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<tr>
<th>State</th>
<th>Continuing Competence Requirements</th>
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<td><strong>Alabama</strong></td>
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<tr>
<td><strong>Statute:</strong></td>
<td>AL Code §34-39-7</td>
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<td><strong>Section 34-39-13:</strong></td>
<td>Expiration and renewal of licenses; fee; continuing education; late fee.</td>
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<tr>
<td>(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.</td>
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<tr>
<td><strong>Regulation:</strong></td>
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<td><strong>Chapter 625-X-5-.02:</strong></td>
<td>Requisites for Renewal</td>
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<tr>
<td>(b) An application for renewal must be accompanied by proof of completion of continuing education requirements which are as follows</td>
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<tr>
<td>(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.</td>
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<tr>
<td>(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.</td>
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<tr>
<td><strong>Alaska</strong></td>
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<tr>
<td><strong>Statute:</strong></td>
<td>AK Statute §08.84.10</td>
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<td><strong>Sec. 08.84.100. Renewal of license.</strong></td>
<td>(a) [Repealed, § 49 ch 94 SLA 1987.]</td>
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<td>(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.</td>
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<tr>
<td>(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</td>
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<tr>
<td><strong>Regulation:</strong></td>
<td>12 AK Admin Code 54.700</td>
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<tr>
<td><strong>AAC 54.700. OCCUPATIONAL THERAPY LICENSE RENEWAL REQUIREMENTS:</strong></td>
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<tr>
<td>An applicant for renewal of an occupational therapist license or an occupational therapy assistant license shall submit:</td>
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<tr>
<td>(1) a complete renewal application on a form prescribed by the board;</td>
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<tr>
<td>(2) the license renewal fee established in 12 AAC 02.320;</td>
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<tr>
<td>(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</td>
<td></td>
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</tbody>
</table>
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.

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.

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.

12 AAC 54.715. APPROVED OCCUPATIONAL THERAPY COURSES AND ACTIVITIES.
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
Continuing education activities sponsored by a professional organization or university approved by the Alaska Occupational Therapy Association or the American Occupational Therapy Association.

(a) 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.

(b) 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.) A license issued under this chapter is subject to renewal every two years and expires unless renewed. The board may reinstate a license cancelled for failure to renew on compliance with board rules for renewal of licenses.

(B). On request, the board shall grant inactive status to a licensee who does not practice as an occupational therapist or occupational therapy assistant and who maintains any continuing education requirements.

(C). The board may establish by rule additional requirements for license renewal which require continuing education.

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’s license expires.
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.

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 attendance;

4. Undergraduate, graduate college, or university course work of a grade “C” or better and submitting a course completion notification sheet and a statement describing how the course extends the licensee’s professional skill and knowledge;

5. Publishing:
   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: AS Code § 72-1913

(1) A renewal or re-registration fee which shall be determined by the Arkansas State Occupational Therapy Examining Committee shall be paid to the Arkansas State Medical 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.

(3) 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.

   (1) Failure to reregister 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 reregister 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: AS Rule 17-88-102

(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.

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 or certificate 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 or certificate.

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.


§ 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) Fifty (50) minutes 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.

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.

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 therapy and occupational therapy assistant students. For each 240 hours of supervision, the practitioner will receive two (2) PDUs.
   (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 first time professional presentations at workshops, seminars and conferences. For each hour, the practitioner will receive two (2) PDUs.

Partial credit will not be given for the professional development activities listed in subsection (c). This section shall not apply to the first license or certificate renewal following issuance of the initial license or certificate. 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.


§ 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.


§ 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
### 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 33-182. 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**

**20-74i-2. Number of continued competency units required**

(a) Each licensee applying for license renewal in and after 1991 shall have completed a minimum of 12 units of qualifying continued competency activity for occupational therapists, or a minimum of 9 units of qualifying continued competency activity for occupational therapy assistants, during the preceding registration period. Each licensee applying for licensure renewal in 1989 shall have completed a minimum of 6 units of qualifying continued competency activity for occupational therapists, and a minimum of 4 units of qualifying continued competency activity for occupational therapy assistants, during the period from June 1, 1988, through July 31, 1989.

(b) Continued competency completed in one registration period shall not be allowed to carry-over to a subsequent registration period.

(Effective August 22, 1988)
### 20-74i-3. Award of continued competency units

(a) Continued competency units shall be awarded as follows:

1. **1 continued competency unit for each two contact hours of participation** shall be awarded for academic courses, institutes, seminars, programs, structured didactic inservice training and scientific meetings directly related to the practice of occupational therapy.

2. **1 continued competency unit per academic credit of coursework taught** shall be awarded for faculty appointment at a school of occupational therapy accredited by the American Occupational Therapy Association.

