certification from a nationally recognized certifying body	, 01

approved provider.

- B) A licensee may earn 12 contact hours for each advanced competence recognition or specialty certification credential earned.
- C) Documentation includes certificate of completion or other documentation that identifies satisfactory completion of requirements for obtaining advanced competence or specialty certification.
- c) Continuing Education Sponsors and Programs
  - 1) Approved sponsor, as used in this Section, shall mean:
    - A) American Occupational Therapy Association (AOTA) and its affiliates;
    - B)American Physical Therapy Association and the Illinois Physical Therapy Association;
    - C) AOTA Approved Providers;
    - D) American Speech and Hearing Association and the Illinois Speech and Hearing Association;
    - E) American Medical Association and the Illinois State Medical Society and their affiliates;
    - F) Accredited Colleges and Universities;
    - G) American Society of Hand Therapists;
    - H) Any other person, firm, association, corporation, or group that has been approved and authorized by the Division pursuant to subsection (c)(2) upon the recommendation of the Board to coordinate and present CE courses or programs.
  - 2) Entities seeking a license as a CE sponsor pursuant to subsection (c)(1)(F) shall file a sponsor application, along with the required fee set forth in Section 1315.130. (State agencies, State colleges and State universities in Illinois shall be exempt from paying this fee.) The applicant shall certify to the following:
  - A) That all courses and programs offered by the sponsor for CE credit will comply with the criteria in subsection (c) and all other criteria in this Section. The applicant shall be required to submit a sample 3 hour CE program with course materials, presenter qualifications and course outline for review prior to being approved as a CE sponsor;
  - B) That the sponsor will be responsible for verifying attendance at each course or program, and provide a certification of attendance as set forth in subsection (c)(7); and
  - C) That, upon request by the Division, the sponsor will submit evidence necessary to establish compliance with this Section. This evidence shall be required when the Division has reason to believe that there is not full compliance with the statute and this Part and that this information is necessary to ensure compliance.
  - 3) Each sponsor shall submit by December 31 of each odd numbered year a sponsor application along with the renewal fee set forth in Section 1315.130. With the application, the sponsor shall be required to submit to the Division a list of all courses and programs offered in the prerenewal period, which includes a course description and location, date and time the course was offered.
  - 4) Each CE program shall provide a mechanism for written evaluation of the program and instructor by the participants. The evaluation forms shall be kept for 5 years and shall be made available to the Division upon written request.
  - 5) All courses and programs shall:
    - A) Contribute to the advancement, extension and enhancement of professional clinical skills and scientific knowledge in the practice of occupational therapy;
    - B) Provide experiences that contain scientific integrity, relevant subject matter and course

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- C) Be developed and presented by persons with education and/or experience in the subject matter of the program.
- All programs given by approved sponsors shall be open to all licensees-and not be limited to the members of a single organization or group and shall specify the number of CE hours that may be applied toward Illinois CE requirements for licensure renewal.
- 7) Certificate of Attendance
  - A) It shall be the responsibility of the sponsor to provide each participant in a program with a certificate of attendance signed by the sponsor. The sponsor's certificate of attendance shall contain:
    - The name and address of the sponsor;
    - ii) The name and address of the participant and his/her license number;
    - iii) A detailed statement of the subject matter;
    - iv) The number of hours actually attended in each topic;
    - v) The date of the program; and
    - vi) Signature of the sponsor.
  - B) The sponsor shall maintain these records for not less than 5 years.
- 8) The sponsor shall be responsible for assuring verified continued attendance at each program. No renewal applicant shall receive credit for time not actually spent attending the program.
- Upon the failure of a sponsor to comply with any of the foregoing requirements, the Division, after notice to the sponsor and hearing before and recommendation by the Board pursuant to the Administrative Hearing Rules (see 68 III. Adm. Code 1110), shall thereafter refuse to accept CE credit for attendance at or participation in any of that sponsor's CE programs until the Division receives reasonably satisfactory assurances of compliance with this Section.
- d) Continuing Education Earned in Other Jurisdictions
  - If a licensee has earned CE hours in another jurisdiction from a nonapproved sponsor for which he/she will be claiming credit toward full compliance in Illinois, that applicant shall submit an application along with a \$20 processing fee prior to taking the program or 90 days prior to the expiration date of the license. The Board shall review and recommend approval or disapproval of this program using the criteria set forth in this Section.
  - 2) If a licensee fails to submit an out-of-state CE approval form within the required time, late approval may be obtained by submitting the application with the \$20 processing fee plus a \$10 per hour late fee not to exceed \$150. The Board shall review and recommend approval or disapproval of this program using the criteria set forth in this Section.
- e) Certification of Compliance with CE Requirements
  - Each renewal applicant shall certify, on the renewal application, full compliance with CE requirements set forth in subsection (a).
  - 2) The Division may require additional evidence demonstrating compliance with the CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance.
  - When there appears to be a lack of compliance with CE requirements, an applicant will be notified and may request an interview with the Board, at which time the Board may recommend that steps be taken to begin formal disciplinary proceedings as required by Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65].

Indiana III  (See footnote at end of document) ← no longer relevant???	f) Waiver of CE Requirements  1) Any renewal applicant seeking renewal of his/her license without having fully complied with these CE requirements shall file with the Division a renewal application, the renewal fee set forth in Section 1315.130, a statement setting forth the facts concerning the non-compliance, and a request for waiver of the CE requirements on the basis of these facts. If the Division, you not the written commendation of the Board, finds from the affidavit or any other evidence submitted that good cause has been shown for granting a waiver, the Division shall waive enforcement of these requirements for the renewal period for which the applicable prerenewal period because of:  2) Good cause shall be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable prerenewal period because of:  A) Full-time service in the armed forces of the United States of America during a substantial part of such period; or  B) Extreme hardship, which shall be determined on an individual basis by the Board and shall be limited to documentation of:  i) An incapacitating illness documented by a currently licensed physician; ii) A physical inability to travel to the sites of approved programs; or iii) Any other similar extenuating circumstances.  3) If an interview with the Board is requested at the time the request for the waiver is filed with the Division, the renewal applicant shall be given at least 20 days written notice of the date, time and place of the interview by certified mail, return receipt requested.  4) Any renewal applicant who submits a request for waiver pursuant to subsection (f)(1) shall be deemed to be in good standing until the Division's final decision on the application has been made.   Statute:  IC 25-23.5-2-5 Duties of committee Sec. 5. The committee Shall: (1) consider the qualifications of persons who apply for licenses under this article; (2) provide for examinations required under this article; (3) license qualified persons; (4) propose rule
	certificate for an occupational therapy assistant; and (C) administration of this article; and (5) recommend to the board the amounts of fees required under this article.  Regulation:
	844 IAC 10-7-1 Continuing competency requirements  Sec. 1. (a) Eighteen (18) hours of continuing competency are required for license renewal.  (b) Programs that have not been approved under this article will not be accepted as credit for license renewal.

- (c) Continuing competency hours:
  - (1) must be obtained within the biennial renewal period; and
  - (2) may not be carried over from one (1) licensure period to another.
- (d) If a license or certificate is valid for less than twelve (12) months, no continuing competency is required for renewal. If the license or certificate is valid for twelve (12) to twenty-four (24) months, nine (9) hours of continuing competency is required for renewal.
- (e) Audits for compliance with continuing competency requirements and actions regarding noncompliance will be conducted as provided for in IC 25-1-4.

#### 844 IAC 10-7-2 Responsibilities of licensees

Sec. 2. A license or certificate holder must do the following:

- (1) Certify completion of continuing competency required by this rule at the time of license renewal.
- (2) Retain verification of completion of continuing competency required by this rule for three (3) years after the last renewal date.
- (3) Present verification of completion of continuing competency required by this rule at the request of the committee.

#### 844 IAC 10-7-3 License period; number of hours required

- Sec. 3. (a) During each two (2) year license period, an occupational therapist or occupational therapy assistant must complete at least eighteen (18) hours of continuing competency of which at least nine (9) hours must be in category I courses.
- (b) An occupational therapist or occupational therapy assistant may not earn more than nine (9) category II credit hours towards the requirements under this section.
- (c) All eighteen (18) hours of the continuing competency requirements may be obtained through distance learning methods.

# 844 IAC 10-7-4 "Category I continuing competency courses" and "category II continuing competency activities" defined Sec. 4. (a) As used in this rule, "category I continuing competency courses" includes the following and must be at least one (1) contact hour in length:

- (1) Formally organized courses.
- (2) Workshops.
- (3) Seminars.
- (4) Symposia.
- (5) Home study programs, including approved online or web-based, audio, and video instructional programs.
- (6) Undergraduate or graduate courses from an accredited institution related to the management, practice, and education of occupational therapy.
- (b) As used in this rule, "category II continuing competency activities" includes the following:
- (1) Publications of books, articles, or films related to practice, management, or education of occupational therapy. A maximum of five (5) contact hours will be awarded under this subdivision.
- (2) Preparation for teaching a course in occupational therapy in an accredited program. A maximum of six (6) contact hours will be awarded under this subdivision.
- (3) Supervision of fieldwork for Level I and Level II students. One (1) contact hour will be awarded for every thirty-two (32) hours of supervision with a maximum of six (6) contact hours.
- (4) In-house or in-service seminars specifically designed for training or teaching.
- (5) Actively participating with professional organizations as an officer or committee chairperson.
- (6) Supervising occupational therapy students when doing their observational hours as a pre-OT student applicant.

(7) Research activities other than publications and presentations.

#### 844 IAC 10-7-5 Approved organizations; standards for approval

- Sec. 5. (a) In addition to those approved organizations approved under IC 25-1-4-0.2, the following organizations are approved organizations for the purpose of sponsoring continuing competency courses without making further application to the committee:
  - (1) American Occupational Therapy Association or AOTA approved providers.
  - (2) National Board for Certification in Occupational Therapy.
  - (3) Indiana Occupational Therapy Association or IOTA approved providers.
- (b) Continuing education courses offered by accredited colleges are acceptable for purposes of this rule if the course content is designed to directly enhance the practitioner's knowledge and skill in providing services relevant to the practice of occupational therapy. The following conversion will be used for this type of credit:
  - (1) One (1) semester hour equals fifteen (15) contact hours.
  - (2) One (1) quarter hour equals ten (10) contact hours.
- (c) The committee will approve continuing competency activities if it determines that it:
  - (1) contributes directly to professional competency;
  - (2) relates directly to the practice or management of education of occupational therapy practitioners; and
  - (3) is conducted by individuals who have demonstrated expertise in the subject matter of the program.
    - (A) Prior approval by the committee is not required.
    - (B) Proof of content shall be demonstrated by the original workshop or conference brochure, agenda, notes, or materials given to participants during the presentations.

#### 844 IAC 10-7-6 Application for approval as continuing education sponsor

- Sec. 6. (a) Individuals or organizations applying for approval as sponsors of category I continuing competency courses must submit a written application for approval at least thirty (30) days prior to the date of the individual's or organization's presentation of a program for continuing competency credit. Programs presented:
  - (1) prior to the receipt of approval; or
  - (2) after the withdrawal or termination of approval of the individual or organization; by the committee shall not count toward continuing competency requirements.
- (b) The written request for approval shall include the following:
  - (1) The name of the sponsoring individual or organization.
  - (2) The address and telephone number of the individual or organization.
  - (3) The following for organizations:
    - (A) A description of the specific purposes for which the organization was formed.
    - (B) For each individual in the organization with direct responsibility for the training activities of the organization, a vita or resume listing all educational and relevant work experience.
  - (4) For individuals, a vita or resume listing all educational and relevant work experience.
  - (5) A list of each educational program presented or sponsored by the individual or organization for one (1) year prior to the date of the request for approval.
  - (6) For each program listed under subdivision (5), the following:
    - (A) The date and location of the program.
    - (B) A brief summary of the content of the program.
    - (C) The name and the academic and professional background of the lecturer.

- (D) The number of clock hours of continuing education credit granted by a state licensing or similar regulatory authority for the program.
- (7) A description of the course evaluation technique utilized for all educational programs.
- (8) A sample of the certificate awarded for the completion of all educational programs, if available.
- (9) A list of all programs anticipated to be presented or sponsored during the requested approval period, if available.
- (10) A description of the procedure to be utilized for monitoring and documenting attendance.
- (c) The individual or organization is responsible for monitoring attendance in such a way that verification of attendance throughout the program can be reliably assured.
- (d) Approval of the individual or organization will be valid for a maximum period of two (2) years. The individual or organization is responsible for applying to the committee for approval.

#### 844 IAC 10-7-7 Renewal; sworn statement

Sec. 7. An application for renewal of a license or certificate must contain a sworn statement by the licensee attesting that the continuing competency requirements as required by this section have been fulfilled.

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### Statute: IA Code § 272.2

#### 272C.2 Continuing education required.

- 1. Each licensing board shall require and issue rules for continuing education requirements as a condition to license renewal.
- **2.** The rules shall create continuing education requirements at a minimum level prescribed by each licensing board. These boards may also establish continuing education programs to assist a licensee in meeting such continuing education requirements. Such rules shall also:
  - a. Give due attention to the effect of continuing education requirements on interstate and international practice.
  - **b.** Place the responsibility for arrangement of financing of continuing education on the licensee, while allowing the board to receive any other available funds or resources that aid in supporting a continuing education program.
  - c. Attempt to express continuing education requirements in terms of uniform and widely recognized measurement units.
  - **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.
  - **e.** Not be implemented for the purpose of limiting the size of the profession or occupation.
  - f. Define the status of active and inactive licensure and establish appropriate guidelines for inactive licensee re-entry.
  - **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.
- **4.** A person licensed to practice an occupation or profession in this state shall be deemed to have complied with the continuing education requirements of this state during periods that the person serves honorably on active duty in the military services, or for periods that the person is a resident of another state or district having a continuing education requirement for the occupation or profession and meets all requirements of that state or district for practice therein, or for periods that the person is a government employee working in the person's licensed specialty and assigned to duty outside of the United States, or for other periods of active practice and absence from the state approved by the appropriate board of examiners.

### Regulation: IA State Reg 645-207.2(272C)

#### Continuing education requirements.

**207.2(1)** The biennial continuing education compliance period shall extend for a two-year period that begins on the sixteenth day of the licensee's birth month and ends two years later on the fifteenth day of the birth month.

- **a.** Requirements for occupational therapist licensees. Each biennium, each person who is licensed to practice as an occupational therapist in this state shall be required to complete a minimum of 30 hours of continuing education approved by the board; a minimum of 15 hours shall be clinical in nature.
- **b.** Requirements for occupational therapy assistant licensees. Each biennium, each person who is licensed to practice as an occupational therapy assistant in this state shall be required to complete a minimum of 15 hours of continuing education approved by the board; a minimum of 8 hours shall be clinical in nature.
- **207.2(2)** Requirements of new licensees. Those persons licensed for the first time shall not be required to complete continuing education as a prerequisite for the first renewal of their licenses. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used. The new licensee will be required to complete a minimum of 30 hours of continuing education per biennium for occupational therapists and 15 hours for occupational therapy assistants each subsequent license renewal.
- **207.2(3)** Hours of continuing education credit may be obtained by attending and participating in a continuing education activity. These hours must be in accordance with these rules.
- **207.2(4)** With the exception of continuing education hours obtained by new licensees, no hours of continuing education shall be carried over into the next biennium. A licensee whose license was reactivated during the current renewal compliance period may use continuing education earned during the compliance period for the first renewal following reactivation.
- **207.2(5)** It is the responsibility of each licensee to finance the cost of continuing education.

#### 645—207.3(148B,272C) Standards.

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

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

### 207.3(2) Specific criteria.

a. Licensees may obtain continuing education hours of credit by attending workshops, conferences, symposiums, electronically

transmitted, live interactive conferences, and academic courses which relate directly to the professional competency of the licensee. Official transcripts indicating successful completion of academic courses which apply to the field of occupational therapy will be necessary in order to receive the following continuing education credits:

- 1 academic semester hour = 15 continuing education hours of credit
- 1 academic trimester hour = 12 continuing education hours of credit
- 1 academic guarter hour = 10 continuing education hours of credit
- **b.** Licensees may obtain continuing education hours of credit by teaching in an approved college, university, or graduate school. The licensee may receive credit on a one-time basis for the first offering of a course.
- **c.** Continuing education hours of credit may be granted for any of the following activities not to exceed a maximum combined total of 15 hours for an occupational therapist licensee and 8 hours for an occupational therapy assistant licensee:
  - (1) Presenting professional programs which meet the criteria listed in this rule. Two hours of credit will be awarded for each hour of presentation. A course schedule or brochure must be maintained for audit.
  - (2) Authoring research or other activities, the results of which are published in a recognized professional publication. The licensee shall receive 5 hours of credit per page.
  - (3) Viewing videotaped presentations and electronically transmitted material that have a postcourse test if the following criteria are met:
    - 1. There is a sponsoring group or agency;
    - 2. There is a facilitator or program official present;
    - 3. The program official is not the only attendee; and
    - **4**. The program meets all the criteria specified in this rule.
  - (4) Participating in home study courses that have a certificate of completion and a postcourse test.
  - (5) Participating in courses that have business-related topics: marketing, time management, government regulations, and other like topics.
  - **(6)** Participating in courses that have personal skills topics: career burnout, communication skills, human relations, and other like topics.
  - (7) Participating in courses that have general health topics: clinical research, CPR, child abuse reporting, and other like topics.

## Kansas

Statute: KS Stat §65-5412

### 65-5412. Expiration of license; renewal; suspension; reinstatement; fees.

- (a) Licenses issued under this act shall expire on the date of expiration established by rules and regulations of the board unless renewed in the manner prescribed by the board. The request for renewal shall be accompanied by the license renewal fee established pursuant to K.S.A. 65-5409, and amendments thereto. The board may establish additional requirements for licensure renewal which provide evidence of continued competency.
- **(c)** Any license canceled for failure to renew as herein provided may be reinstated upon recommendation of the board and upon payment of the renewal fee and the reinstatement fee and upon submitting evidence of satisfactory completion of any applicable continuing education requirements established by the board. The board shall adopt rules and regulations establishing appropriate continuing education requirements for reinstatement of licenses canceled for failure to renew.

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

K.A.R. 100-54-7. Continuing education; license renewal.

- (a) (1) Each licensee shall submit evidence of completing a minimum of 40 contact hours of continuing education during the preceding two calendar years. Evidence of this attainment shall be submitted before or with the application for renewal in each odd-numbered year.
- (2) No evidence of continuing education shall be required for license renewal in even-numbered years.
- (b) A licensee initially licensed within one year of a renewal date when evidence of continuing education must be submitted shall not be required to submit evidence of satisfactory completion of a program of continuing education required by paragraph (a)(1) for that first renewal period. Each licensee who was initially licensed or whose license has been reinstated for more than one year but fewer than two years from a renewal date when continuing education required by paragraph (a)(1) must be submitted shall be required to submit evidence of satisfactory completion of at least 20 contact hours of continuing education.
- (c) Any licensee who cannot meet the requirements of paragraph (a) (1) or subsection (b) may request an extension from the board. The request shall include a plan for completion of the continuing education requirements within the requested extension period. An extension of not more than six months may be granted by the board for good cause shown.
- (d) A contact hour shall consist of 60 minutes of instruction.
- (e) The content of the continuing education classes or literature shall be related to the field of occupational therapy or similar areas.
- (f) Each licensee shall acquire continuing education from the classes of education experiences defined in subsection (g). The licensee shall acquire a minimum of 30 contact hours from class I, class IV, or class V. A maximum of 20 contact hours may be acquired from class I as defined in paragraph (g)(1)(G). A maximum of eight contact hours may be acquired from class II. A maximum of 30 contact hours may be acquired from class V. A maximum of 10 contact hours may be acquired from class VI.
- (g) Continuing education experiences shall be classified as follows.
  - (1) Class I-Attendance at or participation in an education presentation. Class I continuing education experiences shall include the following types of education offerings.
    - (A) Lectures. A "lecture" means a discourse given for instruction before an audience or through a teleconference.
    - **(B)** Panels. A "panel" means the presentation of a number of views by several professional individuals on a given subject, with none of the views considered a final solution.
    - (c) Workshops. A "workshop" means a series of meetings designed for intensive study, work, or discussion in a specific field of interest.
    - (d) Seminars. A "seminar" means directed advanced study or discussion in a specific field of interest.
    - **(e)** Symposiums. A "symposium" means a conference of more than a single session organized for the purpose of discussing a specific subject from various viewpoints and presented by various speakers.
    - **(f)** College or university courses. Ten contact hours shall be given for each college credit hour with a grade of at least "C" or a "pass" in a pass/fail course.
    - **(g)** Other courses. An "other course" means a home study, correspondence, audio, video, or internet course for which the provider of the activity evaluates the licensee's knowledge of the subject matter presented in the continuing education activity.
  - (2) Class II-Inservice training. A maximum of four contact hours may be given for attending inservice training. A maximum of four contact hours may be given for instructing the inservice training, but no additional hours shall be acquired for attending that particular inservice training.
  - (3) Class III-Professional reading. A maximum of two contact hours may be given for reading professional literature, whether printed or provided by audiotapes, videotapes, or electronic media.
  - (4) Class IV-Professional publication. The maximum number of contact hours that may be given for professional

publication shall be as follows:

- (A) 30 hours for publication of a book or original paper; and
- **(B)** 15 hours for a review paper, case report, abstract, or book review.
- (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.
- **(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 fieldwork 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.
- (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.

#### K.A.R. 100-54-8. Continuing education; expired, canceled, and revoked licenses.

- (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.
- (b) Each applicant who wishes to reinstate a license that has been canceled shall submit proof of continuing education as follows:
  - (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.
  - (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.
  - (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.
  - (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.
  - (5) If the time since the license was canceled has been at least three years or the applicant has not held an active license in another state that has licensing and continuing education requirements at least as strict as those of Kansas, the applicant shall complete an educational program related to continued competency based on a written recommendation by the occupational therapist council and approved by the board.
- **(c)** An occupational therapist or an occupational therapy assistant whose license has been reinstated within one year of a renewal date when evidence of continuing education must be submitted shall not be required to submit evidence of satisfactory completion of a program of continuing education for that first renewal period. Each licensee whose license has been reinstated for more than one year but less than two years from a renewal date when continuing education must be submitted shall be required to submit evidence of satisfactory completion of at least 20 contact hours of continuing education.
- (d) Each applicant seeking reinstatement of a revoked license shall be required to successfully complete a program approved by the board.

## Kentucky

Statute: KY Rev Stat §319A.160

(2) The board may set a required number of continuing education units for license renewal.

Regulation: 201KY Admin Regs 28:200

#### 201 KAR 28:200. Continuing competence.

RELATES TO: KRS 319A.070(3)(d), 319A.160 STATUTORY AUTHORITY: KRS 319A.070(3) (a)NECESSITY, FUNCTION, AND CONFORMITY: KRS 319A.070(3) allows the board to set forth the requirements for continuing competence. This administrative regulation sets forth the requirements for licensees to demonstrate continuing competence.

#### Section 1. Definitions.

- (1) "Continuing competence" means a dynamic, multidimensional process to develop and maintain the knowledge, skills, interpersonal abilities and critical and ethical reasoning necessary to perform occupational therapy professional responsibilities.
- (2) "Continuing competence unit" means an assigned unit of measure for each continuing competence activity for which the values are given in Section (5) of this administrative regulation.
- (3) "Contact hour" means sixty (60) minutes engaged in a learning activity, excluding meals, breaks, and registration.
- (4) "CCU" means continuing competence unit.

#### Section 2. Continuing Competence Requirements.

- (1) A licensee applying for license renewal shall complete a minimum of twelve (12) CCUs of qualified activities for maintaining continuing competence during the preceding annual renewal period.
- (2) A licensee who is issued a license for a period less than twelve (12) months shall prorate the number of CCUs to one (1) CCU for each month licensed.
- (3) An applicant for reinstatement or licensure who was previously licensed by the board and whose license has been put on inactive status, revoked, or expired for three (3) years or less from the time the application is filed shall obtain twelve (12) CCUs of qualified activities for maintaining continuing competence for each year in which the license has been in the status prior to receiving the license.
- (4) An applicant for licensure who was previously licensed by the board and whose license has lapsed for more than three (3) years shall obtain thirty-six (36) CCUs of qualified activities for maintaining continuing competence.

### **Section 3. Qualified Activities for Maintaining Continuing Competence.**

The following activities qualify for the continuing competence requirements of this administrative regulation:

- (1) Continuing education courses.
  - (a) A licensee may earn one (1) CCU for each contact hour in continuing education courses including workshops, seminars, conferences, electronic courses, or self-study courses.
  - (b) Documentation for this activity shall include a certificate of completion or similar documentation including:
    - 1. Name of course, date, and the author or instructor;
    - 2. Name of sponsoring organization and the location of the course; and
    - 3. The number of contact hours attended.
- (2) Employer provided in-service training.