3. **12 continued competency units per registration period** shall be awarded for full-time post-graduate attendance throughout the registration period in an advanced educational program accredited by the American Occupational Therapy Association.

4. **6 continued competency units shall be awarded**, in registration period in which completed, for 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.

5. **2 continued competency units shall be awarded**, for the first presentation only, for original presentation by licensee of a paper, essay or formal lecture in occupational therapy to a recognized group of fellow professionals at an educational meeting.

6. **2 continued competency units shall be awarded**, for the first presentation only, for original presentation of a scientific or educational exhibit at a professional meeting.

7. **4 continued competency units shall be awarded**, for the first publication only, of original scientific paper of at least 1000 words published by licensee in a juried scientific professional journal.

8. **12 continued competency units** shall be awarded, for the first publication only, for authorship of original work in occupational therapy, published in the scientific or professional press.

9. **4 continued competency units shall be awarded**, for the registration period in which funded, for preparation of an original grant proposal for research in or advancement of the practice of occupational therapy which is awarded funding by State, Federal, or institutional grantor.

10. **1 continued competency unit for each 50 documented hours of 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.

11. **1 continued competency unit for assisting in a course awarding 3 academic credits**, to a maximum of 4 continued competency units per registration period, shall be awarded for appointment as a teaching assistant at a school of occupational therapy accredited by the American Occupational Therapy Association.

12. **1 continued competency unit per 4 weeks of supervision**, to a maximum of 6 continued competency units per registration period, shall be awarded for supervision as the primary direct clinical supervisor of a 12-week field work placement for an occupational therapy student or an 8-week field work placement for an occupational therapy assistant student enrolled in a program accredited by the American Occupational Therapy Association.

13. **4 continued competency units shall be awarded**, for the first report only, for original design of new equipment for occupational therapy, reported in a scientific meeting or juried scientific professional journal.

(b) Four continued competency units shall be the maximum granted for any one calendar day of participation in one or more of the foregoing activities.
(c) Successful completion of an entire continued competency activity shall be required for award of any continued competency units.

(d) Activities which will not qualify for award of continued competency units include: professional organizational business meetings; speeches delivered at luncheons or banquets; reading of books, articles, or professional journals; home study courses, correspondence courses, and other mechanisms of self-instruction; and audio-visual materials, except when the latter is used as a component of a qualifying continued competency activity identified in subsection (a) of this section.

(Effective August 22, 1988)

20-74i-4. Criteria for qualifying continued competency activities
Continued competency activities identified in subsection (a) (1) of Section 3 of these regulations shall qualify to satisfy the requirements of these regulations, provided:

(a) the activity involves face-to-face instruction;

(b) the provider implements a mechanism to monitor and document physical attendance at such face-to-face instruction;

(c) the provider retains written records for a period of three years including but not limited to: content description; instructor; date(s) of activity; location of activity; list of participants; and number of contact hours;

(d) the provider implements a mechanism to evaluate participants’ attainment of competency objectives and/or participants’ assessment of the competency activity;

(e) the provider issues a certificate of completion; such certificate shall not be issued by the provider prior to actual completion of the activity; such certificate shall include: participants’ name; provider’s name; title or subject area of the activity; date(s) and location of attendance; and number of contact hours completed;

(f) the activity focuses on content specified in Section 5 of these regulations.

(Effective August 22, 1988)

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

(a) Subject matter for qualifying continued competency activities shall reflect the professional needs of the licensee in order to meet the health care needs of the public. Only those continued competency activities which provide significant theoretical and/or practical content directly related to the clinical practice of occupational therapy or the development, administration, and supervision of clinical practice or service delivery programs by occupational therapists shall qualify to meet the requirements of these regulations.

(b) Activities shall not qualify which provide content related to organization and design of occupational therapy treatment facilities; practice development, business management, or marketing; investments or financial management; personnel management; personal health or development; and similar topics of professional concern.

(Effective August 22, 1988)

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 (a) (3) through (a) (11) of Section 3 of these regulations, 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. 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. (Effective August 22, 1988)

20-74i-7. Exemption from continued competency 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. (Effective August 22, 1988)

20-74i-8. Reinstatement of lapsed licenses
Any licensee whose license has been void and who applies to the Department for reinstatement shall be required to submit certificates of completion documenting completion of continued competency activities as specified below:
(a) if the license has been void for two years or less, a minimum of 12 units of qualifying continued competency activity during the two-year period immediately preceding the application for reinstatement;
(b) if the license has been void for more than two years, a minimum of 24 units of qualifying continued competency activity during the four-year period immediately preceding the application for reinstatement. (Effective August 22, 1988)

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.

Regulation: 11 DE Reg. 290

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 May 31st of each renewal year. A licensee who completes continuing education that is not approved by the Board will be notified so that he or she may obtain additional CE to substitute before the license expiration date of July 31.
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 A log of CE on a form approved by the Board shall be maintained during the licensure period to be submitted if the renewal application is selected for CE audit. Random audits will be performed by the Board to ensure compliance with the CE requirement. Licensees selected for the random audit shall submit the log and attendance verification.

3.1.3 Contact hours shall be prorated for new licensees in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Months Remaining</th>
<th>Required Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 months up to and including 24 months</td>
<td>20 hours</td>
</tr>
<tr>
<td>16 months up to and including 20 months</td>
<td>15 hours</td>
</tr>
<tr>
<td>11 months up to and including 15 months</td>
<td>10 hours</td>
</tr>
<tr>
<td>10 months or less</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

3.2 Definition of Acceptable Continuing Education Credits: Activities must be earned in two (2) or more of the six (6) categories for continuing education beginning in section 5.5.

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 quarter 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 for each contact hour of presentation. Credit for preparation shall be given 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. Excluded are any job related duties in the workplace such as fire safety, OSHA or CPR.

3.5.1.1 Course work involving alternative therapies shall be limited to five (5) hours.

3.5.1.2 Course work by homestudy/correspondence shall be limited to ten (10) hours.
### 3.5.2 Professional Meetings & Activities
The maximum number of credit hours shall not exceed ten (10) hours. Approved credit includes attendance at: DOTA business meetings, AOTA business meetings, AOTA Representative Assembly meetings, NBCOT meetings, OT Licensure Board meetings and AOTA National Round Table discussions. Credit will be given for participation as an elected or appointed member/officer on a board, committee or council in the field of health and social service related to occupational therapy. Seminars or other training related to management or administration are considered professional activities. Excluded are any job related meetings such as department meetings, supervision of students and business meetings within the work setting.

### 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.

### 3.5.4 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. Credit will not be given for the presentation of information that the licensee has already been given credit for under another category. Excluded are presentations that are part of a licensee's job duties. 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.

### 3.5.5 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. Licensees must submit documentation of authorship or letters from authorizing entity to receive continuing education credit.

### 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).

### 3.6 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.

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**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
CONTINUING EDUCATION REQUIREMENTS
Subject to § 6306.2, this section shall apply to applicants for the renewal, reactivation, or reinstatement of a license for a term
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. 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

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.

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.

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.

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 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.

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 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.

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;
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.

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.

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.

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.

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.

**APPROVED CONTINUING EDUCATION PROGRAMS AND ACTIVITIES**

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;

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(c) Serving as a clinical instructor for students of occupational therapy; and
(d) Participation in research as a principal investigator or research assistant.

CONTINUING EDUCATION CREDITS
The Board may grant continuing education credit for whole hours only, with a minimum of fifty (50) minutes constituting one (1) credit hour. 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. The Board may grant a maximum of three (3) continuing education credits per year to an applicant who attends in-service education programs. 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.

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. 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.
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. 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;
(b) Description of duties and roles; and
(e) Validation of service by an officer or representative of the organization.
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

**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 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
OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Biennium</td>
<td>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.</td>
</tr>
<tr>
<td>4. HIV/AIDS</td>
<td>As part of the twenty-six hours of continuing education required herein for license renewal, the licensee shall complete one (1) hour of HIV/AIDS education as set forth in Section 456.033, F.S., or a course in end of life care and palliative health care, so long as the licensee has completed an approved one (1) hour HIV/AIDS course in the immediately preceding biennium.</td>
</tr>
<tr>
<td>5. Medical Errors</td>
<td>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.</td>
</tr>
<tr>
<td>6. Laws and Rules</td>
<td>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.</td>
</tr>
<tr>
<td>7. Documentation</td>
<td>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.</td>
</tr>
<tr>
<td>8. Exemption</td>
<td>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 hour prevention of medical errors course requirement referenced above and required by Section 456.013, F.S., and except for the one (1) hour HIV/AIDS education or end of life care and palliative health care course referenced above as required by Section 456.033, F.S.</td>
</tr>
<tr>
<td>9. Changes of Status</td>
<td>Active status licensees may apply to the Board for inactive license status at any time by paying a $50 fee to change licensure status. Additionally, the licensee shall pay any applicable inactive status renewal fee or delinquent fee.</td>
</tr>
<tr>
<td>10. Alternative Media</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 11. Course Presentation and Attendance | 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 fieldworker 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 nonpeer 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 pay the fees required in subsection (1) of this rule.

(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

3) A minimum of twenty-four (24) contact clock hours of continuing education related to occupational therapy practice is required for renewal except as otherwise provided in this chapter. At least sixteen (16) hours must be related to direct “hands on” patient care (dpc). Up to eight (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 1st until March 31st 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 31st 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) A licensee who is licensed during the second year of the biennium is not required to meet continuing education requirements for that renewal period.