- (a) A licensee may earn one (1) CCU for each contact hour of in-service training provided to the licensee by the licensee's employer.
- **(b)** No more than six (6) CCUs of employer-provided training may be counted towards the total number of required CCUs.
- **(c)** Training that deals with issues completely unrelated to the practice of occupational therapy shall not be counted toward the continuing competence requirements.
- (d) Documentation for this activity shall include a certificate of completion or similar documentation including:
  - 1. Name of course, date, and the instructor;
  - 2. Name of providing organization and the location of the course; and
  - **3.** The number of contact hours attended. In-service training is structured training that is offered to an employee and that is intended to maintain or enhance the employee's job performance or to meet requirements that are imposed on the employer by a credentialing body.
- **(e)** In-service training is structured training that is offered to an employee and that is intended to maintain or enhance the employee's job performance or to meet requirements that are imposed on the employer by a credentialing body.
- (3) Academic coursework.
  - (a) Participation in on-site or distance learning academic courses from a university, college, or vocational technical adult education course related to the practice of occupational therapy shall be counted towards the requirements of this administrative regulation.
  - (b) A licensee may earn six (6) CCUs per credit hour.
  - (c) Documentation for this activity shall include:
    - **1.** An official transcript indicating successful completion of the course and the date on which the course was taken; and
    - 2. A description of the course from the school catalogue or course syllabus
- (4) Independent study.
  - (a) Independent study may includes reading books, journal articles, reviewing videos, and activities of a similar nature.
  - (b) A licensee may earn one (1) CCU for one (1) contact hour spent in an independent study activity.
  - (c) Documentation for this activity shall include:
    - 1. Title, author, and publisher of the material;
    - **2.** The time spent on the material;
    - 3. The date of completion; and
    - **4.** A statement that describes how the activity relates to a licensee's current or anticipated roles and responsibilities.
  - (d) No more than six (6) CCUs from this category shall be counted toward the total
- (5) Mentorship.
  - (a) Credit may be earned by each participant in a formalized mentorship agreement defined by a signed contract between the mentor and mentee that outlines specific goals and objectives and designates the plan of activities for the participants.
  - **(b)** A licensee may earn one (1) CCU for five (5) contact hours spent in activities directly related to achievement of goals and objectives under a mentorship agreement.
  - **(c)** Documentation for this activity shall include:
    - 1. The name of mentor and mentee;
    - 2. A copy of a signed agreement;

- 3. The dates, hours spent and focus of mentorship activities; and
- **4.** A statement outlining the outcomes of mentorship agreement.
- (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.
- (7) Professional writing.
  - (a) Credit may be earned by the publication of a book, chapter, or article.
  - **(b)** A licensee may earn:
    - 1. Twelve (12) CCUs as an author of a book;
    - 2. Six (6) CCUs as an editor of a book;
    - **3.** Six (6) CCUs as author of a chapter;
    - 4. Four (4) CCUs as author of a peer reviewed article;
    - 5. Two (2) CCUs as author of a nonpeer reviewed article;
  - (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.
- (8) Professional presentations and instruction.
  - (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.
  - (b) A licensee may earn two (2) CCUs for each hour of credit that is awarded for an activity.
  - (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.
- (9) Research.
  - (a) Credit may be earned for the development of or participation in extensive scholarly research activities or extensive outcome studies.
  - (b) A licensee may earn one (1) CCU for one contact hour spent working on a research project.
  - (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.
- (10) Grants.
  - (a) Credit may be earned for the development of a grant proposal.
  - (b) A licensee may earn one (1) CCU for one contact hour spent working on a grant proposal.
  - (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.
- (11) Professional meetings and activities.
  - (a) Participation in board or committee work with agencies or organizations in professionally related areas to promote and enhance the practice of occupational therapy may be counted toward the requirements of this administrative regulation.
  - (b) A licensee may earn one (1) CCU for five (5) contact hours on a committee or board.
  - (c) Documentation for this activity shall include:

- 1. The name of the committee or board, name of the agency or organization, purpose of service, and description of licensee's role; and
- 2. The participation shall be validated by an officer or representative of the organization or committee.
- (d) No more than six (6) CCUs from this category shall be counted toward the total.
- (12) Specialty certifications.
  - (a) The board shall recognize completion of activities that result in an advanced competence credential or specialty certification earned or recertified during the current renewal period.
  - **(b)** A licensee may earn up to twelve (12) CCUs for each advanced competence recognition or specialty certification credential earned or recertified during a renewal period.
  - (c) Documentation for this activity shall include a certificate of completion that identifies satisfactory completion of requirements for obtaining advanced competence recognition or specialty certification.
- (13) Continuing competence plan.
  - (a) A licensee may earn two (2) CCUs for completion of activities related to the development and implementation of a continuing competence plan for professional development.
  - **(b)** Documentation for this activity shall include a signed document by the licensee attesting to the fact that he or she has used a formal assessment process which included the establishment of professional development goals and objectives and a portfolio approach to organize and document continuing competence activities related to the licensee's plan.
- (14) Volunteer services.
  - (a) Credit may be earned by participation in volunteer services performed for organizations, populations, or individuals if the services maintain or enhance the licensee's competence in professional skills in the practice of occupational therapy.
  - **(b)** A licensee may earn one (1) CCU for each five (5) contact hours.
  - **(c)** Documentation for this activity shall include verification letter from organizations and report of outcomes of services provided.
  - (d) No more than six (6) CCUs from this category shall be counted toward the total.

### Section 4. Approval of Courses for Continuing Education Credit under Section 3(1) of this administrative regulation.

- (1) A continuing education course shall be current in subject matter and relevant to the practice of occupational therapy.
- (2) A continuing education course under Section 3(1) of this administrative regulation shall qualify for credit under this administrative regulation if it is approved by one of the following methods:
  - (a) The board shall approve a course or provider of a course that is administered or approved by:
    - 1. A recognized national, state, or local occupational therapy association;
    - 2. An accredited health care organization or facility; or
    - **3.** An accredited college or university.
  - **(b)** A continuing education course provider who does not come within the provisions of paragraph (a) of this subsection shall submit the following information to the board at least ninety (90) days prior to the presentation of the course:
    - 1. A thorough course description;
    - 2. A statement of the projected learning outcomes;
    - 3. A statement of the target audience;
    - 4. The content focus of the course;
    - 5. A detailed agenda for the activity;
    - **6**. A statement of the number of contact hours requested;
    - 7. A listing of the presenters and their qualifications; and

	8. A sample of the certificate of completion awarded to successful attendees.
	(c) licensee who does not come within the provisions of paragraph (a) or (b) of this subsection shall submit to the
	following information to the board:
	1. A thorough course description;
	2. A statement of the achieved learning outcomes;
	3. The content focus of the course;
	4. A detailed agenda for the activity;
	5. A statement of the number of contact hours requested;
	6. A listing of the presenters and their qualifications; and
	7. A sample of the certificate of completion awarded to successful attendees.
	Section 5. Waiver of Requirements.
	Under extenuating circumstances, the board may waive all or part of the continuing competence activity requirements of this
	administrative regulations if an occupational therapist or occupational therapy assistant submits written request for a waiver and
	provides evidence to the satisfaction of the board of an illness, injury, family hardship, active military service, or other similar
	extenuating circumstance which precluded the individual's completion of the requirements on a case-by-case basis.
	Section 6. Documentation and Reporting Procedures.
	(1) A licensee shall maintain the required proof of completion for each continuing competence activity as specified in
	these administrative regulations.
	(2) The required documentation shall be retained by the licensee for a minimum of one (1) year following the last day of
	the license renewal period for which the continuing competence activities were earned.
	(3) A licensee shall not send his or her continuing competence activity documentation to the board unless audited under
	Section 7 of this administrative regulation or otherwise requested by the board.
	Section 7. Audit of Continuing Competence Activities.
	(1) The board shall perform a random audit of up to ten (10) percent of all licensees who shall be required by the board to
	furnish documentation of the completion of the appropriate number of continuing education hours for the current renewal
	period.
	(2) A licensee who is audited shall respond to the audit within sixty (60) days of the date of the request.
	(3) A licensee who fails to comply with the continuing competence activity requirements of this administrative regulation
	may be subject to disciplinary action that may include suspension or revocation of license.
	Section 8. Other Provisions.
	(1) A licensee may not carry over continuing competence activity CCUs from one (1) licensure period to the next.
	(2) A licensee may not receive credit for completing the same continuing competence activity more than once.
	(30 Ky.R. 130; Am. 855; eff. 10-15-2003.
Louisiana	
Louisialia	Statute: LA Civ Code §3012

§3012. Renewal of license

- **A.** A license issued under this Chapter shall be subject to annual renewal and shall expire unless renewed in the manner prescribed by the policies of the board.
- **B. (1)** The board shall establish criteria on continuing education requirements for the retention or renewal of licenses in accordance with the Administrative Procedure Act; except that the report shall be submitted to the Senate and House of Representatives health and welfare committees for review purposes notwithstanding the provisions of R.S. 49:968(B). The board shall notify and consult with the association prior to the issuance or promulgation of such rules and regulations.
- (2) The licensee shall provide proof of continuing education to the board as provided in the criteria established pursuant to Paragraph (1) of this Subsection.
- (3) The continuing requirements shall not apply to individuals working as occupational therapists in state facilities or employed by a state agency.
- C. Late renewal may be obtained in accordance with the established policies of the board.
- **D.** Renewal of a license which expired while the license was under suspension can occur only after the completion of the suspension.

Regulation: LA Reg 1963-79

#### Subchapter H. Continuing Professional Education

#### §1963. Scope of Subchapter

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

### §1965. Continuing Professional Education Requirement

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

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

### §1967. Qualifying Continuing Professional Education Programs

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

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

- **B.** Self-study or independent study, to be acceptable as qualified continuing professional education under these rules, shall be sponsored or offered by the AOTA, by an AOTA approved provider, or the LOTA.
- **C.** A licensee may earn hour for hour continuing education units (up to a maximum of 5 hours per year) for initial presentations, workshops and institutes presented by the licensee when documented by an official program, schedule or syllabus containing title, date, hours and type of audience.
- **D.** A licensee may earn continuing education units (up to a maximum of 5 hours per year) for publications appearing in a peer-reviewed professional journal, a book on theory/practice of occupational therapy, or chapter(s) in a book. Documentation shall consist of the full reference of the publication including, title, author, editor and date of publication or, if not yet published, a copy of a letter of acceptance for publication.
- **E.** None of the following programs, seminars, or activities shall be deemed to qualify as acceptable CPE programs under these rules:
  - 1. any program, seminar or activity not meeting the standards prescribed by §1967.A.-D;
  - 2. any program, presentation, seminar, or course of instruction not providing the participant an opportunity to ask questions or seek clarification of specific matters presented;
  - **3.** mentoring, training, or supervisory activities;
  - 4. holding office in professional or governmental organizations, agencies, or committees;
  - **5.** participation in case conferences or informal presentations;
  - **6.** writing articles for publications that are not peer-reviewed, writing grant applications, or developing or participating in research projects; or
  - 7. reading books or journals, viewing videos, or similar activities.

#### §1969. Approval of Program Sponsors

- **A.** Any program, course, seminar, workshop, or other activity meeting the standards prescribed by §1967.A sponsored or offered by the AOTA or the LOTA shall be presumptively deemed approved by the board for purposes of qualifying as an approved continuing professional education program under these rules.
- **B.** Upon the recommendation of the advisory committee, the board may designate additional organizations and entities whose programs, courses, seminars, workshops, or other activities shall be deemed approved by the board for purposes of qualifying as an approved continuing professional education program under §1967.A.

### §1971. Approval of Programs

- **A.** A continuing professional education program sponsored by an organization or entity not deemed approved by the board pursuant to §1969.A 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 therefor, upon a form supplied by the board, providing a complete description of the nature, location, date, content, and purpose of such program and such other information as the board or the advisory committee may request to establish the compliance of such program with the standards prescribed by §1967.A. Any such request for preapproval respecting a program which makes and collects a charge for attendance shall be accompanied by a nonrefundable processing fee of \$30.
- **B.** Any such written request shall be referred by the board to the advisory committee for its recommendation. If the advisory committee's recommendation is against approval, the board shall give notice of such recommendation to the person or organization requesting approval and such person or organization may appeal the advisory committee's recommendation to the board by written request delivered to the board within 10 days of such notice. The board's decision with respect to approval of any such activity shall be final. Persons and organizations requesting preapproval of continuing professional education programs

should allow not less than 60 days for such requests to be processed.

#### §1973. Documentation Procedure

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

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

#### §1975. Failure to Satisfy Continuing Professional Education Requirements

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

- 1. the applicant has satisfied the applicable continuing professional education requirements;
- 2. the applicant is exempt from such requirements pursuant to these rules; or
- **3.** the applicant's failure to satisfy the continuing professional education requirements was occasioned by disability, illness, or other good cause as may be determined by the board.
- **B.** The license of an occupational therapist or occupational therapy assistant whose license has expired by nonrenewal or has been revoked for failure to satisfy the continuing professional education requirements of these rules may be reinstated by the board upon written application to the board, accompanied by payment of a reinstatement fee, in addition to all other applicable fees and costs, of \$50, together with documentation and certification that:
  - **1.** the applicant has, during each year since the date on which the applicant's license lapsed, expired, or was revoked, completed 12 contact hours (1.2 CEUs) of qualifying continuing professional education and the following additional continuing professional education, as applicable:
    - **a.** if the application for reinstatement is made more than one year and less than three years following the date on which such license lapsed, expired, or was revoked, the applicant shall evidence completion of and additional six contact hours (0.6 CEU) of qualifying continuing professional education since the date on which the applicant's license lapsed, expired, or was revoked:
    - **b.** if the application for reinstatement is made more than three years and less than five years following the date on which such license lapsed, expired, or was revoked, the applicant shall evidence completion of and additional eight contact hours (0.8 CEU) of qualifying continuing professional education within the 12 months period preceding application for reinstatement;
    - **c.** if the application for reinstatement is made more than five years following the date on which such license lapsed, expired, or was revoked, the applicant shall evidence completion of an additional 10 contact hours (1.0 CEU) of

qualifying continuing professional education within the 12 months period preceding application for reinstatement; or **2**. the applicant has, within one year prior to making application for reinstatement, taken and successfully passed the recertification examination of the NBCOT.

#### §1977. Waiver of Requirements

**A.** The board may, in its discretion and upon the recommendation of the advisory committee, waive all or part of the continuing professional education required by these rules in favor of an occupational therapist or occupational therapy assistant who makes written request for such waiver to the board and evidences to the satisfaction of the board a permanent physical disability, illness, financial hardship, or other similar extenuating circumstances precluding the individual's satisfaction of the continuing professional education requirements.

### §1979. Exceptions to Continuing Professional Education Requirements

**A.** The continuing professional education requirements prescribed by this Subchapter as requisite to renewal of licensure shall not be applicable to:

- **1.** an occupational therapist or occupational therapy assistant employed exclusively by, or at an institution operated by, any department or agency of the state of Louisiana; or
- **2.** an occupational therapist or occupational therapy assistant who has held an initial Louisiana license on the basis of examination for a period of less than one year.

## **Maine**

Statute: 32 ME Rev Stat §2283

#### §2283. Renewal of license

1. Renewal. A license renewal fee as set under section 2285 must be paid by the licensee. Licenses issued under this chapter are subject to renewal and expire on the stated expiration date as determined by the commissioner. Any license not renewed by the designated renewal date automatically expires. Licenses may be renewed up to 90 days after the date of expiration upon payment of a late fee in addition to the renewal fee as set under section 2285. Any person who submits an application for renewal more than 90 days after the date of expiration is subject to all requirements governing new applicants under this chapter, except that the board, giving due consideration to the protection of the public, may waive examination if that renewal application is received, together with the late fee and renewal fee, within 2 years from the date of the expiration.

[ 2007, c. 402, Pt. L, §8 (RPR) .]

2. Inactive status.

[ 1991, c. 509, §16 (RP) .]

**3. Continuing education.** Each license renewal must be accompanied with evidence of continuing education as established by board rule.

Regulation: ME Code of Rules 02 477c006

SUMMARY: This chapter outlines the requirements for licensing renewal and for continuing professional education, establishes the hours of continuing education needed for renewal, defines the different categories of continuing education activities which will be accepted, and explains the approval process.

#### Section 1. RENEWAL PROCEDURE

1. All permanent licenses expire on March 31 of odd-numbered years.

- 2. A renewal notice will be sent to the last known address of the licensee. It is the responsibility of the licensee to notify the Board of any change in address. The renewal application, along with the renewal fee specified in Chapter 4, shall be returned to the Board no later than March 31 of odd-numbered years.
- 3. Documented continuing education, as described in Section 2 below, is required for license renewal.
- 4. Renewal of a temporary license is addressed in Chapter 3, Section 2(2).

#### Section 2.CONTINUING EDUCATION

- 1. Purpose: Occupational therapy practitioners are licensed in Maine to protect the public. The process of qualifying for licensure is intended to ensure that occupational therapy practitioners have both current knowledge and continuing competency for quality practice. Continuing education is a means of updating and upgrading knowledge and skills for practice. While education may also be pursued for other aspects of a licensee's work, the Board is concerned with occupational therapy competency. Therefore, education in areas such as management, computers, staff supervision, or safety training, etc. will not be accepted for continuing education credit. Continuing education for purposes connected with the maintenance of licensure shall be directly relevant and applicable to the practice of occupational therapy. It is the responsibility of the licensee to validate the relevancy/applicability to the practice of occupational therapy for any seminars, programs, or courses in question.
- **2.Definitions**: As used in these rules, unless the context otherwise indicates, the following terms have the following meanings:
  - **A.** Continuing education. "Continuing education" means learning experiences that are designed to promote the development of knowledge, skills and attitudes for the enhancement of occupational therapy clinical practice.
  - **B.** Continuing education unit. One (1) "continuing education unit," or "CEU," equals ten (10) contact hours of continuing education.
  - **C.** Contact hour. One (1) "contact hour" equals sixty (60) minutes of participation in continuing education.
  - **D.** Continuing education cycle. The "continuing education cycle" consists of a two (2)-year period beginning on January 1 of odd-numbered years and ending on December 31 of the following even-numbered year.

#### 3. Hours and Activities:

The licensee shall present evidence of having kept abreast of new information in the practice of occupational therapy through workshops, seminars, institutes, or other education, as described in paragraph D below. Subject to the exceptions contained in paragraphs A and B below, the minimum requirement shall be evidence of thirty-six (36) contact hours of study (equivalent to 3.6 CEUs), which shall be completed for every license renewal. This continuing education shall be earned within the continuing education cycle.

- **A**. If the initial occupational therapy license is issued in the first year of the biennium (odd numbered year), then eighteen (18) contact hours shall be required for that cycle.
- **B.** If the initial occupational therapy license is issued in the second year of the biennium (even-numbered year), then no contact hours shall be required for that cycle.
- **C.** Continuing education shall be directly relevant and applicable to the practice of occupational therapy. If the relevance of a course is not self-evident, then it is the responsibility of the licensee to supplement the documentation of continuing education with an explanation of how the course is relevant. Any requests by the Board for clarification may delay the issuance of the renewal license.
- **D.** The following categories or activities shall be accepted for license renewal:

#### (1) Academic Education

- (a) Verified by a transcript from an accredited school
- (b) Maximum: twenty-four (24) hours (2.4 CEUs)

#### (2) Workshops, institutes, conferences, seminars

- (a) Formal, organized learning experiences under the direction of a qualified instructor
- **(b)** Documented by a certificate of attendance
- (c) total workshop/conference must be 3 hours minimum. AOTA self-study program certificates of completion will be accepted in this category
- (e) Maximum: twenty-four (24) hours (2.4 CEUs)

### (3) Teaching

- (a) Documented by curriculum outline, copies of presentation, course description
- **(b)** Preparation and presentation for the first time of:
  - academic occupational therapy course
  - training workshop
  - professional seminar
  - presentation at a professional meeting
  - inservice
- (c) Does not include family/caregiver training on a specific client
- (d) 2 hours of preparation time shall be permitted for each 1 hour of presentation.
- (e)Maximum: twenty-four (24) hours (2.4. CEUs)

#### (4) Professional writing and/or research

- (a) Shall result in peer reviewed, edited publication
- (b) Verifiable evidence of publication (such as the title page, introduction, etc.) or verifiable evidence of acceptance for publication (such as the Letter of Acceptance for publication) shall be submitted
- (c) Preparation time shall be credited at time of submission of evidence
- (d) Maximum: twenty-four (24) hours (2.4 CEUs)

### (5) Inservice/work related education

- (a) Verifiable evidence (attendance sheet, certificate)
- (b) Inservice/work related education does not include:
  - employee orientations
  - routine staff meetings
  - safety instruction (example: CPR, personal safety, or fire safety)
  - family/caregiver training
- (c) Workshop submissions equal to, or less than, 3 hours' duration
- (d) Maximum: ten (10) hours (1.0 CEU)

### (6) Independent Study

- (a) Documented by title, author, journal/book, time spent and completion date
- (b) Includes study carried out individually through completion of:
  - books
  - journals
  - tapes
  - videotapes
  - self-study courses (including courses available on the internet)
- (c) Maximum: ten (10) hours (1.0 CEU)
- (7) Student Supervision

	(a) Documentation from the educational institution, including dates, student name and level
	(b) Includes supervision of Level II OT and/or OTA students
	(c) Five (5) hours (.5 CEU) per student
	(d) Maximum: Credit will be given for 2 students per biennium for ten (10) hours (1.0 CEU)
	4. Documentation
	A. CEU packets are sent out to licensees by September 1 of even-numbered years. If a CEU packet has not been
	received by September 30, the licensee should contact the Board office.
	NOTE: CEU packets are mailed to the licensee's last known address. The Board shall be notified in writing of
	address changes as they occur.
	B. The continuing education cycle ends on December 31 of even-numbered years.
	C. The CEU form shall be returned to the Board no later than January 15 of odd-numbered years (i.e., 2½ months prior to
	biennial license renewal).
	<b>D.</b> CEU forms shall be filled out completely, signed, and received by the Board no later than the January 15 deadline. All
	necessary documentation, evidence and explanations shall be included with the form. <i>Incomplete or unsigned</i>
	submissions will not be accepted and will be returned to the applicant. The licensee is advised to make personal
	copies of all materials submitted to the Board; original documents will not be returned.
	E. Continuing education documentation must be reviewed and accepted by the Board before a license will be renewed.
	<b>F.</b> Late submissions, the need to request further evidence of relevance, or incomplete documentation will cause delays
	which may result in lapse of licensure. Licensees whose licenses have lapsed as of March 31 of the renewal year
	cannot work as occupational therapy practitioners until a renewed license has actually been issued. Unlicensed
	practice of occupational therapy is subject to court action by the Attorney General and/or the Office of the District
	Attorney.
	5. Appeal
	Persons seeking to appeal a Board decision regarding credit for continuing education shall submit the request in writing
	within thirty (30) days after receiving notification of denial and shall include a copy of all pertinent materials.
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Maryland	Statute: § 10-311. Term and renewal of licenses
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	c) Application for renewal Except as otherwise provided in this title, before the license expires, the licensee periodically
	may renew it for an additional term, if the licensee:
	(2) Pays to the Board a renewal fee set by the Board; and
	(3) Submits to the Board:
	(i) A renewal application on the form that the Board requires; and
	(ii) Satisfactory evidence of compliance with any continuing competency requirements and other qualifications and
	requirements set under this section for license renewal.
	d) Continuing competency In addition to any other qualifications and requirements established by the Board, the Board
	may establish continuing competency requirements as a condition to the renewal of licenses under this section.
	e) Issuance of renewal The Board shall renew the license of each licensee who meets the requirements of this section.
	f) Grace period The Board shall renew the license of an occupational therapist or an occupational therapy assistant who
	has failed to renew the license for any reason if the occupational therapist or occupational therapy assistant:
	1) Applies for renewal within 30 days after the deadline for renewal;

- 2) Meets the renewal requirements of this section;
- 3) Pays to the Board the renewal fee set by the Board; and
- 4) Pays to the Board the late fee set by the Board.

Regulation: MD Code of Regs 10.46.04.03 – 10.46.04.07

#### Continuing Competency Requirements:

#### .03 Maintaining Records of Contact Hours.

- A. A licensee shall retain supporting documents relative to continuing competency requirements for a period of 4 years after the date of renewal for inspection by the Board. These documents may be audited by the Board at any time.
- B. A licensee shall retain physical agent modality documentation for the duration of the licensee's professional career in occupational therapy, in accordance with COMAR 10.46.06.
- C. At the time of licensure, renewal, reactivation, or reinstatement, a licensee shall attest to completion of the required contact hours during the specified time frame.
- D. A licensee's submission of any false statement regarding continuing competency requirements shall result in formal disciplinary action by the Board.
- E. A licensee's failure to substantiate contact hours upon request of the Board shall result in formal disciplinary action by the Board.

### .04 Licensure and Contact Hour Requirements.

- A. Time Frame.
  - (1) Licensure Time Frame. A license to practice occupational therapy or limited occupational therapy is valid for 1 year extending from July 1 to June 30 of the next year.
  - (2) Continuing Competency Time Frame. The period for completing continuing competency requirements for licensure renewal extends from January 1 to December 31 of the year before renewal.
  - (3) The licensee may not carry over contact hours from one continuing competency time frame to another without written consent from the Board.
- B. Requirements Regarding Contact Hours.
  - (1) The occupational therapist or occupational therapy assistant shall certify a minimum of 12 contact hours of competency activities obtained within the 1-year period preceding the application for licensure, reactivation, or reinstatement.
  - (2) The 12 contact hours referred to in §B(1) of this regulation shall consist of:
    - (a) A minimum of 8 contact hours related to occupational therapy principles and procedures; and
    - (b) A maximum of 4 contact hours through occupational therapy role-related activities.
  - (3) The occupational therapist or occupational therapy assistant shall provide the necessary documentation to the Board upon request.
- C. Exceptions.
- (1) Licensed Less Than 1 Year. An occupational therapist or an occupational therapy assistant who becomes licensed between July 1 and June 30, that is, has had a license less than 1 year before renewal, is exempt from continuing competency requirements for the first renewal period.
- (2) Requesting Licensure with 3 or More Years Lapse in Practice.
  - (a) When an applicant applies for licensure, renewal, reactivation, or reinstatement, and meets all requirements for licensure, renewal, reactivation, or reinstatement, but has not graduated from an accredited occupational therapy program or practiced

- occupational therapy within the past 3 years or more, the Board shall require verification of the applicant's efforts toward maintaining and updating occupational therapy clinical competency.
- (b) If an individual has been out of practice for between 3 and 8 years, the individual shall:
  - (i) Complete a Board-approved self-assessment;
- (ii) Complete a Board-approved professional development plan;
- (iii) Attend a minimum of 24 contact hours related to occupational therapy principles and procedures within the 24 months preceding application for licensure, renewal, reactivation, or reinstatement;
- (iv) Provide verification of a minimum of 30 hours of observation of service delivery, receipt of mentoring, or a combination of both with an actively licensed occupational therapist within the 24 months preceding application for licensure, renewal, reactivation, or reinstatement; and
- (v) Document completion of established goals and activities in occupational therapy with an actively licensed occupational therapist within the 24 months preceding application for licensure renewal, reactivation, or reinstatement.
- (c) If an individual has been out of practice for longer than 8 years, the individual shall:
- (i) Complete the requirements in §C(2)(b) of this regulation; and
- (ii) Provide verification of 6 additional contact hours related to occupational therapy principles and procedures.
- (3) Before the deadline to complete continuing competency, a licensee may request an extension to the specified time frame for completing continuing competency requirements by submitting:
  - (a) A letter of request;
  - (b) Documentation substantiating the basis of the request, for example, medical documentation; and
  - (c) A plan for completing the requirement.

#### .05 Approval of Contact Hour Programs.

- A. The Board preapproves contact hours provided by:
  - (1) The American Occupational Therapy Association (AOTA);
  - (2) The Maryland Occupational Therapy Association (MOTA); and
  - (3) AOTA-approved providers.
- B. Provider Procedures for Board Approval. A provider offering a program related to occupational therapy principles and procedures who wishes to obtain Board review of contact hours being offered to participants in the provider's programs shall submit to the Board at least 60 days in advance of the program:
  - (1) A contact hour approval request;
  - (2) An hour-by-hour agenda of the course;
  - (3) A course description;
  - (4) A description of the qualifications of the presenter or speaker, or both;
  - (5) A sample of the certificate of completion that will be provided to course participants; and
  - (6) A money order, check, or electronic payment in the amount of the course review fee established by the Board in COMAR 10.46.05.
- C. Upon review of the completed application, the Board shall notify the provider as to whether or not the program has been approved, and, if approved, the number of contact hours awarded.
- D. A provider shall furnish a certificate of completion to all participants, specifying the following information:
  - (1) Name of the participant;
  - (2) Name of the provider;
  - (3) Dates of the course and completion;

- (4) Title and location of the course:
- (5) Number of contact hours awarded by the Board; and
- (6) Signature of the provider or representative.
- E. Licensee Procedures for Board Approval. A licensee participating in a program related to occupational therapy principles and procedures who wishes to obtain Board approval of contact hours not previously reviewed shall submit to the Board the following materials:
  - (1) A contact hour approval request;
  - (2) An hour-by-hour agenda of the course;
  - (3) A course description;
  - (4) A description of the presenter's qualifications; and
  - (5) A sample of the certificate of completion that will be provided to course participants.
- F. Upon review of the completed application, the Board shall notify the licensee as to whether or not the course has been approved, and, if approved, the number of contact hours awarded.

#### .06 Continuing Competency Activities.

- A. A licensee may accrue contact hours by being involved in a broad variety of programs and activities to maintain professional competency.
- B. A minimum of 8 hours is required to be earned through continuing competencies related to occupational therapy principles and procedures.
- C. A maximum of 4 hours may be earned through occupational therapy role-related activities.
- D. Continuing competency activities that are approved by the Board include activities described in §E of this regulation in which the licensee may participate, present, or complete independently.
- E. Continuing Competency Activities—Specific Requirements.
  - (1) Workshops, Seminars, Conferences.
  - (a) A licensee may attend workshops, seminars, lectures, or professional conferences and receive 1 contact hour per 1 hour of attendance.
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 12 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.
  - (c) Documentation. The licensee shall provide:
    - (i) A continuing competency requirement compliance report; and
    - (ii) A certificate of completion.
  - (d) Additional Documentation. In addition to the requirements of §E(1)(c) of this regulation, for courses not preapproved, a licensee shall include the following additional documentation:
    - (i) The date, location, and hour-by-hour agenda of the course;
    - (ii) A course description;
    - (iii) A description of the presenter's qualifications; and
    - (iv) A certificate of completion.
  - (2) University, College, Adult Education Courses.
  - (a) A licensee may attend formal academic courses in occupational therapy or related topics at a university or college and receive 4 contact hours per credit hour earned.
  - (b) Every year, a licensee may apply a maximum of:

- (i) 12 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
- (ii) 4 hours toward the continuing competency option for role-related activities.
- (c) Documentation. The licensee shall provide:
- (i) A continuing competency requirement compliance report;
- (ii) An original, official transcript indicating successful completion of the course; and
- (iii) A description of the course from the school catalogue or course syllabus.
- (3) Fellowship Training.
  - (a) A licensee may attend fellowship training in a specific area and receive 12 contact hours (a minimum of 6 full-time weeks).
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 12 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.
- (c) Documentation. The licensee shall provide:
  - (i) A continuing competency requirement compliance report;
  - (ii) A certificate awarded from the accredited organization;
  - (iii) The dates of attendance; and
  - (iv) A description of the training.
- (4) Specialty Certification.
  - (a) A licensee may attain a specialty certification (for example, certified hand therapist) and receive 1 contact hour per 1 hour of education.
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 10 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.
  - (c) Documentation. The licensee shall provide:
    - (i) A continuing competency requirement compliance report; and
    - (ii) A certificate of completion.
- (5) Physical Agent Modalities (PAMS).
- (a) A licensee may participate by following the requirements for applying PAMS as set forth in COMAR 10.46.06.
- (b) Every year, a licensee may apply a maximum of:
  - (i) 12 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
  - (ii) 4 hours toward the continuing competency option for role-related activities.
- (c) Documentation. The licensee shall provide:
  - (i) A continuing competency requirement compliance report;
  - (ii) A certificate of completion;
  - (iii) An official grade report or transcript;
  - (iv) A course syllabus; and
  - (v) Written verification from the educator of five patient treatments.
- (6) Auditing.
  - (a) A licensee may audit formal occupational therapy academic course work and receive 4 contact hours per credit hour.
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 6 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.

- (c) Documentation. The licensee shall provide:
  - (i) A continuing competency requirement compliance report;
  - (ii) A letter from the instructor regarding the time spent in the classroom/lab from an accredited college/university; and
- (iii) A report by the licensee on the learning objectives accomplished.
- (7) Internet Learning.
  - (a) A licensee may participate in on-line courses and receive 1 contact hour per 1 hour of education.
- (b) Every year, a licensee may apply a maximum of:
  - (i) 8 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
- (ii) 4 hours toward the continuing competency option for role-related activities.
- (c) Documentation. The licensee shall provide:
  - (i) A continuing competency requirement compliance report;
  - (ii) An abstract of the content; and
  - (iii) Verification of course completion from the course provider.
- (8) Informal Self-Study.
  - (a) A licensee may participate through journal articles, or other reading opportunities with assessment, text books, video and audio tape, television, VCR, DVD, CD, seminars, workshops, and presentations and receive 1 contact hour per 1 hour of education.
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 6 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.
- (c) Documentation. The licensee shall provide:
  - (i) A continuing competency requirement compliance report;
  - (ii) An abstract of content from the provider; or
  - (iii) Verification of completion from the course provider.
- (9) In-Service Training.
  - (a) A licensee may attend an employer-provided occupational therapy in-service training program on principles, procedures, or occupational therapy related continuing education and receive 1 contact hour per 1 hour of education.
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 6 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.
  - (c) Documentation. The licensee shall provide:
    - (i) A continuing competency requirement compliance report;
    - (ii) The date, location, and hour-by-hour outline or abstract of content from the in-service provider;
    - (iii) The course description;
    - (iv) The presenter's qualifications; and
    - (v) Verification of participation from the in-service provider.
- (10) Mentoring.
- (a) A licensee may receive 1 contact hour per 4 hours of:
  - (i) Mentoring an occupational therapy colleague to improve the skills of the protege, including the role as disciplinary monitor:
  - (ii) Mentoring licensed occupational therapy professionals to improve their clinical skills;
  - (iii) Mentoring other health care professionals to improve staff clinical skills;

- (iv) Mentoring management/administrative/academic skills as an occupational therapy professional; or
- (v) Being mentored in a formally structured independent, concentrated, didactic or applied learning experience overseen by a mentor.
- (b) Every year, a licensee may apply a maximum of:
  - (i) 4 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
  - (ii) 4 hours toward the continuing competency option for role-related activities.
- (c) Documentation. The licensee shall provide:
  - (i) A continuing competency requirement compliance report; and
  - (ii) The goals, objectives, and analysis of performance.
- (11) Presentations by Licensee of Occupational Therapy Education Programs, Workshops, Seminars, and In-Services.
  - (a) A licensee may:
    - (i) Make presentations for local organizations, associations, or groups on an occupational therapy related topic;
    - (ii) Make professional presentations at state, national, or international workshops, seminars, or conferences; or
    - (iii) Provide professional in-service training or instruction for occupational therapists, occupational therapy assistants, or related professionals.
  - (b) Contact hours are earned at twice the amount of the actual presentation time.
  - (c) Every year, a licensee may apply a maximum of:
    - (i) 8 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.
  - (d) Documentation. The licensee shall provide:
    - (i) A continuing competency requirement compliance report;
    - (ii) An hour-by-hour schedule of the presentation; and
    - (iii) An announcement of the meeting, or letter of acknowledgement from the professional sponsoring the event, or both.
  - (e) Presentations of the content are credited only once per renewal cycle.
- (12) Development of Instructional Materials.
- (a) A licensee may develop instructional materials using alternative media such as video, audio, or software programs to advance professional skills of others (not for proprietary use) and receive 1 contact hour per 3 hours of work.
- (b) Every year, a licensee may apply a maximum of:
  - (i) 6 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
  - (ii) 4 hours toward the continuing competency option for role-related activities.
- (c) Documentation. The licensee shall provide:
  - (i) A continuing competency requirement compliance report;
  - (ii) A description of the program; and
  - (iii) Media or software materials.
- (13) Poster Presentations.
  - (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.
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 6 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.
  - (c) Documentation. The licensee shall provide:

- (i) A continuing competency requirement compliance report; and
- (ii) A copy of the presentation or program listing.
- (d) Presentations of the content are credited only once per renewal cycle.
- (14) Academic Guest Lecturer.
  - (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.
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 8 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.
  - (c) Documentation. The licensee shall provide:
    - (i) A continuing competency requirement compliance report;
    - (ii) The date and lecture or academic course title:
    - (iii) The name of the institution;
    - (iv) A letter from the instructor regarding the time spent in the classroom;
    - (v) Course or lecture goals and objectives; and
    - (vi) Number of hours actually taught.
  - (d) Presentations of the content are credited only once per renewal cycle.
- (15) Fieldwork Supervision.
- (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.
- (b) Every year, a licensee may apply a maximum of:
  - (i) 8 hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
  - (ii) 4 hours toward the continuing competency option for role-related activities.
- (c) Documentation. The licensee shall provide:
  - (i) A continuing competency requirement compliance report; and
- (ii) Verification from each student's college.
- (16) Text Book or Articles Published or Accepted for Publication.
  - (a) A licensee may participate through:
    - (i) Publication of an occupational therapy or related professional textbook;
    - (ii) Professional manuscript published or reviewed (edited) for textbooks;
    - (iii) Publication of chapter or chapters in an occupational therapy or related professional textbook;
    - (iv) Publication of an occupational therapy article in a peer-reviewed publication; or
    - (v) Publication of an occupational therapy article in a nonpeer-reviewed publication.
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 10 contact hours from authorship, editorship, coauthorship, coeditorship, or all of these, of a book for occupational therapists or relating to occupational therapy;
    - (ii) 5 contact hours for authorship or editorship of a chapter of a publication;
    - (iii) 4 contact hours for authorship or editorship of an occupational therapy article or abstract in a peer-reviewed publication; or
    - (iv) 2 contact hours for authorship or editorship of an occupational therapy-related article or abstract in a nonpeer-reviewed publication.

- (c) Documentation. The licensee shall provide:
  - (i) A continuing competency requirement compliance report; and
  - (ii) A copy of the published work.
- (17) Research Projects.
  - (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).
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 5 contact hours per research project as approved by the Board toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.
  - (c) Documentation. The licensee shall provide:
    - (i) A continuing competency requirement compliance report; and
    - (ii) Copies of research proposals and final results of the research to the continuing competency committee for approval and determination of the number of contact hours earned.
- (18) Evaluator.
  - (a) A licensee may participate through quality assurance or program evaluation studies completed and published in a journal or newsletter.
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 2 contact hours per study for quality assurance or program evaluation studies completed and published toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.
  - (c) Documentation. The licensee shall provide:
    - (i) A continuing competency requirement compliance report; and
    - (ii) A copy of the evaluation study to the continuing competency committee for approval and determination of the number of contact hours earned.
- (19) Reviewer/Editor.
- (a) A licensee may review professional journal articles, papers, textbook chapters, or professional association conference presentations and receive 1/2 contact hour for each paper or proposal reviewed.
- (b) Every year, a licensee may apply a maximum of:
  - (i) 8 contact hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
  - (ii) 4 hours toward the continuing competency option for role-related activities.
- (c) Documentation. The licensee shall provide:
  - (i) A continuing competency requirement compliance report; and
  - (ii) Confirmation from the sponsoring journal, publisher, or organization, including the number of reviews completed.
- (20) Professional Study Group.
  - (a) A licensee may participate through professional study groups or online study groups designed to advance knowledge through active participation and receive 1 contact hour per 3 hours of study.
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 6 contact hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.

- (c) Documentation. The licensee shall provide:
- (i) A continuing competency requirement compliance report;
- (ii) Group attendance records;
- (iii) Study group goals; and
- (iv) Analysis of goal attainment and learning.
- (21) Jurisprudence Examination.
  - (a) A licensee may participate by successfully completing the Board's Jurisprudence Examination and receive 1 contact hour.
  - (b) Every year, a licensee may apply a maximum of 1 contact hours toward the continuing competency requirement related to occupational therapy principles and procedures.
  - (c) Documentation. The licensee shall provide:
    - (i) A continuing competency requirement compliance report; and
    - (ii) A certificate of completion.
- (22) Volunteer Services.
  - (a) A licensee may volunteer occupational therapy services in areas of the licensee's expertise to community organizations, individuals, and populations, or volunteer on occupational therapy professional and related boards, associations, and committees for setting standards and the promotion of occupational therapy, and receive 1 contact hour per 1 hour of volunteering.
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 4 contact hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.
- (c) Documentation. The licensee shall provide:
  - (i) A continuing competency requirement compliance report;
  - (ii) A verification letter from the organization to which services were volunteered; and
  - (iii) A letter describing outcomes of the volunteer service provided.
- (23) Formal Self-Study.
  - (a) A licensee may participate in formal self-study activities through an independent, concentrated didactic, or applied learning experience, or both. The copyright on the materials used for study may not precede the submission date by more than 5 years.
  - (b) Every year, a licensee may apply a maximum of:
    - (i) 8 contact hours toward the continuing competency requirement related to occupational therapy principles and procedures; and
    - (ii) 4 hours toward the continuing competency option for role-related activities.
  - (c) Documentation. The licensee shall provide:
    - (i) A continuing competency requirement compliance report; and
    - (ii) A certificate of completion or provider-signed summary to include subject area, credentials of supervisor, didactic resources, clinical experience, time frame, and relevance to licensee's professional practice.

### .07 Audit of Continuing Competency.

A. At the Board's discretion, the Board shall audit the continuing competency documentation of a number of randomly selected licensees.

- C. A licensee is subject to an audit of the licensee's continuing competency documentation by the Board before renewal of licensure.
- D. An audited licensee shall successfully complete the requirement of the audit by the specified deadline.

## **Massachusetts**

Statute: MS L ch 112 §23B

Chapter 112: Section 23B. Examinations; applications for licensure; fees; renewal of license Licenses shall expire every 2 years on the birth anniversary of the licensee. Licensees shall pay to the board a renewal fee determined by the secretary of administration and finance. The board may require specific continuing education as a condition of license renewal. The board may provide for the late renewal of a license that has lapsed and may require the payment of a late fee, an examination, continuing education, and supervised experience before issuing the renewed license. For purposes of implementing the transition to birthday renewals, for licenses renewing on or about January 2006, the board may issue licenses that expire in less than 2 years.

Regulation: 259 CMR 3.01 (c)

Include, where appropriate for such purposes, and under appropriate conditions, therapeutic agents and techniques based on approaches taught in an occupational therapy curriculum, included in a program of professional education in occupational therapy, specific certification programs, continuing education or in-service education. Such continuing education or in-service education must include documented educational goals and objective testing (written examination, practical examination, and/or written simulation or case study) to ascertain a level of competence. Therapeutic procedures provided must be consistent with the individual's level of competence.

# Michigan<sup>IV</sup>

(See footnote at end of document)

### Statute:

MI PA 2009 no 523 § 333.18313

### 333.18313 Continuing education or competence requirements; rules.

Sec. 18313.

- (1) Beginning the license renewal cycle after the effective date of the rules promulgated under this part, an individual licensed under this article shall meet the continuing education or competence requirements of this section when renewing his or her license.
- (2) In addition to the requirements of part 161, the board, in consultation with the department, may promulgate rules to require a licensee seeking renewal to furnish evidence that, during the licensing period immediately preceding the application for renewal, the licensee completed an appropriate number of hours of continuing education courses or continuing competence activities related to the practice of occupational therapy and designed to further educate and maintain competence.

Regulation: Pending

## **Minnesota**

### Statute:

MN Statutes 148.6443

#### 148.6443 CONTINUING EDUCATION REQUIREMENTS.

### Subdivision 1. General requirements.

A licensed occupational therapist must obtain a minimum of 24 contact hours of continuing education in the two-year licensing period. A licensed occupational therapy assistant must obtain a minimum of 18 contact hours of continuing education in the two years preceding licensure renewal. All continuing education coursework must be obtained between the effective and expiration dates of the license. Licensees who are issued licenses for a period of less than two years shall obtain a prorated number of contact hours required for licensure renewal based on the number of months licensed during the biennial licensure period. To qualify as a continuing education activity, the activity must be a minimum of one contact hour. Contact hours must be earned and reported in increments of one contact hour or one-half contact hour after the first contact hour of each continuing education activity. One-half contact hour means an instructional session of 30 consecutive minutes, excluding coffee breaks, registration, meals without a speaker, and social activities. Each licensee is responsible for financing the cost of the licensee's continuing education activities.

### Subd. 2. Standards for determining qualified continuing education activities.

Except as provided in subdivision 3, paragraph (f), in order to qualify as a continuing education activity, the activity must:

- (1) constitute an organized program of learning;
- (2) reasonably be expected to advance the knowledge and skills of the occupational therapy practitioner;
- (3) pertain to subjects that directly relate to the practice of occupational therapy;
- **(4)** be conducted by a sponsor approved by the American Occupational Therapy Association or by individuals who have education, training, and experience by reason of which the individuals should be considered experts on the subject matter of the activity; and
- (5) be presented by a sponsor who has a mechanism to verify participation and maintains attendance records for three years.

### Subd. 3. Activities qualifying for continuing education contact hours.

- (a) The activities in this subdivision qualify for continuing education contact hours if they meet all other requirements of this section.
- **(b)** A minimum of one-half of the required contact hours must be directly related to the occupational therapy practice. The remaining contact hours may be related to occupational therapy practice, the delivery of occupational therapy services, or to the practitioner's current professional role.
- **(c)** A licensee may obtain an unlimited number of contact hours in any two-year continuing education period through participation in the following:
  - (1) attendance at educational programs of annual conferences, lectures, panel discussions, workshops, in-service training, seminars, and symposiums;
  - (2) successful completion of college or university courses. The licensee must obtain a grade of at least a "C" or a pass in a pass or fail course in order to receive the following continuing education credits:

- (i) one semester credit equals 14 contact hours;
- (ii) one trimester credit equals 12 contact hours; and
- (iii) one quarter credit equals ten contact hours;
- (3) successful completion of home study courses that require the participant to demonstrate the participant's knowledge following completion of the course.
- (d) A licensee may obtain a maximum of six contact hours in any two-year continuing education period for
  - (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:
  - (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;
  - (3) teaching or participating in courses related to leisure activities, recreational activities, or hobbies if the practitioner uses these interventions within the practitioner's current practice or employment; and
  - (4) engaging in research activities or outcome studies that are associated with grants, postgraduate studies, or publications in professional journals or books
- (e) A licensee may obtain a maximum of two contact hours in any two-year continuing education period for continuing education activities in the following areas:
  - (1) personal skill topics: career burnout, communication skills, human relations, and similar topics; and
  - (2) training that is obtained in conjunction with a licensee's employment, occurs during a licensee's normal workday, and does not include subject matter specific to the fundamentals of occupational therapy.

### Subd. 4. Activities not qualifying for continuing education contact hours.

No credit shallbe granted for the following activities: hospital rounds, entertainment or recreational activities, employment orientation sessions, holding an office or serving as an organizational delegate, meetings for the purpose of making policy and noneducational association meetings.

### Subd. 5. Reporting continuing education contact hours.

Within one month following licensure expiration, each licensee shall submit verification that the licensee has met the continuing education requirements of this section on the continuing education report form provided by the commissioner. The continuing education report form may require the following information:

- (1) title of continuing education activity;
- (2) brief description of the continuing education activity;
- (3) sponsor, presenter, or author;
- (4) location and attendance dates;
- (5) number of contact hours; and
- (6) licensee's notarized affirmation that the information is true and correct.

### Subd. 6. Auditing continuing education reports.

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

contact hours were earned.

- (b) All renewal applications that are received after the expiration date may be subject to a continuing education report audit.
- (c) Any licensee against whom a complaint is filed may be subject to a continuing education report audit.
- (d) The licensee shall make the following information available to the commissioner for auditing purposes:
  - (1) a copy of the completed continuing education report form for the continuing education reporting period that is the subject of the audit including all supporting documentation required by subdivision 5;
  - (2) a description of the continuing education activity prepared by the presenter or sponsor that includes the course title or subject matter, date, place, number of program contact hours, presenters, and sponsors;
  - (3) documentation of self-study programs by materials prepared by the presenter or sponsor that includes the course title, course description, name of sponsor or author, and the number of hours required to complete the program;
  - (4) documentation of university, college, or vocational school courses by a course syllabus, listing in a course bulletin, or equivalent documentation that includes the course title, instructor's name, course dates, number of contact hours, and course content, objectives, or goals; and
  - (5) verification of attendance by:
    - (i) a signature of the presenter or a designee at the continuing education activity on the continuing education report form or a certificate of attendance with the course name, course date, and licensee's name;
    - (ii) a summary or outline of the educational content of an audio or video educational activity to verify the licensee's participation in the activity if a designee is not available to sign the continuing education report form;
    - (iii) verification of self-study programs by a certificate of completion or other documentation indicating that the individual has demonstrated knowledge and has successfully completed the program; or
    - (iv) verification of attendance at a university, college, or vocational course by an official transcript.

#### Subd. 7. Waiver of continuing education requirements.

The commissioner may grant a waiver of the requirements of this section in cases where the requirements would impose an extreme hardship on the licensee. The request for a waiver must be in writing, state the circumstances that constitute extreme hardship, state the period of time the licensee wishes to have the continuing education requirement waived, and state the alternative measures that will be taken if a waiver is granted. The commissioner shall set forth, in writing, the reasons for granting or denying the waiver. Waivers granted by the commissioner shall specify, in writing, the time limitation and required alternative measures to be taken by the licensee. A request for waiver shall be denied if the commissioner finds that the circumstances stated by the licensee do not support a claim of extreme hardship, the requested time period for waiver is unreasonable, the alternative measures proposed by the licensee are not equivalent to the continuing education activity being waived, or the request for waiver is not submitted to the commissioner within 60 days after the expiration date.