5) Prior approval of continuing education courses is not required. Each licensee
randomly selected for a CE audit must submit to the Board supporting documentation as specified in this rule.

(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.

(f) Continuing education listings should be documented on the appropriate board form,
### Hawaii

**Statute:**
No continuing education requirements

**Regulation:**
No continuing education requirements

### Idaho

**Statute:** ID Code §54-3710

54-3710. RENEWAL OF LICENSE.
(1) Any license issued under this act shall be subject to annual renewal and shall expire unless renewed in the manner prescribed by the rules of the board. The board may reinstate a license cancelled for failure to renew upon compliance with requirements of the board for renewal of licenses.

(2) 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.

**Regulation:** ID Admin Code 24.14.01-250

**Continuing Education.**
A summary of continuing education activities during the preceding year may be submitted with the renewal application to document this effort by the therapist. Appropriate continuing professional education activities include but are not limited to, the following: (1-5-88)

- a. Reading of professional books and journals. (1-5-88)
- b. Attending or presenting at conferences, seminars or inservice programs. (1-5-88)
- c. Supervision of clinical students. (1-5-88)
- d. Holding state or national office in professional organizations. (1-5-88)
- e. Formal course work in occupational therapy related subjects. (4-2-03)
- f. Presentation of occupational therapy related information to allied professional or community groups. (4-2-03)
### 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.

(Source: P.A. 92-297, eff. 1-1-02; 93-461, eff. 8-8-03.)

**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 continuing education (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 continuing education (CE) is equivalent to 12 units of Continued Competency Activities (CCA) (2 contact hours = 1 unit).
2. CE contact hour equals 50 minutes. After completion of the initial CE hour, credit may be given in one-half 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 continuing education hours must be earned by verified attendance at or participation in a program that is offered by an approved continuing education sponsor who meets the requirements set forth in subsection (c) or by other CE activities set forth in subsection (b).
7. Continuing education credit hours used to satisfy the CE requirements of another state may be submitted for approval for fulfillment of the CE requirements of the State of Illinois if they meet the requirements for CE in Illinois.
8. Credit shall not be given for courses taken in Illinois from unapproved sponsors.

**B). Additional CE activities**

1. Independent Study
   a. Independent Study Activities include reading books or journal articles, reviewing professional videos, etc.
b). A licensee may earn contact hours spent in an independent study activity with a maximum of 4 contact hours per renewal period.

c). Documentation shall include title, author, publisher, time spent, and date of completion. A licensee shall include a statement that describes how the activity relates to a licensee’s current or anticipated roles and responsibilities.

2). Mentorship
   a). Participation 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 Department 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). Participation 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 Supervision:
   Participation as the primary clinical fieldwork educator for Level I/Level II OT or OTA fieldwork students.
   a). A licensee may earn 2 contact hours for each Level I student supervised. A licensee may earn 6 contact hours for each Level II student supervised. A licensee may earn a maximum of 8 contact hours for student supervision per renewal period.
   b). Documentation shall include verification provided by the school to the fieldwork educator with the name of student, school, and dates of fieldwork or the signature page of the completed student evaluation form. Evaluation scores and comments should be deleted or blocked out.

4). Professional writing
   a). First time publication of a professional or non-professional book, chapter, or article. A licensee may earn a maximum per renewal period as follows:
      i). 18 hours as an author of a book;
      ii). 12 hours as an author of a chapter;
      iii). 12 hours as an author of an article in a professional publication;
      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 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, in-service, electronic or Web-based course. Speeches made at luncheons or banquets or any other presentation not within the guidelines of this Part are not eligible for CE credit.
   b). A licensee who serves as an instructor, speaker or discussion leader of a CE program will be allowed CE course credit for actual presentation time, plus actual preparation time of up to 2 hours for each hour of presentation. Preparation time shall not be allowed for presentations of the same course and will only be allowed for additional study or research. In no case shall credit for actual time of presentation and preparation be given for more than 12 hours during any renewal period.
   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 such signed 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 per renewal period.
   c). Documentation includes name of grant proposal, name of grant source, purpose and objectives of the project, and verification from the grant author regarding licensee’s role in the development of the grant if not the author.

8). 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.
   b). A licensee may earn 2 hours per appointment on a committee or board for one year for a maximum of 8 hours per renewal period.
   c). Documentation includes name of committee or board, name of agency or organization, purpose of service, and description of licensee’s role. Participation must be validated by an officer or representative of the organization or committee.