### Subd. 8. Penalties for noncompliance.

The commissioner shall refuse to renew or grant, or shall suspend, condition, limit, or qualify the license of any person who the commissioner determines has failed to comply with the continuing education requirements of this section. A licensee may request reconsideration of the commissioner's determination of noncompliance or the penalty imposed under this section by making a written request to the commissioner within 30 days of the date of notification to the applicant. Individuals requesting reconsideration may submit information that the licensee wants considered in the reconsideration.

#### **Regulation:**

CHAPTER 4666, OCCUPATIONAL THERAPISTS AND ASSISTANTS

## [REPEALED, L 2000 C 361 S 24] **Mississippi Statute:** MS Code §73-24-27 SEC. 73-24-27. License renewal; late renewal; inactive status; renewal of suspended license; reinstated license subject to renewal requirements. (1) Except as provided in Section 33-1-39, any license issued under this chapter shall be subject to renewal and shall expire unless renewed in the manner prescribed by the rules and regulations of the board, upon the payment of a renewal fee and demonstration of completion of continuing professional education. The board may provide for the late renewal of a license upon the payment of a late fee in accordance with its rules and regulations, but no late renewal of a license may be granted more than two (2) years after its expiration. (2) Upon request and payment of the license fee required, the board shall grant inactive status to a licensee who: (a) does not practice as an occupational therapist or an occupational therapy assistant, (b) does not hold himself or herself out as an occupational therapist or an occupational therapy assistant, and (c) does not maintain any continuing education requirements. (3) A suspended license is subject to expiration and may be renewed as provided in this section, but such renewal shall not entitle the suspended licensee to engage in the licensed activity or in any other conduct or activity in violation of the order of judgment by which the license was suspended. If a license revoked on disciplinary grounds is reinstated, the licensee, as a condition of reinstatement, shall pay the renewal fee and any late fee that may be applicable. The procedure for the reinstatement of a license that is suspended for being out of compliance with an order for support, as defined in Section 93-11-153, shall be governed by Section 93-11-157 or 93-11-163, as the case may be. Regulation: MS Code of Rules 106.01-02 106 CONTINUING EDUCATION (CE) 106.01 Definition and philosophy Each individual licensed as a occupational therapist or occupational therapy assistant is responsible for optimum service to the consumer and is accountable to the consumer, the employer, and the profession for evidence of maintaining high levels of skill and knowledge. Continuing education is defined as education beyond the basic preparation required for entry into the profession, directly related to the performance and practice of occupational therapy. 106.02 Requirements: 1. Regulations set the requirement of 20 contact hours (CH) or 2 Continuing Education Unit (CEU) to be accrued during the licensure period. No carryover of continuing education hours from one licensure period to another shall be allowed. At least 30 percent (6 Contact Hours or .6 CEU) of the required continuing education must be directly related to the clinical practice of occupational therapy. The six (6) contact hours related to clinical practice shall be live face-to-face training i.e., no internet training, video training, television training, etc. Of the remaining required 14 hours of training, 50 percent or 7 hours may be non live face-to-face training. Non live training may include home study courses, video, internet, etc. All training shall be from approved sources. 2. Individuals applying for initial licensure within a licensing term must accrue continuing education hours on a prorated scale.

- Written notification of required hours will be sent to the applicant at the time of licensure.
- 3. Persons who fail to accrue the required continuing education hours shall be issued a CE probationary license for the licensure term. Failure to accrue the required hours during the CE probationary period will result in the revocation of the license. Hours accrued are first credited for the delinquent hours lacking from the previous licensure period, and then applied to the current (CE probationary) licensing period.
- 4. CE probationary licenses will be issued for one licensure term only. No ensuing license may be CE probationary as a result of not meeting continuing education requirements.
- **106.03 Content Criteria** The content must apply to the field of occupational therapy and performance and must be designed to meet one of the following goals:
- 1. Update knowledge and skills required for competent performance beyond entry level as described in current legislation and regulations.
- 2. Allow the licensee to enhance his knowledge and skills.
- 3. Provide opportunities for interdisciplinary learning.
- 4. Extend limits of professional capabilities and opportunities.
- 5. Facilitate personal contributions to the advancement of the profession.

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

- 1. Attendance at educational programs:
  - a. Attendance at educational programs where continuing education credit is given and approved by the Mississippi Occupational Therapy Association (MSOTA).
  - b. Attendance at educational programs where continuing education credit is given and approved by the American Occupational Therapy Association (AOTA), including other state association educational programs.
  - c. Attendance at educational programs where continuing education credit is given and approved by the American Medical Association (AMA) and its components.
  - d. Attendance at other programs approved for continuing education credit by AOTA, AMA, APTA, ASHA or their components.
  - e. Attendance at educational programs where continuing education credit is given and approved by accredited universities or colleges.
  - f. Attendance at educational programs where continuing education credit is given and approved by a licensure authority of any jurisdiction in the United States for occupational therapy.
  - g. Attendance at educational programs where continuing education credit is given and approved by the American Physical Therapy Association (APTA), including other state association educational programs.
  - h. Attendance at educational programs where continuing education credit is given and approved by the American Speech and Hearing Association (ASHA), including other state association educational programs.
- A course/provider not approved by one of the organizations listed in section 7-4(a) will not be accepted as continuing education for licensure renewal purposes. A course not approved by an organization listed in this section of the regulations may be reviewed by the department. Contact the department for information.
- 2. Presentations, made before recognized groups of occupational therapists, medical practitioners, or other health related professionals and directly related to the profession of occupational therapy. To be considered for continuing education credit,

material outline and a synopsis must be submitted to the Department prior to the presentation date. Notice of approval or disapproval will be sent following a review by the Department. For approved presentations, the presenter may accrue one (1) hour of continuing education credit for each hour of the actual presentation, and one (1) hour of preparation time, for a total of (2) two hours. Presenter credit is given one (1) time only, even though the session may be presented multiple times. No more than 30% of total required hours may be accrued through presentations.

#### 3. Academic course work:

- a. Academic course work taken for credit from a regionally accredited college or university. The courses must relate to the profession of occupational therapy. One academic semester hour shall be equivalent to fifteen (15) clock hours for continuing education credit. No more than fifty percent (50%) of total required hours may be accrued through academic course work. Undergraduate level courses are acceptable only when they can be demonstrated to update or enhance competency in licensee's specific practice field, and documented that course work has not been taken previously, to the satisfaction of the department. Graduate level courses are acceptable for occupational therapists. Undergraduate courses are acceptable for occupational therapy assistants.
- b. Academic course work taken by an OT/OTA for credit toward an advanced degree in occupational therapy may be counted as meeting the full continuing education requirements.
- 4. Home Study Courses approved by the department.
- 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.
- 6. Supervision of occupational therapy and occupational therapy assistant students. To be considered for continuing education credit, full supervision of a student must be performed for a complete clinical rotation. The educational institution must provide written documentation of the supervision. A total of four (4) contact hours will be awarded for the full supervision. No more than four (4) hours may be accrued during a licensure period.
- 7. Specific **UNACCEPTABLE** activities include:
  - a. All in-service programs not approved under Section 106.04(1) of these regulations.
  - b. Orientation to specific work-site programs dealing with organizational structures, processes, or procedures.
  - c. Meetings for purposes of policy decision.
  - d. Non-educational meetings at annual conferences, chapter or organizational meetings.
  - e. Entertainment or recreational meetings or activities.
  - f. Committee meetings, holding of office, serving as an organizational delegate.
  - g. CPR education.
  - h. Self-directed studies other than those previously outlined.

# **106.05 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:

- Attendance at seminars, workshops, presentations, etc., approved by an organization listed in section 106.04(1) is automatically accepted for credit unless sessions are duplicated. Verification of attendance may be made by submitting a continuing education certificate (must include source, number of continuing education hours and date of attendance) and proof of approval for the program/provider.
- 2. Credit for presentations: Submit a copy of the Department's approval letter.
- 3. Academic course work credits must meet the content criteria in Section 106.03, and must be accompanied by a course

description from the college or university catalog and a copy of the transcript or final grade report. A minimum course grade of
"C" is required for CE credit.

- 4. Home Study Course: A certificate of completion must be submitted to receive continuing education credit.
- 5. Publication: A letter of approval from the department.

## **Missouri**

Statute: MO Rev Stat §324.065

Board duties, meetings, compensation--rules, procedure. 324.065.

- 1. The board shall elect annually a chairperson and a vice chairperson from their number.
- 2. (1) The board shall adopt, implement, rescind, amend and administer such rules and regulations as may be necessary to carry out the provisions of sections 324.050 to 324.089. The board may promulgate necessary rules compatible with sections 324.050 to 324.089, including, but not limited to, rules relating to professional conduct, continuing competency requirements for renewal of licenses, approval of continuing competency programs and to the establishment of ethical standards of practice for persons holding a license or permit to practice occupational therapy in this state.

Regulation: 20 MO Code of State Regs 2205-5.010

## 20 CSR 2205-5.010 Continuing Competency

### Requirements

PURPOSE: This rule details the continuing competency requirements of a licensee to practice as an occupational therapist or an occupational therapy assistant.

- (1) At the time of license renewal, the licensee shall verify completion of twentyfour (24) Continuing Competency Credits (CCC) on the renewal form. Failure to note verification of completion shall result in the license not being renewed. Falsification of verification may result in disciplinary action.
- (2) Each licensee shall retain documentation of the CCCs verified on the renewal form for two (2) years following license renewal.
- (3) At least fifty percent (50%) of the twenty- four (24) continuing competency credits 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.
- (4) A licensee who is or becomes licensed during a renewal cycle shall be required to obtain CCCs at the rate computed by the following formula:
  - (A) Formula: Number of months licensed during the renewal cycle divided by the total number of months in the reporting cycle then multiplied by the number of CCCs required for renewal during the reporting cycle resulting in a total number of CCCs required to complete for renewal this reporting cycle. When applicable, this total will then be rounded to the nearest whole number by applying the following rounding rule: round down to the nearest whole number if the digit to the right of the decimal is four (4) or less, round up to the nearest whole number if five (5) or more. Example: An occupational therapist becomes licensed September 1, 2004, the reporting cycle is twenty-four (24) months, ending June 30, 2005, and the annual requirement is twelve (12) hours per year. 10 months ÷ 24 months × 24 = 9.9 or round up to ten (10) hours (Licensee must have completed ten (10) CCCs to renew.).
- (5) Conversion of Continuing Education Units (CEU) to Continuing Competency Credits (CCC)—
  - (A) One (1) CEU equals ten (10) Continuing Competency Credits;
  - (B) One (1) contact hour equals one (1) Continuing Competency Credit;
  - (C) Fifty (50) minutes equals one (1) Continuing Competency Credit; and

- (D) One (1) Academic Credit Hour equals ten (10) Continuing Competency Credits.
- (6) Acceptable types of continuing competency activities, corresponding degree of continuing competency credit, and the required documentation are as follows:

#### Link to chart, starts on page 4

- (7) Workshops, seminars, lectures, and professional conferences accepted by the certifying entity approved by the board shall automatically be accepted for license renewal.
- (8) Audit of Continuing Competency Activities.
  - (A) A licensee is subject to an audit of the continuing competency activity documentation after the time of license renewal.
  - (B) The board may audit continuing competency activities as time and resources permit.
  - (C) Upon request, the licensee shall submit to the board for review the continuing competency credit documentation verifying successful completion of continuing competency requirements. Licensees shall assist the board in its audits by providing timely and complete responses to the board's inquiries.
  - (D) Failure to submit requested information to the board by the date requested or submission of inadequate or falsified records may result in disciplinary action.
- (9) Upon application and for good cause shown, the board may excuse or extend the time for completion of some or all of the required continuing competency credits.
  - (A) An application shall be in writing and delivered to the board's office.
    - 1. The board may require additional information or an interview with the board or its designee. Failure to timely respond or appear shall be grounds to deny the application.
    - 2. If the application requests excuse of the credits, a statement of how competency is being maintained shall be part of the application.
    - 3. If the application requests an extension of time, it shall include proposed activities.
  - (B) If an extension of time is granted, the continuing competency credits earned during the extension shall not be counted in the subsequent renewal period.

## **Montana**

### Statute: MT Code §37-1-306

37-1-306

Continuing Education. A board or, for programs without a board, the department may require licensees to participate in flexible, cost-efficient, effective, and geographically accessible continuing education.

37-1-319

Rules. A board may adopt rules: (1) under the guidelines of 37-1-306, regarding continuing education and establishing the number of hours required each year, the methods of obtaining education, education topics, and carrying over hours to subsequent years.

Regulation: MT Admin Rules 24.165.2101

#### 24.165.2101 CONTINUING EDUCATION

(1) On a form provided by the department, all applicants for renewal of licenses shall affirm on the renewal form that they have

- completed ten contact hours of continuing education as provided in this rule. The continuing education requirement will not apply until the licensee's first full year of licensure.
- (2) The licensee shall maintain records and documentation of completion of continuing education activities such as verification of participation forms, conference brochures, certificates, college or university transcripts or grade reports, articles, book reviews and apprenticeship evaluations.
- (3) It is the sole responsibility of each licensee to meet the continuing education requirement, and to provide documentation of compliance if so requested during a random audit. A random audit will be conducted on an annual basis.
- (4) Up to ten contact hours earned in excess of the ten contact hours required in a licensing year may be carried over into the following year. Credit may be received for a course previously submitted on a biannual basis only.
- (5) All continuing education must be germane to the profession and must contribute to the professional competence of an occupational therapist as determined by the board in its sole discretion.
- (6) The board shall accept any continuing education offered or approved by the Montana Occupational Therapy Association, the American Occupational Therapy Association, the American Society of Hand Therapists, or the American Journal of Occupational Therapy.
- (7) Subject to approval by the board, continuing education may be earned through college course work, according to the following limitations:
  - (a) the licensee must pass the course,
  - (b) one semester credit shall equal 15 contact hours of continuing education, and
  - (c) one quarter credit shall equal ten contact hours of continuing education.
- (8) Subject to approval by the board, continuing education may be earned by teaching courses or making professional presentations, according to the following limitations:
  - (a) two contact hours shall be awarded for every hour of presentation,
  - (b) documentation must be submitted in the form of an agenda or outline listing the licensee as the instructor or presenter of the course,
  - (c) the course must be addressed to health professionals or a community service organization,
  - (d) credit for instruction of any course or topic of presentation may be submitted for continuing education only once, and
  - (e) individuals employed by universities and colleges may not claim credit units in this category for conducting courses that are a part of the regular course offering of those institutions, even if those courses are offered in the evening or summer.
- (9) Subject to approval by the board, continuing education may be earned for apprenticeships involving supervised clinical experience aimed at return to practice or developing specialized skills in occupational therapy, according to the following limitations:
  - (a) ten contact hours shall be credited for each 40 hour week,
  - (b) there is no limit to the amount of contact hours that can be earned under this category,
  - (c) documentation must be submitted in the form of a signed letter from the clinical supervisor describing the length and type of educational experiences, and an evaluation of the practitioner's performance, and
  - (d) apprenticeships must be served under the supervision of a licensed occupational therapist whose license is in good standing.
- (10) Subject to approval by the board, continuing education may be earned for reading books germane to the profession, according to the following limitations:
  - (a) one contact hour shall be credited for each book or article up to a maximum of four contact hours per year; and
  - (b) documentation must be maintained in the form of a book review written by the licensee noting the author, title,

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	publisher and publishing date of the book or article.
	24.165.2102 CONTINUING EDUCATION - WAIVER  (1) The board may grant waivers or extensions of time within which to fulfill continuing education requirements in cases involving physical disability or undue hardship. To be considered for a waiver, an applicant shall submit a written application on forms provided by the board. Waivers may be granted for a period not to exceed two calendar years. In the event the physical disability or undue hardship for which the waiver has been granted continues beyond the period of waiver, the licensee must reapply for an extension of the waiver.
Nebraska	<u>Statute:</u> NE code §38-2521 - §38-2523
	38-2521. Continuing competency requirements; waiver.  The department, with the recommendation of the board, may waive continuing competency requirements, in part or in total, for any two-year licensing period when a licensee submits documentation that circumstances beyond his or her control prevented completion of such requirements as provided in section 38-146. In addition to circumstances determined by the department to be beyond the licensee's control pursuant to such section, such circumstances shall include situations in which:  (1) The licensee holds a Nebraska license but does not reside or practice in Nebraska;  (2) The licensee has submitted proof that he or she was suffering from a serious or disabling illness or physical disability which prevented completion of the required continuing competency activities during the twenty-four months preceding the license renewal date; and  (3) The licensee has successfully completed two or more semester hours of formal credit instruction biennially offered by an accredited school or college which contributes to meeting the requirements of an advanced degree in a postgraduate program relating to occupational therapy.
	<b>38-2522. Applicant for licensure; continuing competency requirements.</b> An applicant for licensure to practice as an occupational therapist who has met the education and examination requirements in section 38-2518 or to practice as an occupational therapy assistant who has met the education and examination requirements in section 38-2519, who passed the examination more than three years prior to the time of application for licensure, and who is not practicing at the time of application for licensure shall present proof satisfactory to the department that he or she has within the three years immediately preceding the application for licensure completed continuing competency requirements approved by the board pursuant to section 38-145.
	<b>38-2523. Applicant for licensure; reciprocity; continuing competency requirements.</b> An applicant for licensure to practice as an occupational therapist or to practice as an occupational therapy assistant who has met the standards set by the board pursuant to section 38-126 for a license based on licensure in another jurisdiction but is not practicing at the time of application for licensure shall present proof satisfactory to the department that he or she has within the three years immediately preceding the application for licensure completed continuing competency requirements approved by the board pursuant to section 38-145.
	Regulation: 114NE Admin Rules and Regs 010.01.00 to 03
	114-010 CONTINUING COMPETENCY REQUIREMENTS FOR LICENSURE
	114-010.01 General Requirements for Licensure: On or before August 1, 2002, and on or before August 1 of each even

numbered year thereafter, each occupational therapist and each occupational therapy assistant who is in active practice and in the State of Nebraska must:

- 1. Complete continuing education hours to renew a license during the preceding 24 month period. Each occupational therapist must complete 20 hours of continuing education and each occupational therapy assistant must complete 15 hours of continuing education during the preceding 24 month period.
- 2. Be responsible for:
  - a. Maintaining until the next renewal period documentation of attendance at, or participation in, continuing education programs/activities and the program outline and/or objectives; and
  - b. Maintaining documentation of presentation of a continuing education program if the licensee is presenting a program.
- 3. If applicable, submit an application for waiver of the continuing competency requirement pursuant to 172 NAC 114-010.02.

## 114-010.01A: Acceptable Continuing Education:

In order for a continuing education activity to be accepted for renewal or reinstatement of a license, the continuing education activity must relate to occupational therapy and it may focus on research, treatment, documentation, management, or education.

## 114-010.01B

A continuing education activity, except formal and informal self study, student supervision, and participation in research will be acceptable when:

- 1. It constitutes a formally organized and planned program of learning which directly contributes to the professional competency of the licensee:
- 2. The objectives of the continuing education activity relate to the practice of occupational therapy;
- 3. It has a date, location, course title, number of contact hours, signed certificate of attendance and is open to all licensees;
- 4. The instructor has specialized experience or training to meet the objectives of the course; and
- 5. One hour of credit will be awarded for each hour of attendance. Credit will not be awarded for breaks or meals.

## 114.010.01C

The Board does not pre-approve continuing education programs but will accept as continuing education for renewal of a license or reinstatement of a license the

following continuing education activities:

- 1. Programs at State and National association meetings e.g., a meeting of the Nebraska or other state occupational therapy associations and/or the American Occupational Therapy Association. A licensee's documentation must include a certificate of attendance, and a program outline and/or objectives;
- 2. Workshops, seminars, and/or conferences where the content of the continuing education activity relates to occupational therapy whether the subject is research, treatment, documentation, or education management, which includes monitored videotapes, and inservice programs. A licensee's documentation must include a certificate of attendance, and a program outline and/or objectives;
- 3. University or college sponsored courses where the content of the course relates to occupational therapy whether the subject is research, treatment, documentation, education, or management. A licensee must provide documentation of successfully completing the course. A licensee's documentation must include an official transcript, and a program outline and/or objectives;
- 4. Formal self study where the content of the self study activity relates to occupational therapy whether the subject is research, treatment, documentation, education, or management, e.g. videotapes, internet courses, correspondence courses and/or

- AOTA self studies. Licensees may complete a maximum of 12 hours of continuing education by self-study each 24 month renewal period. The self-study program must have a testing mechanism. A licensee's documentation must include a certificate of completion, and a program outline and/or objectives;
- 5. Management courses which pertain to the practice of occupational therapy: An occupational therapist may complete a maximum of ten hours of continuing education utilizing management courses each 24 month renewal 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;
- 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:
- 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, coauthorship, 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 e.g., title page and table of contents;
- 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:
  - a. Reading related to occupational therapy practice;
  - b. Observing other occupational therapists;
  - c. Viewing videotapes without a supervisor; and
  - d. Quality assurance or peer review studies.

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 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.

#### 114-010.01D

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 presentation outline, course objectives, date, location, time, and type of audience.

## 114-010.01E

Non-acceptable Continuing Education: Continuing education credit will not be awarded for programs where the content does not relate to occupational therapy whether the subject is research,

treatment, documentation, education, or management, including but not limited to:

- 1. Medical terminology courses.
- 2. Occupational therapy on-the-job training.
- 3. Occupational therapy orientation programs, including orientation to new policies, procedures, equipment, forms, responsibilities, services, etc.
- 4. CPR or other related training.

#### 114-010.02

Waiver of Continuing Competency Requirements: The Department, on the recommendation of the Board, may waive the continuing competency requirements, in part or in total, for any two year licensing period when a licensee submits documentation that circumstances beyond his/her control prevented completion of such requirements.

## 114-010.02A

Such circumstances must include situations in which:

- 1. The licensee holds a Nebraska license but is not residing or practicing his/her profession in Nebraska;
- 2. The licensee has served in the regular armed forces of the United States during part of the 24 months immediately preceding the license renewal date;
- 3. The licensee has submitted proof that he/she was suffering from a serious or disabling illness or physical disability which prevented completion of the required number of continuing education hours during the 24 months preceding the license renewal date:
- 4. The licensee was first licensed within the 24 months immediately preceding the license renewal date;
- 5. The licensee successfully completed two or more semester hours of formal credit instruction biennially offered by an accredited school or college which contributes to meeting the requirements of an advanced degree in a postgraduate program relating to occupational therapy; and
- 6. Other circumstances beyond the licensee's control prevented completion of the continuing education requirements.

#### 114-010.02B

Application for Waiver of Continuing Competency Requirements: Any licensee who seeks a waiver of continuing competency requirements, in part or in total, for any two year licensing period must apply to the Department. The Department, on the recommendation of the Board, may waive continuing competency requirements in part or in total for any two year period. The licensee must submit:

- 1. A complete application for waiver of continuing competency on a form sent by the Department and referred to as Attachment M or at the option of the applicant, s/he may apply by using an alternate format which s/he prefers. Only applications which are complete will be considered, and the application must be received by the Department on or before August 1 of the year the license is due to be renewed; and
- 2. Documentation of the circumstances beyond the licensee's control which prevented completion of continuing competency requirements pursuant to 172 NAC 114-010.01, item 1 must include the following:
  - a. If the licensee holds a Nebraska license but is not residing or practicing in Nebraska, s/he must mark the appropriate response in the waiver section of Attachment M.
  - b. If the licensee has served in the regular armed forces of the United States during part of the 24 month immediately preceding the license renewal date, s/he must mark the appropriate response in the waiver

- section of Attachment M and submit official documentation stating the dates of such service.
- c. If the licensee has suffered from a serious or disabling illness or physical disability which prevented completion of the continuing competency requirements during the 24 months preceding the license renewal date, s/he must mark the appropriate response in the waiver section of Attachment M and submit a statement from a treating physician(s) stating that the licensee was injured or ill, the duration of the illness or injury and of the recovery period, and that the licensee was unable to obtain continuing competency requirements during that period.
- d. If the licensee was first licensed within 24 months immediately preceding the license renewal date, s/he must mark the appropriate response in the waiver section of Attachment M and list the date said license was issued.
- e. If the licensee successfully completed two or more semester hours of formal credit instruction biennially offered by an accredited school or college which contributes to meeting the requirements of an advanced degree in a postgraduate program relating to occupational therapy, s/he must mark the appropriate response in the waiver section of Attachment M and submit official documentation showing completion of such hours.
- f. If the licensee has other circumstances beyond his/her control that prevented him/her from obtaining the required continuing competency requirements s/he must mark the appropriate response in the waiver section of Attachment M and submit documentation verifying such circumstances.

## 114-010.02C

The Department, on recommendation of the Board, may grant or deny, in part or in total, an application for waiver of continuing competency requirements, upon proof that circumstances beyond the applicant's control prevented completion of such requirements.

#### 114-010.02C1

When the Department determines to deny an application for waiver of continuing competency requirements, it must send to the applicant by certified mail to the last name and address of record in the Department, a notice setting forth the reason for the denial determination.

#### 114-010.02C1a

The applicant has 30 days from the date of receipt of the denial notice to make a written request to the Department for an appeal. The appeal will be conducted pursuant to Neb. Rev. Stat. §§ 84-901 to 84-920, The Administrative Procedure Act and 184 NAC 1 of the Rules of Practice and Procedure for the Department.