9). Advanced competence recognition/specialty certification
   a). Advanced recognition and/or specialty certification from a nationally recognized certifying body or 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 and its affiliates;
c). AOTA Approved Providers;
d). American Speech and Hearing Association and the Illinois Speech and Hearing Association;
e). Accredited Colleges and Universities;
f). Any other person, firm, association, corporation, or group that has been approved and authorized by the Department pursuant to subsection (c)(2) of this Section upon the recommendation of the Board to coordinate and present continuing education 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) of this Section 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 Department, the sponsor will submit evidence as is necessary to establish compliance with this Section. This evidence shall be required when the Department 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 Department 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 Department 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 materials; and
   c). Be developed and presented by persons with education and/or experience in the subject matter of the program.

6). All programs given by approved sponsors shall be open to all licensees and not be limited to the members of a single organization or group and shall specify the number of CE hours that may be applied toward Illinois CE requirements for licensure renewal.

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:
      i). 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.
### OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

<table>
<thead>
<tr>
<th>a)</th>
<th>The sponsor shall maintain these records for not less than 5 years.</th>
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<tr>
<td>b)</td>
<td>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.</td>
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<tr>
<td>8)</td>
<td>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.</td>
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<td>9)</td>
<td>Upon the failure of a sponsor to comply with any of the foregoing requirements, the Department, after notice to the sponsor and hearing before and recommendation by the Board pursuant to the Administrative Hearing Rules (see 68 Ill. Adm. Code 1110), shall thereafter refuse to accept CE credit for attendance at or participation in any of that sponsor’s CE programs until such time as the Department receives reasonably satisfactory assurances of compliance with this Section.</td>
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### D). Continuing Education Earned in Other Jurisdictions

1) If a licensee has earned CE hours in another jurisdiction from a nonapproved sponsor for which he/she will be claiming credit toward full compliance in Illinois, that applicant shall submit an application along with a $20 processing fee prior to taking the program or 90 days prior to the expiration date of the license. The Board shall review and recommend approval or disapproval of this program using the criteria set forth in this Section.

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

1) Each renewal applicant shall certify, on the renewal application, full compliance with CE requirements set forth in subsection (a).

2) The Department 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.

3) When there appears to be a lack of compliance with CE requirements, an applicant will be notified and may request an interview with the Board, at which time the Board may recommend that steps be taken to begin formal disciplinary proceedings as required by Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65].

### 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 Department 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 Department, upon the written recommendation of the Board, finds from the affidavit or any other evidence submitted that good cause has been shown for granting a waiver, the Department shall waive enforcement of these requirements for the renewal period for which the applicant has applied.

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 Department, 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) of this Section shall be deemed
to be in good standing until the Department’s final decision on the application has been made.

Indiana

Statute: IN Code §25-23.5-2-6

C 25-23.5-2-6 Adoption of standards; fees
Sec. 6.
(a) After considering the committee’s proposed rules, the board shall adopt rules under IC 4-22-2 establishing standards for:
(b) (1) the competent practice of occupational therapy;
(2) the renewal of licenses or certificates issued under this article; and
(3) standards for the administration of this article.
After considering the committee’s recommendations for fees, the board shall establish fees under IC 25-1-8-2.

Regulation: 4 IN Admin Code § 25-1-4

IC 25-1-4-1 Requirement
Sec. 1. No board or agency regulating a profession or occupation under this title or under IC 15, IC 16, or IC 22 may
require continuing education as a condition of certification, registration, or licensure unless so specifically authorized or
mandated by statute.

IC 25-1-4-2 Promotion
Sec. 2. A board or agency regulating a profession or occupation under this title or under IC 15, IC 16, or IC 22 may
cooperate with members of the profession or occupation it regulates to promote continuing education within the
profession or occupation.

IC 25-1-4-3 Sworn statements of compliance; retention of copies of certificates of completion; audits
Sec. 3.
(a) Notwithstanding any other law, a board that is specifically authorized or mandated to require continuing
education as a condition to renew a registration, certification, or license must require a practitioner to comply with the
following renewal requirements:
(1) The practitioner shall provide the board with a sworn statement signed by the practitioner that the practitioner
has fulfilled the continuing education requirements required by the board.
(2) The practitioner shall retain copies of certificates of completion for continuing education courses for three (3)
years from the end of the licensing period for which the continuing education applied. The practitioner shall provide the board with copies of the certificates of completion upon the board’s request for a compliance audit.
(b) Every two (2) years the board shall randomly audit for compliance more than one percent (1%) but less than ten
percent (10%) of the practitioners required to take continuing education courses.
### OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

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<th><strong>IC 25-1-4-3.2 Distance learning methods</strong></th>
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<td><strong>Sec. 3.2.</strong> A board or agency regulating a profession or occupation under this title or under IC 15, IC 16, or IC 22 shall require that at least one-half (50%) of all continuing education requirements must be allowed by distance learning methods, except for doctors, nurses, chiropractors, optometrists and dentists.</td>
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<td><strong>As added by P.L.227-2001, SEC.1.</strong></td>
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### IC 25-1-4-4 Hardship waiver

| **Sec. 4.** A board, a commission, a committee, or an agency regulating a profession or occupation under this title or under IC 15, IC 16, or IC 22 may grant an applicant a waiver from all or part of the continuing education requirement for a renewal period if the applicant was not able to fulfill the requirement due to a hardship that resulted from any of the following: |
| (1) Service in the armed forces of the United States during a substantial part of the renewal period. |
| (2) An incapacitating illness or injury. |
| (3) Other circumstances determined by the board or agency. |