#### 114-010.02C1b

The Department will issue at the conclusion of the appeal under 184 NAC 1, a final order setting forth the results of the appeal.

## 114-010.02C2

When the Department determines to grant a waiver of continuing competency requirements, the applicant will be notified within 30 days of receipt of the application.

## 114-010.03

Audit of Continuing Competency Requirements: The Board must select, either during or after renewal, in a random manner, a sample of the licensee's renewal applications for audit of continuing competency requirements. Each licensee will be responsible for maintaining in his/her own personal files such certificates or records of credit from continuing education activities received

from continuing education providers. Licensees selected for audit will be required to produce documentation of his/her attendance at those continuing education activities including program outline and/or course objectives attested to his/her renewal application.

## 114-010.03A

The Department will send to each licensee selected a notice of audit.

#### 114-010.03B

When selected for audit, the licensee will provide satisfactory documentation of attendance at or participation in continuing education activities and the program outline and/or objectives attested to on the licensee's affidavit pursuant to 172 NAC 114-010.01 item 2.

## 114-010.03C

The Board reserves the right to audit the continuing education affidavit of any licensee by notifying the licensee and requesting the licensee to produce within 30 days of mailing, documents verifying attendance at continuing education activities.

## 114-010.03D

Continuing education for which no documentation is produced will not be included in the calculation of the total number of continuing education hours.

#### 114-010.03E

Failure to comply with the audit may be grounds for non-renewal or revocation of the license.

# Nevada

Statute: NV Rev Stat §640A.180

## NRS 640A.180 Expiration and renewal of license; placement of license on inactive status.

- 1. Except as otherwise provided in NRS 640A.170, a license issued pursuant to this chapter expires annually unless renewed in the manner established pursuant to the regulations of the Board, which may include requirements for continuing education.
- 2. The Board may adopt regulations providing for the late renewal of a license, except that the Board may not renew a license if 5 years have passed since its expiration.
- 3. The Board may, at the request of a person licensed pursuant to this chapter, place his license on inactive status if the person:
  - (a) Does not practice occupational therapy, or represent that he is authorized to practice occupational therapy, in this state: and
  - (b) Satisfies any requirements for continuing education established by the Board.

Regulation: NAC 640A.070 - NAC 640A.090

## NAC 640A.070 Continuing education: Generally. (NRS 640A.110)

- 1. Except as otherwise provided in subsection 3, an occupational therapist or occupational therapy assistant shall complete, to the satisfaction of the Board, at least 10 hours of continuing education as specified in NAC 640.080.
- 2. If the licensee obtains more than 10 hours of continuing education in a year, he may request that the Board carry over a maximum of 10 hours to apply towards completion of his requirement for continuing education for the following year. Proof of the completion of the requirement for continuing education must be submitted with an application for renewal of a license in the year

in which the credit is earned.

- 3. Upon request, the board will, if deemed appropriate by the board:
- (a) Reduce the number of hours of continuing education required for the renewal of a license of an applicant who obtains his initial license and renews that license in a period of less than 12 months;
  - (b) Extend the period in which a licensee must obtain the continuing education required for renewal; or
  - (c) Waive the requirement for continuing education for a particular licensee.
- 4. A licensee who seeks a reduction of the number of hours of continuing education required, an extension of time to obtain continuing education or a waiver pursuant to subsection 3, must petition the board to grant his request at least 30 days before the date on which his license must be renewed. The licensee must submit with the petition proof, satisfactory to the board, that he was unable to obtain the continuing education because of circumstances which were beyond his control.

## NAC 640A.080 Continuing education: Approval of credit (NRS 640!.110)

- 1. The board will approve credit for continuing education as follows:
  - (a) One hour of credit will be approved for each hour spent attending a workshop, course, conference or seminar;
- (b) One hour of credit will be approved for each hour spent giving a presentation at a workshop, course, conference or seminar; and
- (c) The amount of credit for authoring a publication will be determined upon receipt and evaluation by the board of the information required to be submitted to it pursuant to NAC 640A.100.
- 2. The board will consider a written request of a licensee that it approve credit for any continuing education that is not specified in subsection 1 if the request is submitted to the board at least 30 days before the license of the licensee expires.

## NAC 640A.090 Continuing education: Approval of credit for attending or giving presentation (NRS 640A.110)

- 1.A licensee may request approval of credit for continuing education from the board before attending or giving a presentation at a program of continuing education. The request must be accompanied by the applicable information and documentation listed in NAC 640A.100.
- 2. The board will inform a licensee of the approval or denial of credit within 30 days after the next meeting of the board following the receipt of the request

## NAC 640A.100 Continuing education: Information required to obtain credit. (NRS 640A.110)

- 1. To obtain credit for attending a program of continuing education, a licensee must submit to the board:
  - (a) The name of the sponsor of the program;
  - (b) The name of the program;
  - (c) The number of hours awarded by the sponsor of the program for completion of the program;
  - (d) Biographical information regarding the instructor of the program;
  - (e) The inclusive dates of attendance; and
  - (f) A brief summary of the information he learned and how he will use that information in his practice.
- **2.** To obtain credit for giving a presentation at a program of continuing education, a licensee must submit to the board:
  - (a) The title of the presentation;
  - (b) The name of the sponsor of the presentation;
  - (c) The location of the presentation;
  - (d) The number of hours of the presentation;

- (f) The inclusive dates of the presentation;
- (g) A list of all the persons who attended the presentation; and
- (h) A brief summary of the presentation and the information that a person who attended the presentation was expected to learn.
- 3. To obtain credit for authoring a publication, the licensee must submit to the board:
  - (a) A copy of the published material; and
  - (b) The title, publisher and date of publication of the published material.
- 4. If the credit is for a course of study, training or performing an educational activity which is not specified in NAC 640A.080:
  - (a) A description of the subject matter studied, the training received or the educational activity performed;
  - (b) A schedule of the time spent studying, training or performing; and
  - (c) A brief summary of the manner in which the course or activity relates to occupational therapy.

# New Hampshire

Statute: NH Rev Stat §326-C: 6

## 326-C:6 Renewal of License. -

- I. Persons licensed as occupational therapists or occupational therapy assistants are eligible for renewal of their licenses if they:
- (a) Have not violated this chapter or RSA 328-F or demonstrated poor moral character.
- (b) Meet any continuing competency requirements and any requirements for continuing education, clinical experience, or training established by the board in rules adopted pursuant to RSA 541-A.
- II. The board shall approve continuing education programs approved through the American Occupational Therapy Association's approved provider program.

## Regulation: NH Admin Rules 303.02, 406.02 – 406.19

## Occ 303.02 Continuing Competence Requirements.

- (a) Continuing competence shall be maintained by applicants who:
  - (1) Passed the NBCOT examination described in Occ 303.01(b)(4) more than 52 weeks before submitting the application-form part of the application packet; and
  - (2) Have not practiced as an occupational therapist or occupational therapy assistant since passing the examination.
- (b) If more than 52 but fewer than 104 weeks have elapsed since such applicants passed the NBCOT examination, they shall maintain continuing competence by:
  - (1) Completing 12 hours of professional education in the clinical application of occupational therapy skills; and
  - (2) Doing so within the 12 months just preceding the submission of their application packets.
- (c) If 104 or more weeks have elapsed since such applicants passed the NBCOT examination, they shall maintain continuing competence by:
  - (1) Completing 24 hours of professional education in the clinical application of occupational therapy skills; and
  - (2) Doing so within the 24 months just preceding the submission of their application packets.

## Occ 406 MAINTENANCE OF CONTINUING COMPETENCE

## Occ 406.02 Maintenance of Continuing Competence.

- (a) Licensees intending to renew their licensure shall maintain continuing competence by:
  - (1) Completing 24 contact hours of continuing professional education per biennium in accordance with (d) below if they are renewing:
    - a. An initial license issued in an even-numbered year; or
    - b. A license already renewed at least once; or
  - (2) Completing 6 contact hours of continuing professional education in accordance with (d) below if they are renewing an initial license issued between January 1 and August 31 in an odd-numbered year.
- (b) At least one half of the contact hours required by (a) above shall relate directly to the clinical application of occupational therapy.
- (c) The balance of the contact hours required by (a) above shall relate to general occupational therapy theory and practice, including, but not limited to, supervision and consultation skills, curriculum development and trans-disciplinary issues or skills.
- (d) Continuing competence shall be accumulated through on-site, distance-learning or other participation in the following activities related to occupational therapy:
  - (1) Maintenance of current NBCOT certification, as further described in Occ 406.03
  - (2) Receipt of academic and non-academic instruction in occupational therapy, as further described in Occ 406.04;
  - (3) Facility-based occupational therapy in-service training as further described in Occ 406.05;
  - (4) Informal independent study as further described in Occ 406.06;
  - (5) Formal mentored independent study as further described in Occ 406.07;
  - (6) Direct supervision of fieldwork, as further described in Occ 406.08;
  - (7) Employer-required peer review activities, as further described in Occ 406.09;
  - (8) Publication of writing related to occupational therapy as further described in Occ 406.10;
  - (9) Public professional presentations relating to occupational therapy as further described in Occ 406.11;
  - (10) Participation in an occupational therapy research project as further described in Occ 406.12;
  - (11) Specialty certifications, as further described in Occ 406.13;
  - (12) Product development as further described in Occ 406.14;
  - (13) Participation in the work of professional boards, committees and agencies, as further described in Occ 406.15;
  - (14) Completion of distance learning courses, as further described in Occ 406.16;
  - (15) Teaching occupational therapy, as further described in Occ 406.17;
  - (16) Cardiopulmonary certification or re-certification, as further described in Occ 406.18; and
  - (17) Receipt of universal precaution education, as further described in Occ 406.19.

## Occ 406.03 Maintenance of NBCOT Certification.

- (a) The board shall recognize as maintenance of continuing competence a licensee's maintenance of current NBCOT certification.
- (b) Maintenance of NBCOT certification shall fulfill the requirements of Occ 406.02(a), (b) and (c) for the biennium.

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

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

- (b) The board shall credit the licensee with 15 contact hours for each credit hour of academic course work described in (a) above.
- (c) The board shall recognize as maintenance of continuing competence a licensee's completion of any continuing education program given by a provider approved by AOTA.
- (d) The board shall credit the licensee completing a program described in (c) above with the contact hours attributed to the program by the provider.
- (e) The board shall recognize as maintenance of continuing competence the completion of courses, seminars, conferences and workshops not described by (a) or (c) above if they are primarily on the topics of:
  - (1) Occupational therapy theory or practice or both; or
  - (2) Any conditions for which occupational therapy is often or usually recommended.
- (f) For each clock hour of attendance at such courses, seminars, conferences and workshops, the board shall credit the licensee with one contact hour.

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

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

## Occ 406.06 Informal Independent Study.

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

## Occ 406.07 Formal Mentored Independent Study.

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

## Occ 406.08 Direct Supervision of Fieldwork.

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

contact hours.

## Occ 406.09 Employer-Required Peer Review Activities.

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

## Occ 406.10 <u>Publication of Writing Related to Occupational Therapy</u>.

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

## Occ 406.11 Public Professional Presentations Relating to Occupational Therapy.

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

## Occ 406.12 Participation in an Occupational Therapy Research Project.

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

## Occ 406.13 Specialty Certifications.

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

- (c) The board shall credit the licensee with one contact hour for each 4 clock hours the licensee spent in preparation for a specialty certification named in (a)(2) above, to a maximum of 12 contact hours.
- (d) Receipt of initial certification in neurodevelopmental therapy shall fulfill the requirements of Occ 406.02(a), (b) and (c) for the biennium.
- (e) Receipt of certification in hand therapy shall fulfill the requirements of Occ 406.02(a), (b) and (c) for the current biennium and the following biennium.

## Occ 406.14 Product Development.

- (a) The board shall recognize as maintenance of continuing competence the development of a product related to occupational therapy and disseminated by a manufacturer, distributor, publisher or government agency.
- (b) The board shall credit the licensee with 4 contact hours for the development of a product described in (a) above, to a maximum of 4 contact hours.

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

- (a) The board shall recognize as maintenance of continuing competence the participation by a licensee in the work of a board or committee of a professional occupational therapy organization or government agency.
- (b) The board shall credit the licensee with 2 contact hours for each board, committee or agency served, to a maximum of 4 contact hours.

## Occ 406.16 Completion of Distance Learning Courses.

- (a) The board shall recognize as maintenance of continuing competence a licensee's completion of courses taken through distance learning, including self-study courses and self-paced clinical courses.
- (b) The board shall credit the licensee with the contact hours attributed by the sponsor of the course.

## Occ 406.17 Teaching Occupational Therapy.

- (a) The board shall recognize as maintenance of continuing competence a licensee's teaching a college or university course in occupational therapy.
- (b) The board shall credit the licensee with 2 contact hours for each clock hour of teaching, to a maximum of 8 contact hours, provided that, if the licensee gives substantially the same course more than once, the board shall credit the licensee for only a single presentation of the course.

## Occ 406.18 Cardiopulmonary Certification or Re-certification.

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

## Occ 406.19 Receipt of Universal Precaution Education.

- (a) The board shall recognize as maintenance of continuing competence a licensee's receipt of infection control education.
- (b) The board shall credit the licensee with one contact hour for each clock hour spent in receipt of infection control education, to a maximum of 2 contact hours.

New Jersey	Statute: No continuing education requirements.  Regulation: No continuing education requirements.
	The continuing education requirements.
New Mexico	Statute: NM Stat §61-12A-15
	61-12A-15. License renewal. (Repealed effective July 1, 2016.)
	A. Each renewal request shall contain the person's name, address and license number. After receipt of information and fees as prescribed by this section, the board shall issue a license certificate.
	B. Licenses issued pursuant to the Occupational Therapy Act are subject to annual renewal upon submission of a renewal form provided by the board, payment of the annual renewal fee and the required proof of continuing education units or proof of competency as prescribed by the board. A license not renewed on the annual renewal date is expired.
	C. If a person's license has been expired for five years or less, the person may renew the license upon submission of a renewal form provided by the board, the payment of the annual renewal fee, a late fee and the required proof of continuing education units for the period the license has been expired or proof of competency as prescribed by the board. If a person's license has been expired for more than five years, the person may not renew the license. The person may obtain a new license by compliance with the requirements and procedures for obtaining an original license and any additional proof of competency requested by the board.
	D. If a person's license has been suspended, it shall not be renewed until it has been reinstated by the board. If a person's license has been suspended it is still subject to annual renewal. The person may renew the license as provided in this section, but renewal does not entitle the licensee, while the license is suspended, to engage in the licensed activity or in any other conduct or activity in violation of the order or judgment by which the license was suspended.
	E. If a person's license has been revoked on disciplinary grounds, and has been reinstated by the board, the licensee shall pay the annual renewal fee and any applicable late fee as a condition of reinstatement.
	Regulation: 16 NM Code 16.15.4.7 – 16.15.4.9
	<b>16.15.4.7 DEFINITIONS:</b> "Continuing education" means any organized educational program relating to the topic of health, designed to expand a licensee's knowledge beyond the basic education requirements for occupational therapists and occupational therapy assistants as recognized by the board. Topics include, but are not limited to, administration, education, communication and clinical practice skills. One "continuing education contact hour" is equivalent to sixty (60) minutes.

## 16.15.4.8 ANNUAL CONTINUING EDUCATION REQUIREMENTS:

A. Every licensed occupational therapist and occupational therapy assistant must earn a minimum of twenty (20) continuing education contact hours per year during each year of licensure. Continuing education contact hours must be earned prior to license renewal the following year. The first year during which twenty (20) contact hours must be earned is the year beginning on October 1<sup>st</sup> following license issuance and ending on the following September 30<sup>th</sup>. Occupational therapists and occupational therapy assistants licensed during the first year will be expected to pay the annual renewal fee and may submit continuing education contact hours during this first year for carryover. A maximum of twenty (20) contact hours may be carried over. B. No license will be renewed in the absence of satisfactory evidence that the required continuing education contact hours have been earned.

- C. The board office will mail a renewal application to each licensee at least thirty (30) days prior to the expiration date of the license.
- D. Each licensee is responsible for submitting the required renewal fee and continuing education by the expiration date whether or not a renewal application is received by the licensee.
- E. Each licensee is responsible for filing address changes and maintaining a current address with the board office.

## 16.15.4.9 APPROVAL OF CONTINUING EDUCATION:

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

- (4) Attendance at physician in-service programs or regular occupational therapy staff in-service programs. The applicant must provide the name of the program; number of hours spent in the program; inclusive dates of attendance; name of the instructor or supervisor of the program; name of the institution; and a brief course summary indicating the course's relationship to the licensee's present or future position in the field of occupational therapy. A maximum of ten (10) contact hours will be allowed in this area.
- (5) Completion of an American occupational therapy association (AOTA) or other self-study course. The applicant must provide:
  - (a) a copy of the certificate of completion received from the program provider; and
  - (b) a brief statement indicating the course's relationship to the licensee's present or future position in the field of occupational therapy.
- (6) **Reading a book.** The applicant must provide the name of the book; number of pages; name of the author; and a typewritten summary explaining how the information obtained from the book applies to the licensee's present or future position in the field of occupational therapy. The board may approve, on an individual basis, up to two (2) contact hours for each book read. A maximum of four (4) contact hours will be allowed in this area.
- (7) **Writing a book.** The applicant must provide a copy of the book written. The book will be returned to the licensee upon request.
  - (a) The book must have been copyrighted in the year for which the continuing education contact hours are requested.
  - (b) Up to forty (40) contact hours may be awarded at the board's discretion.
- (8) **Viewing video tapes/films/prerecorded materials.** An applicant must provide the name of the film, tape, or audio cassette; the length of time; name of the presenter; and a typewritten summary explaining how the information obtained applies to the licensee's present or future position in the field of occupational therapy. A maximum of ten (10) contact hours per year is allowed in this area.
- (9) **Presentation of a paper.** The applicant must provide a copy of the paper along with the duration and location of the presentation. The presentation must have been made in the year for which the continuing education contact hours are requested. Credit may be given only once for any individual presentation and the board will determine the number of continuing education contact hours approved.
- (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.
- (11) **Conducting occupational therapy research**. The board will determine the number of continuing education contact hours approved. The applicant must provide the following:
  - (a) title and description of research project, including brief timeline;
  - (b) names of other persons involved in project (i.e., co-investigators or supervisors);
  - (c) a brief statement indicating how participation in the project is related to the licensee's present or future position in the field of occupational therapy;
  - (d) a brief statement indicating how participation in the project is benefiting the applicant's therapy skills or research skills; and
  - (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.
- (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.

- (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.
- (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.
- (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.
- (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.
- D. Ineligible activities include, but are not limited to:
- (1) orientation and in-service programs dealing with organizational structures, processes, or procedures;
- (2) meetings for purposes of policy making that do not include a continuing education component related to protection of the public; for continuing education component approval, contact hours are to be determined by the board; a maximum of ten (10) contact hours per renewal year is allowed in this area;
  - (3) association, chapter or district business meetings;
  - (4) entertainment or recreational meetings or activities;
  - (5) committee meetings, holding of offices, serving as an organizational delegate;
  - (6) visiting exhibits;
  - (7) any self-directed studies not approved by the board; and
  - (8) CPR education.
- E. Credit screening procedures are as follows:
  - (1) the board or its designee must approve each request for continuing education credit;
  - (2) the licensee will be informed of the board's action within thirty (30) calendar days of receipt of the request; and
  - (3) the licensee whose request has been denied may appeal to the board within thirty (30) calendar days of the notification of the board's decision.
- F. Continuing education audit.
  - (1) The board shall audit a percentage of renewal applications each year to verify the continuing education requirement.
  - (2) If a notice of audit letter is received with the annual renewal form, evidence of continuing education hours earned during the renewal year must be submitted to the board as requested and as required in the Occupational Therapy Act and by this rule.
  - (3) If the licensee is not audited, all documentation of attendance and agendas should be retained by the licensee for a minimum of three (3) years immediately preceding the current renewal.
  - (4) The board reserves the right to audit continuing education attendance certificates whenever there is reasonable doubt the courses submitted, dates, or hours may be incorrect.
  - (5) Proof of attendance for all continuing education programs is required on all renewal applications submitted

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	after the expiration date.  G. Credit for excess continuing education contact hours accumulated may be used only during the following year.  Documentation of excess continuing education contact hours which are being submitted for credit must be submitted with the annual renewal fee and application. The board will allow a maximum of twenty (20) continuing education contact hours to be carried over into the next licensing year.
New York	Statute:
	<u>Statute.</u>
	No continuing education requirements
	Regulation:
	No continuing education requirements.
	The continuing education requirements.
North Carolina	Statute: NC Gen Stat § 90-270.75
	§ 90-270.75. Renewal of license.  (a) Licenses issued under this Article shall be subject to annual renewal upon completion of continuing education and competency requirements as may be required by the Board, upon the payment of a renewal fee specified under G.S. 90-270.77 and in compliance with this Article, and shall expire unless renewed in the manner prescribed by the Board. The Board may provide for the late renewal of a license upon the payment of a late fee in accordance with G.S. 90-270.77, but no such late renewal may be granted more than five years after a license expires.  (b) A suspended license is subject to expiration and may be renewed as provided in this section, but such renewal shall not entitle the licensee to engage in the licensed activity or in any other conduct or activity in violation of the order or judgment by which the license was suspended until the license is reinstated. If a license revoked on disciplinary grounds is reinstated, the licensee shall pay the renewal fee and any late fee that may be applicable.
	Regulation: 21 NC Admin Code 38.0801
	SECTION .0800 – CONTINUING COMPETENCE ACTIVITY
	<ul> <li>21 NCAC 38 .0801 CONTINUING COMPETENCE DEFINITIONS As used in this Section: (1) "AOTA Approved Provider Program" refers to a voluntary process of review and approval of continuing education (CE) providers by the American Occupational Therapy Association (AOTA) based on criteria and guidelines that assess a provider's ability to develop and implement CE activities that are relevant to the practice of occupational therapy. (2) "Contact Hour" means a unit of measure for a continuing education activity. One contact hour equals 60 minutes in a learning activity, excluding meals and breaks. One contact hour equals one point. (3) "Continuing Competence" means a process in which an occupational therapist or an occupational therapy assistant develops and maintains the knowledge, performance skills, interpersonal abilities, critical reasoning skills, and ethical reasoning skills necessary to perform his or her professional responsibilities.</li> </ul>

- (4) "Continuing Education" means structured educational experiences beyond entry-level academic degree work that are intended to provide advanced or enhanced knowledge in a particular area.
- (5) "Continuing Education Credit" means credit given for a formalized activity in the form of contact hours or continuing education units.
- (6) "Continuing Education Unit (CEU)" means a unit of measure for continuing education. One CEU is defined as 10 contact hours of participation in a learning activity excluding meals and breaks.
- (7) "Peer Reviewed" means any written work that is blind reviewed by more than one person.
- (8) "Points" means an assigned unit of measure for each continuing competence activity as defined in Rule .0805 of this Section.

#### 21 NCAC 38 .0802 CONTINUING COMPETENCE REQUIREMENTS FOR LICENSURE

- (a) Effective for the renewal period July 1, 2008 through June 30, 2009 and each renewal thereafter, licensed occupational therapists and occupation therapy assistants applying for license renewal shall document having earned a minimum of 15 points for approved continuing competence activities between June 1 of the preceding licensure period and May 31 of the current licensure period.
- (b) Every two years all licensees shall document completion of at least one contact hour of an ethics course related to the practice of occupational therapy, which shall be included in the total points for the year.
- (c) Continuing competence contact hours exceeding the total needed for renewal shall not be carried forward to the next renewal period.
- (d) Continuing competence activities shall not include new employee orientation or annual training required by the employer.
- (e) Licensees shall not receive credit for the same continuing competence activity more than once during a renewal period.

## 21 NCAC 38 .0803 APPROVAL OF ACTIVITIES FOR MAINTAINING CONTINUING COMPETENCE

- (a) Provided that the activities are consistent with the provisions of rules in this Section, the Board shall grant pre-approval to:
  - (1) Continuing competence activities sponsored or approved by the North Carolina Occupational Therapy Association,
  - (2) Continuing competence activities sponsored or approved by the American Occupational Therapy Association,
  - (3) Continuing competence activities sponsored by AOTA approved providers.
- (b) A provider who wishes to obtain Board approval of activities for maintaining continuing competence, consistent with Rule .0804 of this Section, shall submit to the Board, at least 90 days in advance of the program, the following:
  - (1) course description;
  - (2) learning outcomes;
  - (3) target audience;
  - (4) content focus;
  - (5) agenda for the activity;
  - (6) amount of contact hours;
  - (7) qualifications for the presenter(s);
  - (8) sample documentation for demonstrating satisfactory completion by course participants such as certificate of completion.
- (c) Upon review of the completed application, the Board shall notify the provider as to whether or not the program has been approved.
- (d) A provider of a continuing competence activity shall furnish documentation for demonstrating completion to all participants, specifying the following information:

- (1) name of the participant;
- (2) name of the provider;
- (3) dates of the activity and completion;
- (4) title and location of the activity;
- (5) number of contact hours; and
- (6) signature of the provider or representative.

## 21 NCAC 38 .0804 SCOPE OF QUALIFIED ACTIVITIES FOR MAINTAINING CONTINUING COMPETENCE

- (a) To be approved by the Board, activities must be related to roles and responsibilities in occupational therapy and must serve to protect the public by enhancing the licensee's continuing competence.
- (b) Subject matter for approved activities include research; theoretical or practical content related to the practice of occupational therapy; or the development, administration, supervision, and teaching of clinical practice or service delivery programs by occupational therapists or occupational therapy assistants.

## 21 NCAC 38 .0805 QUALIFIED ACTIVITIES FOR MAINTAINING CONTINUING COMPETENCE

Activities that qualify for maintaining continuing competence are:

- (1) Continuing Education:
  - (a) Includes attendance and participation 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, or AOTA Continuing Education Articles;
  - (b) A licensee may earn one point for each contact hour or equivalent unit that is awarded by the provider. There are no maximum points in this category; and
  - (c) Documentation shall include a certificate of completion or similar documentation including name of course, date, author/instructor, sponsoring organization, location, and number of hours attended.
- (2) Academic Coursework:
  - (a) Includes participation in on-site or distance learning academic courses from a university, college, or vocational technical adult education course related to the practice of occupational therapy;
  - (b) A licensee may earn one point for each contact hour, up to a maximum of six points;
  - (c) A licensee enrolled in a graduate or post-graduate OT curriculum has no maximum points in this category; and
  - (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.
- (3) Small Group Study:
  - (a) Includes review and discussion of journal articles, clinical videotapes or audiotapes by at least two licensed practitioners;
  - (b) A licensee may earn one point for one hour spent in an independent study activity, up to a maximum of three points; and
  - (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.
- (4) Mentorship Agreement:
  - (a) Participation as a Mentee;
    - (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;
- (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
- (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.
- (b) Participation as Mentor:
  - (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;
  - (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
  - (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.
- (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.
- (6) Professional Writing:
  - (a) Publication of a peer-reviewed book, chapter, article or contracted review of occupational therapy resource material;
  - (b) During the year written, edited or reviewed a licensee may earn;
    - (i) 15 points as author of a book;
    - (ii) 10 points as author of a chapter;
    - (iii) Five points as author of a peer-reviewed article;
    - (iv) Five points as a contracted reviewer of a print or multimedia occupational therapy resource; or
    - (v) 10 points as listed editor of a book.
  - (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
  - (d) Credit for submitted items shall be given for one licensure period only.
- (7) Presentation and Instruction:
  - (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;
  - (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
  - (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.
- (8) Professional Meetings and Activities:
  - (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;
- (b) A licensee may earn one point for five hours or two points for 10 or more hours for participation on committees or boards;
- (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.
- (9) Board Certification or Specialty Certification:
  - (a) The Board shall recognize completion of activities that result in board certification or specialty certification by AOTA during the current licensure period;
  - (b) A licensee may earn 15 points for each board certification or specialty certification credential earned or re-certified during the current licensure period; and
  - (c) Documentation shall include certificate of completion or other documentation from the recognized certifying body that identifies satisfactory completion of requirements for obtaining board certification or specialty certification.
- (10) Research and Grants:
  - (a) Development of or participation in a research project or grant proposal;
  - (b) A licensee may earn one point for each three hours spent working on a research project or grant proposal, up to a maximum of five points; and
  - (c) Documentation includes verification from the primary investigator indicating the name of the research project, dates of participation, major hypotheses or objectives of the project, and licensee's role in the project or name of grant proposal, name of grant source, purpose and objectives of the project, and verification from the grant author regarding licensee's role in the development of the grant if not the author.

## 21 NCAC 38 .0806 WAIVER OF REQUIREMENTS

The Board shall waive all or part of the continuing competence activity requirements of this Section if an occupational therapist or occupational therapy assistant submits written request for a waiver and provides evidence to the satisfaction of the Board of an illness, injury, financial hardship, family hardship, or other similar extenuating circumstance which precluded the individual's completion of the requirements. The Board shall add the unfulfilled continuing competence hours to the following year's requirements.

#### 21 NCAC 38 .0807 DOCUMENTATION/REPORTING PROCEDURES

- (a) Licensees shall maintain the required proof of completion for each continuing competence activity as specified in the rules of this Section. The required documentation shall be retained by the licensee for two years following the last day of the license renewal period for which the continuing competence activities were earned.
- (b) Licensees shall not send their continuing competence activity documentation to the Board unless audited or otherwise requested by the Board.

## 21 NCAC 38 .0808 AUDIT OF CONTINUING COMPETENCE ACTIVITIES

- (a) The Board shall perform a random audit of licensees' continuing competence activity requirements at least once during each licensing period.
- (b) A licensee who is audited shall provide proof of completion of the continuing competency activities.
- (c) A licensee who fails to comply with the continuing competence activity requirements of this Section shall be subject to disciplinary action that may include suspension or revocation of license.

# **North Dakota**

Statute: ND Cent Code § 43-40-15

#### 43-40-15

Renewal of license.

- 1. Any license issued under this chapter is subject to annual renewal and expires unless renewed in the manner prescribed by the rules of the board. The board may provide for the late renewal of a license upon the payment of a late fee in accordance with its rules, but no late renewal of a license may be granted more than three years after its expiration.
- 2. The board may establish additional requirements for license renewal which provide evidence of continuing competency.

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

## 55.5-02-01-04

Continued Competency.

Continued competency is the ongoing application and integration of knowledge, critical thinking, interpersonal and psychomotor skills essential to safely and effectively deliver occupational therapy services within the context of a practitioner's role and environment.

- 1. The board requires a minimum of twenty contact hours within the twenty-four months prior to the completed application for renewal of licensure.
  - A. One contact hour is equal to one clock-hour.
  - B. Ten contact hours are equal to one continuing education unit.
- 2. Any practitioner initially licensed between July first and December thirty-first of the odd-numbered year is required to complete ten contact hours for that licensing period with twenty contact hours for each subsequent licensing period.
- 3. Any practitioner initially licensed on or after January first of the even-numbered year has no contact hour requirement until the following licensing period when the licensee is required to complete twenty contact hours for that licensing period and each subsequent licensing period.
- 4. When a practitioner has not been licensed for up to three years, the practitioner must submit evidence of a minimum of twenty contact hours of continued competency earned within the twenty-four months prior to the completed application for renewal of license.
- 5. Board-approved continued competency must:
  - a. Be directly related to or supportive of occupational therapy practice;
  - b. Enhance the occupational therapist's or occupational therapy assistant's professional development and competence; and
  - c. Be specific to the applicant's or licensee's current area of practice or an intended area of practice within the next year.
- 6. Continued competency includes:
  - a. Workshops, refresher courses, professional conferences, seminars, or education programs presented by organizations such as AOTA, NBCOT, NDOTA, medical associations, or educational and national or state health organizations. There is no limit

on hours that may be earned under this subdivision.

- b. Presentations by licensee:
  - (1) Professional presentations, e.g., inservices, workshops, or institutes. Any such presentation may be counted only one time. There is no limit on hours that may be earned under this paragraph.
  - (2) Community or service organization presentations. Any such presentation may be counted only one time. No more than eight hours may be earned under this paragraph.
- c. Formal academic coursework.
- (1) One or two credit hour class is equal to five contact hours.
- (2) Three or four credit hour class is equal to ten contact hours.
- d. Authoring professional publications. There is no limit on hours that may be earned under this subdivision. Publications include:
  - (1) Book;
  - (2) Chapter in a book;
  - (3) Thesis or dissertation;
  - (4) Article; or
  - (5) Multimedia.
- e. Formal self-study course with a completion certificate. There is no limit on hours that may be earned under this subdivision.
- f. Research approved by the board.
- g. Supervised clinical practice preapproved by the board.
- h. 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.
- i. Facility-based continued competency education program. No more than six hours may be earned under this subdivision.
- j. Distance learning activities.
- 7. Licensees and continuing education providers may submit continuing education courses to the board for preapproval.
- 8. A copy of a continuing education unit certificate must be submitted for board approval. The continuing education unit 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 or continuing education units, 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.
- 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 as outlined in North Dakota Century Code section 43-40-16. The board may waive or allow exceptions due to extraordinary circumstances.
- 10. Continued competency hours may only be used once to satisfy the requirements of this section.

Ohio

Statute: OH Rev Code §4755-10

4755.10 Renewals.

Each license issued under section 4755.08 of the Revised Code is valid without further recommendation or examination until revoked or suspended or until the license expires for failure to file an application for renewal as provided for in this section.

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

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

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

Regulations: OH Admin Code Ch 4755-9

## 4755-9-01 Continuing education.

- (A) Pursuant to division (C) of section 4755.06 of the Revised Code, no person shall qualify for licensure renewal as an occupational therapist or occupational therapy assistant unless the licensee has shown to the satisfaction of the occupational therapy section that the licensee has completed twenty contact hours of continuing education activities within the two year renewal cycle.
  - (1) If the license was valid for a period of twelve months or less, the licensee shall complete ten contact hours of continuing education within the renewal cycle, including one contact hour of ethics pursuant to paragraph (A)(5) of this rule. The category limits contained in paragraph (B) of this rule do not apply if the license was valid for twelve months or less.
  - (2) Any person who obtains an initial license by examination in Ohio pursuant to paragraph (C) of rule 4755-3-01 of the Administrative Code within twelve months of graduation from an entry level occupational therapy/occupational therapy assistant program is not required to obtain any continuing education units for the first renewal.
  - (3) A "contact hour" is one hour spent in a continuing education activity meeting the requirements of this rule. Contact hours exclude refreshment breaks, receptions, social gatherings, and meals that do not include an acceptable activity.
  - (4) All continuing education activities must be earned in the two year period immediately preceding the thirtieth day of June of

the year in which licensure renewal is required. Contact hours may not be carried over from one renewal period to the next.

- (5) Licensees shall complete at least one contact hour of ethics education per renewal cycle. The one hour ethics requirement may be fulfilled by completing an acceptable activity outlined in paragraph (B) of this rule that contains at least one hour addressing professional ethics. In addition, any presentation by the occupational therapy section meets the ethics requirement.
- (B) Acceptable continuing education activities may include:
  - (1) Attending professional workshops, seminars, and/or conferences. There is no limit of contact hours in this category.
  - (a) Credit is obtained by attending presentations that have either been sponsored or approved by the occupational therapy section, the American occupational therapy association (AOTA), the Ohio occupational therapy association, offered by an AOTA approved provider, or which meets the following criteria:
    - (i) It contributes directly to professional competency;
    - (ii) It relates directly to the clinical practice, management, or education of occupational therapy practitioners; and
    - (iii) It is conducted by individuals who have demonstrated expertise in the subject matter of the program.
  - (b) Prior approval from the section is not required if paragraphs (B)(1)(a)(i) to (B)(1)(a)(iii) of this rule have been met.
  - (c) Proof of content shall be demonstrated by the original workshop or conference brochure, agenda, notes, or materials given to participants during the presentations.
  - (d) Copies of continuing education unit certificates or other original documents indicating credits awarded may also be used as verification of participation. If no other form of verification is available, licensees may obtain from the board verification of participation forms, which are to be signed by each presenter at the conclusion of each presentation. If a presentation is made by a panel of individuals, only one signature is required.
  - (2) Presentations of occupational therapy programs, workshops, or seminars. The presentation must be to health or education professionals and/or students, be at least one contact hour in length and relate to the clinical practice, management, or education of occupational therapy practitioners. Two contact hours will be awarded for each hour of presentation. A maximum of eight contact hours may be earned in this category. Proof of presentation is the workshop, conference, or seminar contract, or the brochure, agenda, or other printed materials describing content and audience. Continuing education credit will not be awarded for subsequent presentations of the same material.
  - (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.
  - (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.
  - (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.
  - (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.

- (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.
- (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.
- (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. Apprenticeships must be served under the supervision of a licensed occupational therapist whose license is in good standing and who has demonstrated expertise in the practice of occupational therapy or other individuals who have demonstrated expertise in specialized techniques as approved by the occupational therapy section.
- (10) Research projects. A maximum of ten contact hours may be earned in this category. The hours will be granted only for completed, published or unpublished research projects related to the theory, clinical practice, management, or education of occupational therapy. Proof of completion is the published article or unpublished manuscript.
- (11) Informal independent study. One contact hour will be given for reading an evidence based book chapter or research journal article relating to the clinical practice, management, or education of occupational therapy practitioners and identifying how the information presented can be applied to one's own practice, management, or education situation. Proof of completion is a copy of the article's title page and the first page, and a written report summarizing the information and outlining how it can be applied by the licensee. One hour will be awarded for each chapter/article. A maximum of four contact hours may be earned in this category per renewal cycle.
- (12) Laws and rules examination. One contact hour may be earned for completing and passing the Ohio occupational therapy laws and rules examination. This contact hour may be utilized only once per renewal cycle for continuing education credit. Proof of completion is the graded examination. This contact hour may be used to fulfill the ethics requirement established in paragraph (A)(5) of this rule.
- (13) Mentorship. Continuing education credit can be earned by mentoring a student completing a graduate level research/capstone project at an ACOTE accredited entry-level or a post-professional occupational therapist education program. One contact hour may be earned for every eighty hours of mentorship completed, with a maximum of four contact hours per renewal cycle. Proof of mentorship will be a certificate from the student's school and a time log documenting the mentor's activities and the time spent completing those activities. Faculty members mentoring students enrolled in the faculty member's own program are not eligible for continuing education credit for mentorship.
- (C) The occupational therapy section shall conduct an audit of the continuing education records of not less than five percent of the licensees each renewal year.
  - (1) Licensees chosen for audit shall submit to the board by the date specified by the board copies of all records and documentation of the continuing education activities used to meet the requirements of paragraph (A) of this rule.
  - (2) Failure to provide proof of the required number of continuing education hours, in the appropriate categories, for the specified time period will result in the commencement of disciplinary action.
  - (3) Failure to respond to or acknowledge receipt of an audit notice will result in the commencement of disciplinary action.
- (D) An occupational therapist or occupational therapy assistant license shall not be renewed unless the licensee certifies that the

individual completed the required number of continuing education hours specified in paragraph (A) of this rule.

A licensee who falsifies a renewal application may be disciplined by the occupational therapy section for violating section 4755.11 of the Revised Code.

## 4755-9-02 Waivers; exemptions for continuing education.

In individual cases involving disability, illness, or undue hardship, the occupational therapy section may grant waivers of the continuing education requirements, or extensions of time within which to fulfill these requirements not to exceed two calendar years.

- (A) To apply for a waiver or extension due to undue hardship, the licensee must submit a signed letter to the section describing the hardship no later than April 1 of the renewal year.
- (B) To apply for a waiver or extension due to disability or illness, the licensee must obtain, complete, and submit the waiver or extension form to the occupational therapy section no later than April 1 of the renewal year. This form or appropriate letter must also be signed by a licensed physician in good standing verifying that the licensee suffers from a disability or illness.
- (C) The deadlines in paragraphs (A) and (B) of this rule may be waived at the discretion of the occupational therapy section.

## Oklahoma

## Statute:

## 888.10. Renewal of license - Continuing education

A. Licenses under this act shall be subject to annual renewal and shall expire renewed in the manner prescribed by the rules and regulations of the Board, upon payment of a renewal fee provided for in Section 11 of this act. The Board may provide for a license upon payment of a late fee in accordance with its rules and regulations, but no such late renewal of a license may be granted more than five (5) years after its expiration. A hearing before the Board may be required in addition to a late fee.

- B. A suspended license is subject to expiration and may be renewed as provided in this section, but such renewal shall not entitle the licensee, while the license remains suspended and until it is reinstated, to engage in the licensed activity, or in any conduct or activity in violation of the order or judgment by which the license was suspended. If a license revoked on disciplinary grounds is reinstated, the licensee as a condition of reinstatement, shall pay the renewal fee and any late fee that may be applicable.
- C. The Board may establish continuing education requirements to facilitate the maintenance of current practice skills of all persons licensed under this act.

Regulation: OK Admin Code

## 435:30-1-5. License renewal; late fees; continuing education; re-entry guidelines

- B. Continuing education for renewal.
- (1) Continuing education for renewal of licensure has been established to require therapists' involvement in activities which keep their skills and knowledge of current practice up to date. A point is the equivalent of 1 contact hour. Twenty contact hours every 2 years will be required.

- (2) A Sub-Committee, composed of Occupational Therapists and Occupational Therapy Assistants, may review all points submitted. The Sub-Committee will forward recommendations to the Occupational Therapy Advisory Committee for approval or denial. Reasons for denial will be given to each therapist. Should any individual therapist have questions as to the appropriateness of a program, the therapist could consult the Committee. The Committee would have the authority to decide on any type of program not listed and assign appropriate hours. The responsibility for showing how a particular activity is relevant to maintaining skills as an Occupational Therapist or Occupational Therapy Assistant will be with the therapist applying for approval. The Committee will automatically accept programs offered or approved by the American Occupational Therapy Association or the Oklahoma Occupational Therapy Association as proved courses.
- (3) The Committee recognizes the role that ongoing practice plays in maintaining competence as an Occupational Therapist or Occupational Therapy Assistant. Continuing education requirements are designed to update knowledge and skills. Synthesis takes place when the therapist has the opportunity to apply this knowledge and these skills to their practice. Therefore, therapists will be asked to provide information about their practice of occupational therapy at the time of renewal.
- (4) Traditional method of points/value/documentation:
  - (A) Traditional methods of points:
    - (i) Workshops
    - (ii) Inservices (6 point maximum per compliance period)
    - (iii) Seminars
    - (iv) Conferences
    - (v) Programs offered by or approved by the American Occupational Therapy Association or the Oklahoma Occupational Therapy Association or the National Board for Certification in Occupational Therapy
    - (vi) Programs at Special Interest Section meetings
    - (vii) Occupational Therapy Education Council of Oklahoma workshops (points as assigned on request from Committee)
  - (B) Assigned Value: 1 point per hour of participation.
  - (C) Documentation: Verification of attendance and copies of supporting documentation such as program brochure, syllabus, etc. If unable to verify attendance, use Form B **Verification of Conference Attendance**, attach a copy of receipt for conference fee and statement of relevancy to practice of Occupational Therapy if not obvious from the program materials.
- (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 Newsweek, SIS Newsletter, or other related newsletters):
    - (I) Maximum of 10 points per compliance period.
    - (II) Documentation: Copy of article, book review or abstract evidencing title of newsletter and date of publication.
  - (iv) Alternative media such as video tapes, slide/tape presentations, etc., that would be available for general viewing. Media or description of media to be submitted to Committee for approval and assignment of points as appropriate.
    - (I) Assigned Value: 10-20 points per publication or finished product
    - (II) Documentation: Copy of approval letter from Committee.
- (D) Research
  - (i) Principal or co-investigator, project director or research assistant. Research proposal and final results submitted to Committee for approval:
  - (I) 10 points
  - (II) Documentation: Statement of participation and abstract of proposal and results.
  - (ii) Quality assurance studies completed and published in journal or newsletter:
  - (I) 5 points Assigned Value: 5-10 points per project
  - (II) Documentation: Manuscript acknowledgment or copy of article.
- (E) Formal Coursework
  - (i) College and university coursework courses directly relating to improvement, advancement, or extension of one's skills as an Occupational Therapist. One credit course would be 10 points, 2-credit course 20 points, and 3-credit course would be 30 points. Assigned Value: 10-30 points as approved.
  - (ii) College or university courses which are indirectly related, yet support skills and knowledge will be evaluated individually and assigned value accordingly.
  - (iii) Documentation: Course description with statement of relevance to Occupational Therapy and transcript or other documentation of passing grade.
- (F) Self-Study: (Independent Learning Projects). A combination of activities which may include, but are not limited to a combination of reading, observing other therapists, viewing video tapes and quality assurance studies and related professional activities which enhance knowledge and skill in a specific area. A Report of Professional Self-Study should be submitted to Committee for approval (Form C). Points will be assigned by the Committee based on the relevance to practice and complexity. Documentation: Copy of approval letter from OT Advisory Committee.
- (G) Specialty Certification. Achievement of a specialty certification by a recognized body such as Neuro Developmental Techniques, Sensory Integration, American Society of Hand Therapists will be awarded 20 points one time only. Credit will be granted for Certification obtained within the compliance period in which certification was granted or the

	next subsequent compliance period only.
	(H) Professional Activities
	(i) American Occupational Therapy Association membership: 2 points Documentation: Copy of current AOTA membership card.
	(ii) Oklahoma Occupational Therapy Association or American Occupational Therapy Association elected office (up to 8 points per year). Documentation: Copy of annual report submitted to OOTA or AOTA listing activities of office.
	(iii) AOTA or OOTA Committee chair - points awarded based on the extent to which activities are relative to maintaining involvement in the profession as evidenced by their annual report (up to 8 points per year).  Documentation: Copy of approval letter from OT Advisory Committee.
	(iv) Member of Committee - based on evidence of involvement in appropriate activities (up to 4 points per year).  Documentation: Copy of approval letter from OT Advisory Committee.
	(v) Active involvement in related organizations and committee upon approval by the Committee (up to 4 points per year). Documentation: List of dates of activities and types of activities, signed by committee chair, with a statement of relevance of the organization or committee to the practice of occupational therapy.
Oregon <sup>V</sup>	Statute: OR Rev Stat §675.320
(See footnote at end of	
document)	<b>675.320 Powers of board; fees; rules.</b> The Occupational Therapy Licensing Board shall have the following powers in addition to powers otherwise granted under ORS 675.210 to 675.340 or necessary to carry out the provisions of ORS 675.210 to 675.340: (10) To establish minimum requirements for continuing education to be complied with by all licensees under ORS 675.210 to 675.340.
	Regulation: OR Admin Rules 339-020-0000 to 0100
	339-020-0000 Continuing Education Defined
	Continuing education (CE) is participation in courses, classes, workshops and other means for the purpose of developing and updating professional skills to provide appropriate occupational therapy services.
	339-020-0010 CE Requirements for Current Licensees
	(1) All current licensees shall obtain a minimum of 30 points of CE from Board approved categories during the two years immediately preceding the date of the license renewal.
	(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.
	220 020 0045 One time requirement for CE on Bein Management
	339-020-0015 One-time requirement for CE on Pain Management (1) After January, 2008, a one-time requirement of 7 points of CE on Pain Management must be completed as part of the 30 points of CE defined in OAR 339-020-0020.
	(2) All currently licensed Occupational Therapists and Occupational Therapy Assistants who renew their license in May, 2010 must complete the one-hour online Oregon Pain Commission class and six additional points of CE on Pain Management. Any classes provided by the Pain Commission will count toward the 7 points. Licensees may use any CE points on Pain Management

taken between 2006 and their renewal date in May, 2010.

(3) All new applicants for Occupational Therapy and Occupational Therapy Assistants must complete the one-time requirement of 7 points of CE on Pain management (including the one online hour offered by the Pain Commission) prior to their next renewal or within two years of license in Oregon, whichever comes later.

## 339-020-0020: CE Categories and Points

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

- (1) Attendance at university, college or vocational technical adult education courses at or above practice level: Four points per credit hour. Documentation of successful completion required.
- (2) Attendance at seminars, workshops, or institutes: One point per direct hour of content.
- (3) Completion of educational telecommunication network or on-line courses: Points as awarded by certificate or per credit, see (1). Certificate of successful completion required.
- (4) Attendance at educational sessions relating to occupational therapy sponsored by OTAO, AOTA, AOTA approved providers, and NBCOT or professional academic institutions relating to occupational therapy: One point per hour of attendance. Certificate of attendance required.
- (5) Satisfactory completion of American Occupational Therapy Association approved courses/materials or courses/materials offered by AOTA approved providers: Points per certificate on completion. Documentation of satisfactory completion required.
- (6) Publication—Copy of publications required.
  - (a) Publication of article in non-peer reviewed publication (e.g. OT Practice, SIS Quarterly, Advance, etc.): Five points per article.
  - (b) Publication of article in peer-reviewed professional publication (e.g. journals, book chapter, research paper): Ten points per article.
  - (c) Publication of chapter(s) in occupational therapy or related textbook: Ten points per chapter.
- (7) Professional presentation (person presenting): Presentation must be at practice level for credit, e.g. CNA training would not be acceptable: Two points per hour with no additional points for subsequent presentation of same content. Course outline must be provided.
- (8) Development of alternative media (computer software, video or audio tapes): Three points/hr of finished product. Outline required.
- (9) Completing requirements for occupational therapy specialty certification (initial or recertification one time only for each specialty): 12 points. Copy of certificate required.
- (10) Research, provided an abstract of the research is retained to prove participation: Principal—Eight points. Associate—Six points.
- (11) Development and implementation of a school approved Level II student program (one time only and completed within a year): Four points. Copy of program must be provided.
- (12) In-service training: One point per hour of attendance.
- (13) Attendance at videotaped presentations of educational courses, seminars, workshops or institutes (group viewing with discussion): One-half point per direct hour of viewing with additional points for discussion, not to exceed seven points.
- (14) Student supervision, Level I Fieldwork: One point for 8 hours of supervision.