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**Iowa**

**Statute:** IA Code § 272C.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 645-201.7.1
License renewal. Beginning July 1, 1999, a license to practice as an occupational therapist or as an occupational therapy assistant shall expire every two years on the fifteenth day of the birth month. Continuing education requirements shall be completed within the same renewal period for each license holder. An application and a continuing education report form for renewal of license to practice as an occupational therapist or as an occupational therapy assistant shall be mailed to the licensee at least 60 days prior to the expiration of the license. Failure to receive the renewal application shall not relieve the license holder of the obligation to pay biennial renewal fees on or before the renewal date.

645-201.7.2

Beginning July 1, 1999, the continuing education requirements will coincide with the renewal compliance period. The licensee shall submit to the board office 30 days before licensure expiration the application and continuing education report form with the renewal fee as specified in rule.

645-201.7.3

Late renewal. If the renewal fees are received by the board within 30 days after the renewal expiration date, a penalty fee is charged. If renewal fees are received more than 30 days after the renewal expiration date, the license is lapsed. An application for reinstatement must be filed with the board with the reinstatement fee, the renewal fee and the penalty fee as outlined in rule 201.12(147). Individuals who fail to submit the renewal application and complete documentation of continuing education hours shall be required to pay a penalty fee and shall be subject to an audit of their continuing education report.

645-201.7.4

Occupational therapists and occupational therapy assistants who have not fulfilled the requirements for license renewal or an exemption in the required time frame will have a lapsed license and shall not engage in the practice of occupational therapy.

645-201.8

Individuals who were issued their initial licenses within six months of their birth month will not be required to renew their licenses until the fifteenth day of their birth month two years later. The new licensee is exempt from meeting the continuing education requirement for the continuing education biennium in which the license is originally issued. Occupational therapists will be required to report 30 hours and occupational therapy assistants 15 hours of continuing education for every renewal.

654-207.2.1

Continuing education requirements. 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. 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.

654-207.2.2

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.

654-207.2.3

Hours of continuing education credit may be obtained by attending and participating in a continuing education activity. These
654-207.2.4
No hours of continuing education shall be carried over into the next biennium.

654-207.2.5
It is the responsibility of each licensee to finance the cost of continuing education.

654-207.3.1
Standards for approval. General criteria. A continuing education activity which meets all of the following criteria is appropriate for continuing education credit if it is determined by the board that 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, and is accompanied by a paper, manual or outline which substantively pertains to the subject matter of the program and reflects program schedule, goals and objectives. 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 (One contact hour usually equals one hour of continuing education credit.); and
3. Official signature or verification by program sponsor.

654-207.3.2
Specific criteria.

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

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 an audit;

2. Providing official transcripts indicating successful completion of academic courses which apply to the field of occupational therapy. Credit hour equivalents are:

   1 academic semester hour = 15 continuing education hours of credit
   1 academic trimester hour = 12 continuing education hours of credit
   1 academic quarter hour = 10 continuing education hours of credit

3. Authoring research or other activities the results of which are published in a recognized professional publication. The licensee shall receive five hours of credit per page;

4. Viewing videotaped presentations 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 may not be the only attendee; and
   4. The program meets all the criteria specified in this rule;

5. Participating in home study courses that have a certificate of completion;

6. Attending courses/activities that have business-related topics: marketing, time management, government regulations, and other like topics;

7. Attending courses/activities that have personal skills topics: career burnout, communication skills, human relations, and other like topics;

8. Attending courses/activities that have general health topics: clinical research, CPR, child abuse reporting, and other like topics;
topics; (9) Attending workshops, conferences and symposiums which relate directly to the professional competency of the licensee.

B. The maximum number of hours in each category in each biennium is as follows:
(1) Fifteen hours of credit for occupational therapists and eight hours of credit for occupational therapy assistants for presenting professional programs.
(2) Fifteen hours of credit for occupational therapists and eight hours of credit for occupational therapy assistants for participating in research.
(3) Fifteen hours of credit for occupational therapists and eight hours of credit for occupational therapy assistants for viewing videotaped presentations and electronically transmitted material that have a postcourse test.
(4) Fifteen hours of credit for occupational therapists and eight hours of credit for occupational therapy assistants for business-related topics, personal skills topics and general health topics.
(5) Fifteen hours of credit for occupational therapists and eight hours of credit for occupational therapy assistants for home study courses.
C. Each biennium, a minimum of 15 hours of continuing education for occupational therapists and a minimum of 8 hours for occupational therapy assistants shall be of a clinical nature.