	(15) Student supervision, Level II Fieldwork: One point for 8 hours of supervision.
	(16) Mentoring; as defined in OAR-339-010-0005(5): One point for every eight hours contract mentoring with documentation.
	Points may be obtained for both the mentor and the mentee.  (17) Professional leadership on a Board or Commission relating to OT—Volunteer services to organizations, populations, and
	individuals that advance the reliance on and use of one's occupational therapy skills and experiences to the volunteer setting
	or experience: 10 hours equal two points. Up to four points a year with documentation.
	(18) Re-Entry Supervisors: Therapists providing supervision under OAR 339-010-0016: One point for 8 hours.
	339-020-0080 CE Certification
	(1) Persons seeking to renew their license or to restore a lapsed license shall submit with their application a signed statement certifying that they have completed CE requirements set forth in these rules.
	(2) Licensees must maintain a record of continuing education for a minimum of four years and provide these records to the Board
	upon request.
	339-020-0090 Waiver
	The Board may, in individual cases involving physical disability or illness, or undue hardship, grant waivers of the minimum continuing education requirements or extensions of time within which to fulfill the same or make the required reports. Applications
	for waiver shall be made to the Board in writing at least two months prior to license expiration.
	220 020 0400 Montarahin batusaan ligangga far CE Cradit
	339-020-0100 Mentorship between licensees for CE Credit  For purposes of mentorship between licensed occupational therapy practitioners, in order to obtain CE credit:
	(1) Enter into a written mentorship agreement signed by both parties that includes a detailed description of the planned and
	collaborative experience and the goals to be achieved under the plan; (2) Provide written documentation signed and dated by both parties that the mentorship was successfully completed, if requested
	by the Board.
	(3) Both the mentor and the mentee may obtain CE credit under OAR 339-020-0020
Pennsylvania	Statute: 63 P. S. § 1505
	(a) A license issued under this act shall be renewed biennially upon payment of the renewal fee prescribed in section 17. It shall
	expire unless renewed in the manner prescribed by the regulations of the board. The board may provide for the late renewal of a
	license upon the payment of a late fee. A late renewal of a license shall not be granted more than four years after its expiration. A license shall be renewed after the four-year period only by complying with section 11. The board may establish additional
	requirements for license renewal designed to assure continued competency of the applying occupational therapist.
	Regulation:
	The board has not issued regulations to implement CE requirements for Occupational Therapists
Rhode Island	
MICHE ISIAIIU	Statute: RI Gen L § 5-40.1-12

## § 5-40.1-12 Renewal of licenses – Inactive status.

- (a) Upon the recommendation of the board, the director shall issue to applicants who have satisfactorily met the licensure requirements of this chapter, a license to practice occupational therapy in this state. The license, unless sooner suspended or revoked, shall expire on the thirty-first (31st) day of March, of each even year (biennially).
  - (1) On or before the first (1st) day of March of each even year, the administrator of the division shall mail an application for renewal of license to every individual to whom a license has been issued or renewed during the current licensure period.
  - (2) Every licensed individual who desires to renew his or her license shall file with the division a renewal application executed together with the evidence of continuing education requirements as delineated in subdivision (3) of this subsection and the renewal fee of ninety dollars (\$90.00) made payable by check to the general treasurer, state of Rhode Island, on or before the thirty-first (31st) day of March of each even year.
  - (3) On application for renewal of license, occupational therapists and occupational therapy assistants must show proof of participation in twenty (20) hours biennially in presentations, clinical instruction, publications, research, inservice programs, American Occupational Therapy Association-recognized conferences, university course, and/or self-study courses.
  - (4) Upon receipt of a renewal application and payment of fee, the director shall, upon the recommendation of the board, grant a renewal license effective the thirty-first (31st) day of March for a period of two (2) years, unless sooner suspended or revoked.
  - (5) Any individual who allows his or her license to lapse by failing to renew it on or before the thirty-first (31st) day of March of the next even year as provided in subdivisions (1), (2) and (3) of this subsection, may be reinstated by the director upon receiving a receipt from the division for payment of the current renewal fee plus an additional forty dollars (\$40.00) made payable by check to the general treasurer, state of Rhode Island.
  - (6) An individual using the title "occupational therapist" or "occupational therapy assistant" during the time his or her license has lapsed is subject to the penalties provided for violation of those regulations and this chapter.
- (b) An individual licensed as an occupational therapist or occupational therapy assistant in this state who does not intend to engage in the practice of occupational therapy within this state during any year, may upon request to the division, have his or her name transferred to an inactive status and shall not be required to register biennially or pay any fee as long as he or she remains inactive. Any individual whose name has been transferred to an inactive status pursuant to this section, may be restored to active status to practice occupational therapy without a penalty fee, upon the filing of an application for licensure renewal, the licensure renewal fee of ninety dollars (\$90.00) made payable by check to the general treasurer of the state of Rhode Island, and any other information that may be requested by the division.

Regulation: RI Govt Reg 5-40.1-5

## 6.5 Continuing Education

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

**Category I:** Formal continuing education program that may consist of university courses, workshops, inservice programs, and/or institutes.

Credit: One (1) continuing education contact hour for each hour attended

**Category II:** Professional continuing education activities and scientific meetings and self-directed continuing education activities that may consist of local, regional, national symposia, colloquia, journal clubs, self- study courses, etc.

Credit: One (1) continuing education contact hour for each hour attended

Category III: Formal presentations (including clinical instruction)

**Credit:** Two (2) hours of continuing education contact hours for each hour of instruction; four (4) hours of continuing education contact hours for two (2) hours of instruction; five (5) hours of continuing education contact hours for three (3) hours of instruction; up to a maximum of five (5) hours of continuing education contact hours

**Category IV**: Exceptional contributions to professional development that may consist of written publications **Credit**: Continuing education contact hours shall be awarded for each written publication as listed below:

- Book: ten (10) continuing education contact hours;
- Juried article: eight (8) continuing education contact hours;
- Book chapter: five (5) continuing education contact hours;
- Non-juried article (must be published in a national publication in order to receive CE credit): four (4) continuing education contact hours.
- **6.5.1** It shall be the sole responsibility of the individual occupational therapist or occupational therapy assistant to obtain documentation (e.g., course descriptions, proof of attendance) from the sponsoring organization, agency, or institution of his/her participation in a continuing education program and/or activity. These documents shall be retained by each licensee for no less than four (4) years and are subject to random audit by the Department.
- **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.
- **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:
- an extension of time to complete the continuing education requirements;
- a variance from the continuing education requirements;
- a waiver from the continuing education requirements.

# **South Carolina**

**Statute:** SC Code §40-36-260

#### 40-36-260

- C) As a condition of license renewal, a licensee must complete satisfactorily sixteen hours of continuing education per biennium as defined in regulation and must submit proof of completion on a form approved by the board and must be certified and in good standing with NBCOT or other board-approved certification program.
- D) Notwithstanding subsection (H), if a person's license lapses because the person did not satisfy the continuing education and certification requirements of subsection (c), the person must comply with subsection (c) before the board may renew the license.

## Regulation:

## Continuing Education, Chapter 94, Occupational Therapists

Article 1. Definitions.

94-01. Definitions.

Definitions found in Section 40-36-20 apply to this chapter.

- (1) Continuing education means an organized educational program designed to expand a licensee's knowledge base beyond the basic entry-level educational requirements for occupational therapists and occupational therapy assistants. Course content must relate to health care whether the subject is research, treatment, documentation, education, or management.
- (2) One contact hour is fifty (50) minutes of instruction or organized learning.

Article 4. Continuing Education.

94-08. Continuing Education.

Continuing education requirements become effective upon approval by the Governor and must first be reported beginning in 2003 and thereafter.

- (1) Every licensed occupational therapist and occupational therapy assistant shall earn sixteen (16) contact hours of acceptable continuing education credit per biennium year. Of the sixteen (16) contact hours, eight (8) must be related to direct patient care. The remaining eight (8) contact hours may be in any area directly related to health care, subject to Board approval, including, but not limited to supervision, education, documentation, quality assurance, and administration.
- (2) Standards for approval of continuing education. A continuing education activity, which meets all of the following criteria, is appropriate for continuing education credit:
- (a) It constitutes an organized program of learning (including a workshop or symposium) which contributes directly to the professional competency of the licensee; and
- (b) It pertains to common subjects or other subject matters which integrally relate to the practice of occupational therapy; and
- (c) It is conducted by individuals who have a special education, training, and experience by reason of which said individuals should be considered experts concerning the subject matter of the program and is accompanied by a paper, manual, or outline which substantively pertains to the subject matter of the program and reflects program schedule, including:
  - (i) Fulfilling stated program goals or objectives, or both;
  - (ii) Providing proof of attendance to include original certificate with participant's name, date, place, course title, presenter(s), and number of program contact hours; and
- (d) The Board will not grant prior approval but each licensee will be responsible for ensuring that each course submitted for continuing education credit meets these standards.
- (3) Acceptable professional continuing education activities include any activity relevant to the practice of occupational therapy that can be deemed to update or enhance knowledge and skills required for competent performance beyond entry level. Such activities include in-service education (limited to four (4) hours), conferences, workshops, seminars, and formal academic education.
- (4) Instructors may receive up to eight (8) contact hours per biennial year of continuing education credit for preparing and teaching courses within the scope of practice without prior approval of the Board. Instructors shall only receive credit for teaching one (1) time per course per renewal period.
- (5) Report Requirements:

- (a) reports shall be submitted on forms provided by the Board. The Board shall routinely distribute its continuing education report forms with the biennial renewal notice; and
- (b) by signing the biennial report of continuing education, the licensee signifies that the report is true and accurate; and
- (c) licensees shall retain original corroborating documentation of their continuing education courses and official transcripts of college course work with a passing grade of C or better for no less than three (3) years from the beginning date of the licensure period.
- (6) Audit of continuing competency:
  - (a) each licensee shall be responsible for maintaining sufficient records in a format determined by the Board; and
  - (b) these records shall be subject to a random audit by the Board to assure compliance with this section; and
  - (c) the Board may audit a percentage of the continuing education reports.
- (7) In the event of denial, in whole or part, of credit for continuing education activity, the licensee shall have the right to request a hearing in accordance with the Administrative Procedures Act.

# **South Dakota**

Statute: SD Codified L § 36-31-11

Expiration of license - Renewal - Fee - Restoration of forfeited license - Time limit - Continuing competency requirements. Any license issued by the board, pursuant to the provisions of this chapter, shall expire on the first day of January of the year next succeeding the issuance thereof. A license may be renewed upon the payment of a fee to be fixed annually by the board. Failure of a licensee to renew his license on or before the first day of March of each year, constitutes a forfeiture of such license. However, any person who has forfeited his license under this chapter may have it restored to him by making written application thereof and by payment of the annual renewal fee for the current year and late renewal fee. Late renewal of a license may not be granted more than five years after its expiration. The board may establish, pursuant to chapter 1-26, additional requirements for license renewal which provide evidence of continuing competency.

Regulation: SD Admin Rules 20:64:04:01 - 04

#### 20:64:04:01

Continuing competency requirements.

To qualify for renewal of a license upon its expiration as prescribed in SDCL 36-31-11, an applicant for renewal must complete 12 continuing competency points in a one-year period in professional education activities updating competency in occupational therapy and practice.

## 20:64:04:02

Activities for continuing competency requirements.

The following activities qualify for credit toward completion of continuing competency points:

- Attendance at workshops, seminars, conferences, or in-service education programs relating to the practice of occupational therapy. A certificate of completion is evidence of attendance. One point shall be credited for each hour of attendance;
- (2) Presentation to health or education professionals of a workshop, seminar, or in-service education program. The presentation must relate to the practice of occupational therapy and must be at least two hours in length. A program outline is evidence of participation. One point should be credited for each hour of presentation. A maximum of six points may be credited for this activity;

- (3) Publication in professional journals or other nationally recognized publications or books or chapters in books. The publisher's manuscript acknowledgment is evidence of publication. Six points shall be credited for each publication; and
- (4) Completion of an undergraduate or graduate course at a college or university that is accredited by an accrediting agency recognized by the council on postsecondary education and the United States department of education in 50 Fed Register 40213 to 40217, inclusive (October 2, 1985), 50 Fed Register 41933 (October 16, 1985), and 51 Fed Register 44940 (December 15, 1986). The course must be related to the applicant's professional skills and knowledge of the practice of occupational therapy. A transcript from the college or university is evidence of completion of the course. Six points shall be credited for each course completed.

#### 20:64:04:03

Reporting completion of continuing competency requirements.

To demonstrate compliance with the continuing education requirements, each occupational therapist and occupational therapy assistant shall sign a statement to confirm completion of the required CEU hours each year at renewal time, and shall present proof of completion if requested by the board.

## 20:64:04:04

Waiver of continuing competency requirements.

The board may excuse an applicant from the annual continuing competency requirements if the applicant submits an affidavit to the board that the applicant was prevented from completing the requirements because of illness or undue hardship.

# Tennessee<sup>v</sup>

(See footnote at end of document)

Statute: Tennessee Code §63-13-204

(d) The board is authorized to establish requirements for assessing continued competence of licensees.

Regulation: TN Comp Rules and Regs11500-2-12

## 1150-02-.12 CONTINUED COMPETENCE.

On January 1, 2006 the Board shall begin to notify applicants for licensure renewal of the continued competence requirements as provided in T.C.A. § 63-13-204 (d). The Board shall require each licensed occupational therapist and occupational therapist assistant to participate in a minimum number of activities to promote continued competence for the two (2) calendar years (January 1-December 31) that precede the licensure renewal year (a.k.a. biennium). Beginning January 1, 2008 all applicants for licensure, renewal of licensure, reactivation of licensure, or reinstatement of licensure must attest to having completed continued competence requirements for the two (2) calendar years (January 1-December 31) that precede the licensure renewal, reactivation or reinstatement year.

- (1) The requirements for continued competence activities are defined as planned learning experiences that occur for occupational therapists and occupational therapist assistants. Content of the experiences must relate to a licensee's current or anticipated roles and responsibilities in occupational therapy. Qualified learning experiences may include theoretical or practical content related to the practice of occupational therapy; research; management; or the development, administration, supervision, and teaching of clinical practice or service delivery programs in occupational therapy. The purpose of this requirement is to assist in assuring safe and effective practices in the provision of occupational therapy services to the citizens of Tennessee.
- (2) For applicants approved for initial licensure by examination, successfully completing the requirements of Rules 1150-2-.04, .05, and .08, as applicable, shall be considered proof of sufficient competence to constitute compliance with this rule for the initial period of licensure. The use of physical agent modalities by any licensee requires additional certification pursuant to Rule

1150-2-.04.

- (3) Occupational Therapists and Occupational Therapy Assistants are required to complete twenty-four (24) continued competence credits for the two (2) calendar years (January 1 December 31) that precede the licensure renewal year.
  - (a) A maximum of four (4) continued competence credits achieved during the two (2) calendar year period that are in excess of the twenty-four (24) credit requirement may be used to partially complete the requirement for the subsequent two (2) calendar year period.
  - (b) The subjects of any continued competence credits used to partially complete the requirement for the subsequent two (2) calendar year period shall not pertain to:
    - 1. the AOTA Code of Ethics; or
    - 2. the occupational therapy portions of T.C.A. §§ 63-13-101, et seq., the Tennessee Occupational and Physical Therapy Practice Act; or
    - 3. Chapter 1150-2, General Rules Governing the Practice of Occupational Therapy.
- (4) Twelve (12) of the required twenty-four (24) continued competence credits must be directly related to the delivery of occupational therapy services.
- (5) One (1) hour of the required twenty-four (24) continued competence credits shall pertain to the AOTA Code of Ethics or other ethics related continued competence activities which have implications for the practice of occupational therapy.
- (6) One (1) hour of the required twenty-four (24) continued competence credits shall pertain to the occupational therapy portions of T.C.A. §§ 63-13-101, et seq., the Tennessee Occupational and Physical Therapy Practice Act, and shall pertain to Chapter 1150-2, General Rules Governing the Practice of Occupational Therapy.
- (7) Ten (10) hours of the required twenty-four (24) continued competence credits may pertain to the licensee's current or anticipated professional role or may be directly related to the delivery of occupational therapy services.
- (8) Continued competence credits are awarded pursuant to the Activity Table in paragraph (11).
- (9) Approved Continued Competence Activity Providers
  - (a) American Medical Association (AMA)
  - (b) American Nurses Association (ANA)
  - (c) American Occupational Therapy Association (AOTA) and AOTA approved providers
  - (d) American Physical Therapy Association (APTA)
  - (e) American Speech-Language-Hearing Association (ASHA)
  - (f) International Association of Continuing Education (IACET)
  - (g) Rehabilitation Engineering and Assistive Technology Society of North America (RESNA)
  - (h) Tennessee Occupational Therapy Association (TOTA)
  - (i) State occupational therapy associations
  - (j) State occupational therapy regulatory agencies
  - (k) Accredited colleges and universities
- (10) The Board does not pre-approve continued competence activities. It is the responsibility of the licensed occupational therapist and occupational therapist assistant to use his/her professional judgment in determining whether or not the activities are applicable and appropriate to his/her professional development and meet the standards specified in these rules.
- (11) Activity Table (Per Two [2] Year Cycle)(Starts on page 28-Activity Table)
- (12) Documentation of compliance.
  - (a) Each licensee must retain documentation of completion of all continued competence requirements of this rule for a period of five (5) years from when the requirements were completed. This documentation must be produced for inspection and verification, if requested in writing by the Board during its verification process.

- (b) The licensee must, within forty-five (45) days of receipt of a request from the Board, provide evidence of continued competence activities.
- (c) Any licensee who fails to complete the continued competence activities or who falsely certifies completion of continued competence activities may be subject to disciplinary action pursuant to T.C.A. §§ 63-13-108, 63-13-209, and 63-13-210.
- (13) Reinstatement/Reactivation of an Expired, Retired or Inactive License.
  - (a) Expired, retired, or inactive for three (3) years or less An individual whose license has expired, or has been retired or inactive for three (3) years or less shall submit the appropriate application and documentation of continued competence, as provided in paragraph (12), for the two (2) year period that precedes the reinstatement/reactivation year.
  - (b) Expired, retired or inactive more than three (3) years
    - 1. An individual whose license has expired, or has been retired or inactive for more than three (3) years shall submit the appropriate application and documentation of continued competence, as provided in paragraph (12), for the two (2) year period that precedes the reinstatement/reactivation year; and
    - 2. The Board may, at its discretion, require additional education, supervised clinical practice, or successful passage of examinations.
- (14) The Board, in cases of documented illness, disability, or other undue hardship, may waive the continued competence requirements and/or extend the deadline to complete continued competence requirements. To be considered for a waiver of continued competence requirements, or for an extension of the deadline to complete the continued competence requirements, a licensee must request such in writing with supporting documentation before he end of the two (2) year period in which the continued competence requirements were not met.

# **Texas**

Statute: TX Health and Safety Code § 454.254

## § 454.254. Mandatory Continuing Education

- (a) The board by rule shall:
  - (1) assess the continuing education needs of license holders;
  - (2) establish a minimum number of hours of continuing education required to renew a license; and
  - (3) develop a process to evaluate and approve continuing education courses.
- (b) The board may require license holders to attend continuing education courses specified by the board. The board shall adopt a procedure to assess a license holder's participation in continuing education programs.
- (c) The board shall identify the key factors for the competent performance by a license holder of the license holder's professional duties.
- (d) In adopting rules under Subsection (a)(3), the board may authorize license holder peer organizations in this state to evaluate and approve continuing education courses in accordance with the board's evaluation and approval process.

Regulation: 23 TX Admin Code §367.1

## §367.1 Continuing Education

- (a) The Act mandates licensee participation in a continuing education program for license renewal. All continuing education must be directly relevant to the profession of occupational therapy and meet the definition of Type 1 or Type 2 as outlined in this section. The licensee is solely responsible for keeping accurate documentation of all continuing education requirements.
- (b) All licensees must complete a minimum of 30 hours of continuing education every two years during the period of time the license is current in order to renew the license, and provide this information as requested.

- (c) Those renewing a license more than 90 days late must submit proof of continuing education for the renewal.
- (d) Types of Continuing Education.
  - (1) A minimum of 15 hours of continuing education must be in skills specific to occupational therapy practice with patients or clients hereafter referred to as Type 2.
    - (A) Type 2 courses teach occupational therapy treatment and intervention with patients or clients.
    - (B) All continuing education hours may be in Type 2, but no less than 15 hours of Type 2 is acceptable.
  - (2) General information hereafter referred to as Type 1 continuing education is relevant to the profession of occupational therapy. Examples include but are not limited to: supervision, education, documentation, quality improvement, administration, reimbursement and other occupational therapy related subjects.
- e) Specific continuing educational activities may be counted only one time in the licensee's career unless content has been updated or revised.
- (f) Effective January 1, 2003, Type 1 and Type 2 educational activities approved or offered by the American Occupational Therapy Association or the Texas Occupational Therapy Association are pre-approved by the board. The board will review its approval process and continuation thereof for educational activities by January 2005 and at least once each five-year period thereafter.
- (g) Licensees are responsible for choosing Type 1 or Type 2 CE according to the definitions in this section.

## §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.
  - (1) Formal academic courses related to occupational therapy. Completion of course work at or through an accredited college or university shall be counted as follows: three CE hours for each credit hour of a course with a grade of A, B, C, and/or P (Pass). Thus a three-credit course counts for 9 credit hours of continuing education. All college course work must comply with Type 1 and Type 2 as outlined in §367.1 of this title (relating to Continuing Education), no maximum.
  - (2) In-service educational programs, training programs, institutes, seminars, workshops, facility based courses, and conferences in occupational therapy. Hour for hour credit on program content only, no maximum.
  - (3) Development of publication, media materials or research/grant activities per two year renewal period:
    - (A) Published scholarly work in a peer-review journal, 15 hours maximum.
    - (B) Principle investigator or co-principle investigator in grant or research proposals accepted for consideration. 10 hours maximum.
    - (C) Published book, 10 hours maximum.
    - (D) Second or other author, 7 hours maximum.
    - (E) Book chapter, 5 hours maximum.
    - $(F)\ Other\ publications\ such\ as\ newsletter\ and\ trade\ magazines,\ 2\ hours\ maximum.$
  - (4) Home study courses, Internet-based courses, and videotape instruction, no maximum.
    - (A) Courses must fit the criteria for continuing education for Type 1 or Type 2.
    - (B) These courses must have a post-test and give a certificate of completion.
    - (C) Internet courses must reflect a pre-determined number of credit hours.
  - (5) Professional presentations by licensee:
    - (A) Professional presentation, e.g. in-services, workshops, institutes: any presentations counted only one time. Hour for hour credit. 10 hour maximum.

- (B) Community/Service organization presentation: any presentation counted once. Hour for hour credit. 10 hours maximum.
- (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.
- (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.
- (b) Unacceptable Continuing Education Activities include but are not limited to:
  - (1) Any non-instructional time frames such as breaks, meals, introductions, and pre/post testing.
  - (2) Business meetings
  - (3) Exhibit hall attendance
  - (4) Reading journals
  - (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.
  - (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.
  - (7) Program providers are prohibited from self-promotion of programs, products, and/or services during the presentation of the program.

## §367.3 Continuing Education Audit

- (a) The board shall select for audit a random sample of licensees. The audit will cover a period for which the licensee has already completed the 30 hours required and has signed to that fact on the renewal form.
- (b) Licensees randomly selected for the audit must provide to TBOTE appropriate documentation within 30 days of notification. Documentation submitted must specify whether they are Type 1 or Type 2.
- (c) The licensee is solely responsible for keeping accurate documentation of all continuing education requirements. Continuing education documentation must be maintained for two years from the date of the last renewal for auditing purposes, or a total of four years.
- (d) Continuing education documentation includes, but is not limited to: an official transcript, AOTA self-study completion certificates, copies of official sign-in or attendance sheets, course certificates of attendance, and certificates of completion.
- (e) Documentation must identify the licensee by name and license number, and must include the date and title of the course, the signature of the authorized signer, and the number of CEUs or contact hours awarded for the course.
- (f) Knowingly providing false information or failure to respond during the audit process or the renewal process is grounds for

	disciplinary action.		
Utah	Statute:		
	58-1-308 Term of license Expiration of license Renewal of license Reinstatement of license Application procedures		
	<ul><li>(3) (a) The division shall notify each licensee in accordance with procedures established by rule that the licensee's license is due for renewal and that unless an application for renewal is received by the division by the expiration date shown on the license, together with the appropriate renewal fee and documentation showing completion of or compliance with renewal qualifications, the license will not be renewed.</li><li>(b) Examples of renewal qualifications which by statute or rule the division may require the licensee to document completion of or compliance with include:</li></ul>		
	(i) continuing education; (ii) continuing competency; (iii) quality assurance; (iv) utilization plan and protocol; (v) financial responsibility; (vi) certification renewal; and (vii) calibration of equipment.		
	(vii) calibration of equipment.		
	Regulation:		
	R156-1-308d. Waiver of Continuing Education Requirements - Renewal Requirements.		
	(1)(a) In accordance with Subsection 58-1-203(1)(g), a licensee may request a waiver of any continuing education requirement established under this title or an extension of time to complete any requirement on the basis that the licensee was unable to complete the requirement due to a medical or related condition, humanitarian or ecclesiastical services, extended presence in a geographical area where continuing education is not available, etc.		
	<ul><li>(b) A request must be submitted no later than the deadline for completing any continuing education requirement.</li><li>(c) A licensee submitting a request has the burden of proof and must document the reason for the request to the satisfaction the Division.</li></ul>		
	(d) A request shall include the beginning and ending dates during which the licensee was unable to complete the continuing education requirement and a detailed explanation of the reason why. The explanation shall include the extent and duration of the impediment, extent to which the licensee continued to be engaged in practice of his profession, the nature of the medical condition, the location and nature of the humanitarian services, the geographical area where continuing education is not available, etc.		
	(e) The Division may require that a specified number of continuing education hours, courses, or both, be obtained prior to reentering the practice of the profession or within a specified period of time after reentering the practice of the profession, as		
	recommended by the appropriate board, in order to assure competent practice.  (f) While a licensee may receive a waiver from meeting the minimum continuing education requirements, the licensee shall not be exempted from the requirements of Subsection 58-1-501(2)(i), which requires that the licensee provide services within the competency, abilities and education of the licensee. If a licensee cannot competently provide services, the waiver of meeting		

the continuing education requirements may be conditioned upon the licensee limiting practice to areas in which the licensee		
has the required competency, abilities and education.		
Statute: VT Stats § 3359		

# Vermont

- S
- (a) Licenses shall be renewed every two years upon payment of the required fee, provided the person applying for renewal completes at least 20 hours of continuing competence requirements, approved by the director, during the preceding two-year period. The director, with the advice of the advisor appointees, shall establish, by rule, guidelines and criteria for continuing competence credit. The director may waive the continuing competence requirement for the initial licensure period.
- (b) Biennially, the director shall forward a renewal form to each licensee. Upon receipt of the completed form and the renewal fee, the director shall issue a new license.
- (c) Any application for renewal of a license which has expired shall be accompanied by the renewal fee and late fee. A person shall not be required to pay renewal fees for years during which the license was lapsed.
- (d) The director may, after notice and opportunity for reinstatement hearing, revoke a person's right to renew licensure if the license has lapsed for five or more years.

Regulation: VT Govt Reg 3.2-3.4

## 3.2 CONTINUING COMPETENCE REQUIREMENTS

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

- 4) Mentorship, which includes participation as a mentor or mentee in a formalized mentorship agreement as defined by a signed contract between the mentor and the mentee that outlines specific goals and objectives and designates the plan of activities that are to be met by the mentee and designates the responsibilities of the mentor. This activity may qualify for credit for one renewal cycle only.
- 5) Fieldwork supervision, which includes participation as the primary Clinical fieldwork educator for Level II OT or OTA fieldwork students
- 6) Professional writing, which includes publication of a peer-reviewed or non peer-reviewed book, chapter or article.
- 7) Presentation and instruction, which includes first time or significantly revised presentation of an academic course or peer-reviewed or non peer-reviewed workshop, seminar, in-service, electronic or web-based course or other substantially similar activity.
- 8) Research, which includes development or participation in a research project as a primary or assistant investigator in the research project
- 9) Grants, which include development of a grant proposal.
- 10) Professional meetings and activities, which include participation in board or committee work with agencies or organizations in professionally related areas to promote and enhance the practice of occupational therapy.
- (d) See Appendix A of these rules for guidelines for professional development. This document outlines in further detail acceptable professional development activities, maximum hourly amounts and the documentation required for each activity.

## 3.3 CONTINUING COMPETENCE REPORTING AND PROGRAM APPROVAL FOR INDIVIDUALS

- (a) At renewal time the Office will provide a form upon which all continuing competency activities must be reported. The form must be submitted with the biennial renewal form.
- (b) Requests for extension because of unforeseen circumstances may be granted. Under extenuating circumstances, the Director may waive all or part of the continuing competence activity requirements if the applicant provides a written request for a waiver and provides evidence of an illness, injury, financial hardship, family hardship, or other extenuating circumstance which precluded the applicant's completion of continuing competence requirements.
- (c) If the continuing competence submitted for credits is deemed by the Director not to be directly pertinent to the profession of occupational therapy, the applicant will be allowed four months to earn and submit replacement hours. Replacement hours can only be considered for one renewal period. If the applicant feels the continuing competence credit has been denied inappropriately, the applicant may appeal in writing to the Director within 30 days of the date of receiving notice from the Director.
- (d) Licensees shall maintain the required proof of completion for each continuing competence activity as specified in these rules. The required documentation shall be maintained for a minimum of two years following the last day of the renewal period for which the continuing competency activities were earned. Licensees should not send their continuing competency activity documentation to the Office unless audited or otherwise requested to do so.
- (e) The Office may perform a random audit of licensees' continuing competency activity requirements. A licensee who fails to comply with continuing competency activity requirements is subject to disciplinary action.

## 3.4 CONTINUING COMPETENCE PROGRAM APPROVAL FOR SPONSORS

- (a) Provided that the activities are consistent with the provisions of these rules, the Director shall grant pre-approval to activities:
  - 1) sponsored or approved by the Vermont Occupational Therapy Association;
  - 2) sponsored or approved by the American Occupational Therapy Association;
  - 3) sponsored by AOTA approved providers.

	(b) A provider who wishes to obtain approval of activities for maintaining continuing competence shall submit to the Office, at		
	least 90 days in advance of the program, all required information, including:		
	1) Course description; 2) Learning outcomes;		
	3) Target audience;		
	4) Content focus;		
	5) Detailed agenda for the activity;		
	6) Amount of credit offered;		
	7) Qualifications of the presenter(s);		
	8) Sample documentation for demonstrating satisfactory completion by course participants such as a certificate of completion		
	(c) Upon review of the completed application, the office shall notify the provider as to whether or not the program has been		
	approved and, if approved, the number of continuing competence hours to be awarded.		
	(d) A provider of continuing competence activity shall furnish documentation for demonstrating satisfactory completion to all		
	participants, specifying the following information:  1) Name of participant;		
	2) Name of provider;		
	3) Dates of the activity and completion;		
	4) Title and location of activity;		
	5) Number of points awarded by the Office; and		
	6) Signature of the provider or representative.		
	(e) A licensee may obtain office approval of continuing competence credits for activities not already approved. Activities must be		
	consistent with Rule 3.2, above. In order to obtain approval, the licensee shall submit the following materials:  1) Course description;		
	2) Learning outcomes;		
	3) Target audience;		
	4) Content focus;		
	5) Detailed agenda for the activity;		
	6) Qualifications of the presenter(s);		
	7) Sample documentation for demonstrating satisfactory completion by course participants such as a certificate of completion		
	(f) Upon review of the completed application, the Office shall notify the licensee as to whether or not the activity has been		
	approved and, if approved, the number of continuing competence hours to be awarded.		
Virginia	<u>Statute:</u> § 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.		
	2. Assess the qualifications of applicants for licensure and recommend licensure when applicants meet the required criteria.		
	The recommendations of the Advisory Board on licensure of applicants shall be presented to the Board, which shall then issue or deny licenses. Any applicant who is aggrieved by a denial of recommendation on licensure of the Advisory Board		
	may appeal to the Board.		

- 3. Receive investigative reports of professional misconduct and unlawful acts and recommend sanctions when appropriate. Any recommendation of sanctions shall be presented to the Board, which may then impose sanctions or take such other action as may be warranted by law.
- 4. Assist in such other matters dealing with occupational therapy as the Board may in its discretion direct.

Regulation: 18 VA Admin Code 85-80-71

## 18 VAC 85-80-71

Continued competency requirements for renewal of an active license.

- 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:
  - 1. A minimum of 10 of the 20 hours shall be in Type 1 activities offered by a sponsor or organization recognized by the profession and may include in-service training, self-study courses, continuing education courses, specialty certification or professional workshops.
  - 2. No more than 10 of the 20 hours may be Type 2 activities, which may include consultation with another therapist, independent reading or research, preparation for a presentation or other such experiences which promote continued learning.
- B. A practitioner shall be exempt from the continuing competency requirements for the first biennial renewal following the date of initial licensure in Virginia.
- 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.
- 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.
- E. Failure to comply with these requirements may subject the licensee to disciplinary action by the board.
- 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.
- 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

## RCW 18.59.090 Renewal of licenses — Reinstatement of suspended or revoked licenses — Inactive status.

- (1) Licenses under this chapter shall be renewed at the time and in the manner determined by the secretary and with the payment of a renewal fee. The board shall establish requirements for license renewal which provide evidence of continued competency. The secretary may provide for the late renewal of a license upon the payment of a late fee in accordance with its rules which may include additional continuing education or examination requirements.
- (2) A suspended license is subject to expiration and may be renewed as provided in this section, but the renewal does not entitle the licensee, while the license remains suspended and until it is reinstated, to engage in the licensed activity, or in any other conduct or activity in violation of the order or judgment by which the license was suspended. If a license revoked on disciplinary grounds is reinstated, the licensee, as a condition of reinstatement, shall pay the renewal fee and any applicable

late fee.

(3) Any occupational therapist or occupational therapy assistant licensed under this chapter not practicing occupational therapy or providing services may place his or her license in an inactive status. The secretary may prescribe requirements for maintaining an inactive status and converting from an inactive or active status.

## WA Rev Code § 18.120.050

## Continuing education requirements—Legislative proposals—Evidence of effectiveness.

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

## WA Rev Code § 43.70.280

Procedure for issuance, renewal, or reissuance of credentials—Extension or modification of licensing, certification, or registration period authorized.

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

Regulation: WA Admin Code 246-847-065

## WAC 246-847-065 Continued competency.

As required in chapter 246-12 WAC, Part 7, licensed occupational therapists and licensed occupational therapy assistants must complete thirty hours of continuing education every two years. A minimum of twenty hours must be directly related to the practice of occupational therapy as defined in RCW 18.59.020 and WAC 246-847-010. The remaining ten hours may be in professional development activities that enhance the licensed occupational therapist or licensed occupational therapy assistant. The thirty contact hours must be obtained through two or more of the activities listed below. Documentation for all activities must include licensee's name, date of activity, and number of hours. Additional specific documentation is defined below:

- (1) Continuing education course work. The required documentation for this activity is a certificate or documentation of attendance.
- (2) In-service training. The required documentation for this activity is a certificate or documentation of attendance.
- (3) Professional conference or workshop. The required documentation for this activity is a certificate or documentation of attendance.
- (4) Course work offered by an accredited college or university, provided that the course work is taken after the licensee has obtained a degree in occupational therapy, and the course work provides skills and knowledge beyond entry-level skills or

knowledge. The required documentation for this activity is a transcript.

- (5) Publications. The required documentation for this activity is a copy of the publication.
- (6) Presentations. The required documentation for this activity is a copy of the presentation or program listing. Any particular presentation may be reported only once per reporting period.
- (7) Interactive online courses. The required documentation for this activity is a certificate or documentation of completion.
- (8) Development of instructional materials incorporating alternative media such as: Video, audio and/or software programs to advance professional skills of others. The required documentation for this activity is a program description. The media/software materials must be available if requested during audit process.
- (9) Professional manuscript review. The required documentation for this activity is a letter from publishing organization verifying review of manuscript. A maximum of ten hours is allowed per reporting period for this category.
- (10) Guest lecturer for occupational therapy related academic course work (academia not primary role). The required documentation for this activity is a letter or other documentation from instructor.
- (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.
- (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.
- (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

## §30-28-7. Rulemaking.

- (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:
  - (5) Continuing education and competency requirements for licensees;
  - (6) Establishment of competency standards

Regulation: 13 WV Code of Rules 1-2.6

## §13-4-3. Continuing Education and Competency Requirements for Renewal of License.

#### 13-4-3.1

When a licensee applies for the renewal of an active license, that licensee shall certify to the Board his or her involvement in continuing education and competency activities in occupational therapy theory and practice and provide documentation upon the Board's request.

#### 13-4-3.2

This section applies to all occupational therapists and occupational therapy assistants seeking to renew their licensure in West Virginia.

## 13-4-3.3

Unit Requirements

- 3.3.a. Each licensee shall complete a minimum of 24 contact hours of continuing education and competency activities, as approved by this rule, during the 2 year period preceding the application for renewal.
- 3.3.b. A licensee may carry over up to 6 excess contact hours from one consecutive licensure period to another.

## 13-4-3.4.

The Board shall exempt from the continuing education and competency requirements in subdivision 3.3.a. of this section, a licensee who qualifies for exceptions set forth in this subdivision.

- 3.4.a. A licensee who obtains a license for the first time in West Virginia during the first twelve months of any 24 month reporting period shall complete 12 contact hours in approved continuing education and competency activities, as set forth in this rule, before the end of the current reporting period.
- 3.4.b. A licensee who is serving on active duty with the military for more than 3 months, but less than 12 months of any 24 month reporting period shall complete 12 contact hours of approved continuing education and competency activities, as set forth in this rule, before the end of the current reporting period. A licensee who is serving on active duty with the military for more than 12 months of any 24 month reporting period is exempt from the continuing education and competency requirements for the entire reporting period. A licensee who claims this exception shall retain evidence of active duty with the military and shall present this evidence to the Board upon request.
- **13-4-3.5.** Approval of Continuing Education and Competency Programs. It is the responsibility of the licensee to assure that the selected courses meet his or her individual needs to maintain knowledge of theory and practice in accordance with continuing education and competency options as outlined in subsection 3.8. of this rule.
- 13-4-3.6. Documentation of Continuing Education and Competency Activities.
- 3.6.a. At the time of licensure renewal, a licensee who has completed the continuing education and competency requirement shall sign the licensure renewal application attesting to completion of the required contact hours.
- 3.6.b. Licensees shall obtain a certificate of completion from providers of continuing education specifying the following information:
- 3.6.b.1. The dates of completion;
- 3.6.b.2. The title and location of the course;
- $3.6.b.3. \ The \ name \ of \ participant;$
- 3.6.b.4. The name of provider;
- 3.6.b.5. The number of contact hours; and
- 3.6.b.6. The signature of the provider.
- 3.6.c. A licensee shall retain continuing education and competency supporting documents for a period of 2 years after the date of renewal for inspection by the Board.
- 3.6.d. The Board may take formal disciplinary action if a licensee submits any false statement regarding continuing education and competency.
- 3.6.e. The Board may suspend or revoke the license of any licensee who fails to substantiate contact hours.

## 13-4-3.7. Audit of licensees.

The Board may select any licensee who holds a current license to audit for compliance with continuing education and competency requirements.

- 3.7.a. The Board shall notify licensees being audited.
- 3.7.b. To comply with the audit request from the Board, a licensee shall submit legible copies of certificates of completion of continuing education programs, transcripts of courses taken, or other documentation substantiating completion of the continuing education and competency activity with his or her license renewal application.
- 3.7.c. If a licensee fails to submit the audit information requested by the Board or meet the requirements in subdivision 3.3.a. of this rule, the Board shall not renew a license before the audit is completed.
- 3.7.d. A licensee who fails to notify the Board of a current mailing address is not absolved from the audit requirements. The Board shall not renew a license before the audit is completed.

## 13-4-3.8. Approved Continuing Education and Competency Activities.

- 3.8.a. Licensees may obtain continuing education and competency hours by their involvement in various types of programs and activities which are recognized by the Board as contributing to the development of professionals and updating competency in occupational therapy theory and practice.
- 3.8.b. A licensee may accumulate the total required contact hours per renewal period through participation in the activities listed in this section. The Board suggests that licensees accumulate hours from a broad scope and variety of activities.
- 3.8.b.1. Workshops, Seminars, Conferences.
- 3.8.b.1.A. A licensee may earn 1 hour of continuing education credit per hour of attendance at a workshop, seminar, or conference.
- 3.8.b.2. University, College, or Vocational Technical Adult Education Courses.
- 3.8.b.2.A. A licensee may obtain credit by successfully completing university, college, or vocational technical adult education courses related to the practice of occupational therapy.
- 3.8.b.2.B. A licensee may earn 3 hours of continuing competency credit per university, college, or vocational technical adult education credit hour earned.
- 3.8.b.3. Educational Telecommunication Network Courses.
- 3.8.b.3.A. A licensee may obtain credit by providing an outline or abstract of content from the course sponsor.
- 3.8.b.3.B. A licensee may earn 1 hour of continuing competency credit per hour of education by telecommunication network courses.
- 3.8.b.4. Videotaped Presentations of Educational Courses, Seminars, Workshops, and Conferences.
- 3.8.b.4.A. A licensee may obtain credit by providing an outline or abstract of content from the course sponsor.
- 3.8.b.4.B. A licensee may earn 1 hour of continuing competency credit per hour of education by videotaped presentations of educational courses, seminars, workshops, or conferences.
- 3.8.b.5. In-service Training.
- 3.8.b.5.A. A licensee may obtain credit by providing an outline or abstract of content from the in-service sponsor.
- 3.8.b.5.B. A licensee may earn 1 hour of continuing competency credit per hour of education by in-service training.
- 3.8.b.6. Presentations by licensees of Occupational Therapy Education Programs, Workshops, Seminars, In-service Trainings, Conferences, or Guest Lectures within appropriate curriculums.
- 3.8.b.6.A. A licensee may obtain credit by making presentations which relate to the practice of occupational therapy to health or education professionals or students, or both.
- 3.8.b.6.B. A licensee may earn 2 hours of continuing competency credit for each 1 hour presentation to allow for credit for preparatory work. For example, a 1 hour presentation would qualify for 2 hours of continuing competency credit.

- 3.8.b.6.C. A licensee may not obtain continuing competency credit for subsequent presentations of the same content.
- 3.8.b.6.D. A licensee may earn up to 6 continuing competency credits for the review of proposals for conferences, workshops, seminars, or educational programs at .5 contact hour for each proposal reviewed and accepted.
- 3.8.b.7. Publications Published or Accepted for Publication.
- 3.8.b.7.A. A licensee may earn up to a maximum of 10 hours of continuing competency credit for authorship or editorship or co-authorship or co-editorship of a book relating to occupational therapy.
- 3.8.b.7.B. A licensee may earn up to a maximum of 5 hours of continuing competency credit for authorship or editorship or review of a chapter in a book or journal article appearing in a professional journal.
- 3.8.b.7.C. A licensee may earn up to a maximum of 3 hours of continuing competency credit for authorship of an article, book review, or abstract in a weekly periodical or professional newsletter.
- 3.8.b.7.D. A licensee may earn up to 6 hours of continuing competency credit through the development of other media such as videotapes, slide presentations, etc., that would be promoted for public or professional viewing.
- 3.8.b.8. Research Projects.
- A licensee may earn up to a maximum of 6 hours of continuing competency credit per research project for work as project director, research assistant, principal, or co-investigator of a research project.
- 3.8.b.9. Quality Assurance or Program Evaluation Studies Completed and Published in a Journal or Newsletter.
- A licensee may earn up to a maximum of 4 hours of continuing competency credit per study for quality assurance or program evaluation studies completed and published in a journal or newsletter.
- 3.8.b.10. Papers and Proposals for Conference Presentations.
- A licensee may earn up to 2 hours of continuing competency credit for each accepted paper or proposal for conference presentation.
- 3.8.b.11. Formal Self-Study.
- 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.
- 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.
- 3.8.b.11.C. A licensee may earn the full contact hour that is awarded by the provider.
- 3.8.b.12. Informal Self-Study.
- 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.
- 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.
- 3.8.b.13.. Clinical Instruction of Occupational Therapy Students and Occupational Therapy Assistant Students.
- 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.
- 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.
- 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.

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 to	tal contact hours in this category.

## 13-4-3.9. Recency of Education.

- 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.
- 3.9.b. When an applicant applies for a license, reinstatement of a license, or renewal of a license and meets all requirements for licensure, reinstatement, or renewal, but has not been a practicing clinician within a period of 2 years, the Board shall request verification of the applicant's effort toward maintaining and updating occupational therapy continuing competency.
- 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:** 448.965

## 448.965 Duties and powers of affiliated credentialing board.

- (1) The affiliated credentialing board shall promulgate rules that establish each of the following:
  - (a) Standards for acceptable examination performance by an applicant for licensure as an occupational therapist or occupational therapy assistant.
  - (b) Continuing education requirements for license renewal for an occupational therapist or occupational therapy assistant under s. 448.967 (2).
  - (c) Standards of practice for occupational therapy, including a code of ethics and criteria for referral.
- (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.

Regulation: WI admin Code OT §3.06

## OT 3.06 Continuing education.

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

- (1) Each holder of a license as an occupational therapist shall, at the time of applying for renewal of a license of registration under s. 448.07, Stats., certify that he or she has, in the 2 years preceding the renewal application, completed at least 24 points of acceptable continuing education.
- (2) Each holder of a license as an occupational therapy assistant shall, at the time of applying for renewal of a license of registration under s. 448.967, Stats., certify that he or she has, in the 2 years preceding the renewal application, completed at least 24 points of acceptable continuing education.
- (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:

Link to Table, starts on page 6

## 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. 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. (m) Clinical or theoretical research as the principal researcher where an abstract is prepared. 12 points. (n) Professional presentations. **Note:** No additional points are given for subsequent presentations of the same content. 2 points per contact hour. (o) Providing or pursuing professional mentoring for skill advancement in occupational therapy. 1 point for each 2 contact hours. (p) Student fieldwork supervision - Level I 2 points. (g) Student fieldwork supervision - Level II 8 points. Note: "Contact hour" as used in the table means not less than 50 minutes of actual professional activity. (4) Evidence of compliance with this section such as certificates of completion shall be retained by each license holder through the biennium following the biennium for which credit is required for renewal of license. (5) The board may require any license holder to submit evidence of compliance with this section to the board for an audit at any time during the biennium following the biennium for which credit is required for license renewal. (6) During the time between initial licensure and commencement of a full 2-year licensure period, new licensees shall not be required to meet continuing education requirements. (7) A licensee may apply to the board for a postponement or waiver of the requirements of this section on the grounds of prolonged illness, disability, or other grounds constituting hardship. The board shall consider each request individually on its merits and may grant a postponement, partial waiver, or total waiver of the requirements. **Wyoming**

**Statute:** WY Stat §33-40-106

W.S. 33-40-106

Requirements for licensure; continuing education. State Affairs Group 126 January 2012

- (b) The board may establish continuing education requirements for an active license provided that:
  - (i) The requirement shall not be more than sixteen (16) contact hours of continuing education per year;
  - (ii) Continuing education taken any time in the three (3) years preceding the annual license renewal may be counted toward fulfilling the requirement but it shall not be counted more than once;
  - (iii) The board may allow other means of continuing education in place of formal instruction; and
  - (iv) Persons licensed before July 1, 1992 shall not be required to complete continuing education requirements before July 1, 1994.

Regulation: WY Govt Regs 4363 and 4364

## Chapter 1:3

Definitions. The definitions set out in the Act are hereby incorporated by reference into these Rules. In addition, as used in these Rules, the following definitions shall apply

- (f) "Contact Hour" means one hour engaging in continuing education.
- (g) "Continuing Education Unit" means 10 (ten) contact hours

## Chapter 2:3

Licensure Requirements

## **Section 3 Continuing Education.**

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:

- (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.
- (b) A copy of the conference flyer, agenda or description of conference.
- (c) A short statement of the relevance of the conference topic to the practice of occupational therapy.

Here is a link to the latest version of the CE rule:

https://www.flrules.org/gateway/readFile.asp?sid=0&tid=5891215&type=1&file=64B11-5.001.doc

Approval of CE providers

https://www.flrules.org/gateway/readFile.asp?sid=0&type=1&tid=2443932&file=64B11-6.001.doc

Florida—Effective July 1, 2006, applicants for licensure are no longer required by Chapter 456, F.S., to show proof of a course on HIV/AIDS as part of the initial process. However, an HIV/AIDS course approved by the board will be required for your first renewal. Additionally as of July 1, 2006, licensees will no longer be required by Chapter 456, F.S. to take an HIV/AIDS course for each subsequent renewal.

<sup>&</sup>lt;sup>II</sup>Idaho - Requirements go in to effect for the biennium following the 2010 license renewal.

III Indiana—The Indiana Occupational Therapy Committee has posted the following messages on its website:

<sup>\*\*\*\*\*\*</sup>IMPORTANT NOTE\*\*\*\*\* The committee will require ½ of the required CE to be completed for the December 31, 2010 renewal. That means that you will be required to complete nine (9) hours (at least 1/2 of which must be CAT 1) of CE for this renewal cycle.

Retrieved from http://www.in.gov/pla/2979.htm November 3, 2010

Nichigan—Legislation enacted in 2009 (SB 921) requires the Board to establish continuing competence requirements beginning with the license renewal cycle after the effective date of the rules. Rules to implement the new requirement are in development

<sup>&</sup>lt;sup>V</sup> <u>Oregon</u>—Effective January 2008 a one time requirement of 7 points of CE on pain management must be completed as part of the 30 points of continuing education currently required.

<sup>&</sup>lt;sup>VI</sup> <u>Tennesee—</u>Beginning January 1, 2008, all applicants for licensure, renewal of licensure, reactivation of licensure, or reinstatement of licensure must attest to having completed continued competence requirements for the two (2) calendar years (January 1-December 31) that precede the licensure renewal, reactivation or reinstatement year.