645-207.4.1 Reporting continuing education by licensee.
At the time of license renewal, each licensee shall be required to submit a report of continuing education to the board on a board-approved form. The information on the form shall include:
- a. Title of continuing education activity;
- b. Date(s);
- c. Sponsor of the activity;
- d. Board-approved sponsor number (if applicable);
- e. Number of continuing education hours earned; and
- f. Teaching method used

645-207.4 Audit of continuing education report. After each educational biennium, the board will audit a percentage of the continuing education reports before granting the renewal of licenses to those being audited.
- a. The board will select licensees to be audited.
- b. The licensee shall make available to the board for auditing purposes a copy of the certificate of attendance or verification for all reported activities that includes the following information:
  (1) Date, location, course title, schedule (brochure, pamphlet, program, presenter(s) and their credentials), and method of presentation;
  (2) Number of contact hours for program attended; and
  (3) Indication of the successful completion of the course.
- c. For auditing purposes, the licensee must retain the above information for two years after the biennium has ended.
- d. Submission of a false report of continuing education or failure to meet continuing education requirements may cause the license to lapse and may result in formal disciplinary action.
- e. All renewal license applications that are submitted late (after the end of the compliance period) may be subject to an audit of the continuing education report.
- f. Failure to receive the renewal application shall not relieve the licensee of the responsibility of meeting the continuing education requirements and submitting the renewal fee by the end of the compliance period.
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| **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.  
(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) Each licensee initially licensed in an even-numbered year shall submit evidence of completing a minimum of 20 contact hours of continuing education before or with the application for the first renewal.  
(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 21 a minimum of 30 contact hours from Class I, Class IV, or Class V. A maximum of eight contact hours may be acquired from Class II. A maximum of two contact hours may be acquired from Class III. 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.
### OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

| (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 furnishes documentation of successful completion. |

#### (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.

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**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, 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 fewer than three years, the applicant shall complete a minimum of 20 contact hours for each year or portion of a year since the license was canceled.

(4) If the time since the license was canceled has been at least three years, the applicant shall complete either of the following:

(A) A minimum of 20 contact hours for each year or portion of a year since the date the license was canceled; or
(B) an educational program related to continued competency approved by the board.

(C) Each occupational therapist and occupational therapy assistant whose license has been reinstated within two years of a license date in an odd-numbered year shall complete a minimum of 10 contact hours of continuing education for every six-month period from the date of reinstatement to the end of the next even-numbered calendar year. An occupational therapist or occupational therapy assistant whose license was reinstated after July 1 in an even-numbered year shall not be required to obtain continuing education for the first renewal in an odd-numbered year.

(D) Each applicant seeking reinstatement of a revoked license shall successfully complete a program approved by the board.

Kentucky

Statute: KY Rev Stat §319A.160

(3) The board may:

(a) Promulgate administrative regulations, pursuant to KRS Chapter 13A, relating to professional conduct to carry out the provisions of this chapter, including but not limited to administrative regulations relating to professional licensure and holding a license to practice occupational therapy or assist in the practice of occupational therapy in the Commonwealth;
(b) Conduct administrative hearings in accordance with KRS Chapter 13B;
(c) Evaluate the qualifications and authorize the issuance of licenses to qualified occupational therapists and occupational therapy assistants;
(d) Issue and renew licenses based on evidence of initial and continued competence of persons subject to this chapter;

Regulation: 201 KAR 28:200

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.

(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.
(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.

Louisiana
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.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:3012(B) and R.S. 37:1270(B)(6).

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Medical Examiners, LR 20:1004 (September 1994).

#### §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.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:3012(B) and R.S. 37:1270(B)(6).

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Medical Examiners, LR 20:1004 (September 1994).

#### §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 intellectual or practical content dealing principally with matters germane and relevant to the practice of occupational therapy;
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. None of the following programs, seminars, or activities shall be deemed to qualify as acceptable CPE programs under these rules:

1. any program not meeting the standards prescribed by §1967.A;
2. independent study not approved or sponsored by the AOTA or the LOTA for the Independent Study Program;
3. any program, presentation, seminar, or course of instruction not providing the participant an opportunity to ask questions or seek clarification of specific matters presented;
4. teaching, training, or supervisory activities;
5. holding office in professional or governmental organizations, agencies, or committees;
6. participation in case conferences, informal presentations, or inservice activities;
7. giving or authorizing verbal or written presentations, seminars, articles, or grant applications.

§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 AOTA.

§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
§4913. Individual Program Planning
A. Occupational therapists shall use the results of the evaluation to develop an individual occupational therapy program that is:
1. stated in measurable and reasonable terms appropriate to the client’s needs and goals and expected prognosis;
2. consistent with current principles and concepts of occupational therapy theory and practice.

B. The planning process shall include:
1. identifying short and long-term goals;
2. collaborating with client, family, other professionals, and community resources;
3. selecting the media, methods, environment, and personnel needed to accomplish goals;
4. determining the frequency and duration of occupational therapy services.

C. This initial program plan shall be prepared and documented promptly.

§4915. Individual Program Implementation
A. Implementation of direct occupational therapy to individuals for their specific medical condition or conditions shall be based on a referral or order from a physician licensed to practice in the state of Louisiana.

B. Occupational therapists shall implement the program according to the program plan. Occupational therapy assistants may assist in program implementation under the supervision of and in consultation with the occupational therapist. Such supervision and consultation shall require at a minimum direct contact with the occupational therapy assistant at all critical points in the program and not less than two hours of direct contact per week throughout the program.

C. Occupational therapists shall formulate and implement program modifications consistent with changes in the client’s occupational performance and performance components.

D. Occupational therapists shall periodically re-evaluate and document the client’s occupational performance and performance components.

E. Occupational therapists shall promptly document the occupational therapy services provided and the frequency of the services.

§4917. Discontinuation of Services
A. Occupational therapists shall discontinue services when the client has achieved the goals or has achieved maximum benefit from occupational therapy.

B. Occupational therapists shall document the comparison of the initial and current state of functional abilities and deficits in occupational performance and performance components.

C. Occupational therapists shall prepare a discharge plan that is consistent with the occupational therapy, client, interdisciplinary team, family and goals, and the expected prognosis. Consideration should be given to appropriate community resources for referral and environmental factors or barriers that may need modification.

D. Occupational therapists shall allow sufficient time for the coordination and the effective implementation of the discharge plan.

E. Occupational therapists shall document recommendations for follow-up or re-evaluation.

§4919. Quality Assurance
## OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

<table>
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<tr>
<th>Maine</th>
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A. The occupational therapist shall periodically and systematically review all aspects of individual occupational therapy programs for effectiveness and efficiency.

B. Occupational therapists shall periodically and systematically review the quality and appropriateness of total services delivered, using predetermined criteria that reflect professional consensus and recent development in research and theory.

### Maine

| Statute: 32 ME Rev Stat §2283 |

§2283. Renewal of license

1. **Biennial renewal.** Any license issued under this chapter is subject to biennial renewal and expires upon the stated expiration date, unless renewed in the manner prescribed by the rules of the board, including payment of a renewal fee. Licenses may be reinstated up to 90 days after the date of expiration upon payment of a late fee of $10 in addition to the renewal fee. The 90-day period is for expediting the reinstatement process only. It does not extend the licensure period. Any person who submits an application for reinstatement more than 90 days after the license expiration date is subject to all requirements governing new applicants under this chapter, except that the board may in its discretion, giving due consideration to the protection of the public, waive examination if that reinstatement application is made within 2 years from the date of that expiration.

| Regulation: ME Code of Rules 02 477.2 |

### 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
     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)
OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

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).

D. 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. Incomplete or unsigned 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.

F. 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.

**Maryland**

**Regulation:** MD Code of Regs 10.4601.03

**Continuing Competency Requirements:**

**SUMMARY OF Regulations to Renew Licenses Expiring June 30, 2006**

**Purpose**
The Board of Occupational Therapy Practice has established regulations for continued competency. When an occupational therapist or occupational therapy assistant applies for the renewal of a license, that licensee shall be required to certify to the Board the licensee’s involvement in professional education activities updating competency in occupational therapy theory and practice and to provide documentation to that effect upon the Board’s request.

**Scope**
The objectives of continuing competency are:
1. Maintenance of professional competency in occupational therapy theory and practice;
2. Improvement of professional skills in occupational therapy theory and practice;
3. Assurance of completion of continuing education requirements before license renewal.

**Unit Requirements**

**A. Definition of Contact Hour:**
1. “Contact hour” means 1 hour spent in a continuing education activity that meets the requirements of the Board and is approved as outlined in this chapter.
2. “Contact hour” does not include orientations, introductions, refreshment breaks, receptions, other social gatherings, and meals that do not include an acceptable educational activity.

A license to practice occupational therapy or limited occupational therapy is valid for up to a 2-year period extending from July 1 of an even-numbered year to June 30 of the next even-numbered year.

**Documentation of Continuing Education**

**A.** At the time of licensure renewal, a licensee who has completed the continuing competency requirement during the specified time frame shall sign the licensure renewal form attesting to completion of the required contact hours.

**B.** A licensee shall retain continuing competency supporting documents for a period of 4 years after the date of renewal for inspection by the Board.

**C.** A licensee’s submission of any false statement regarding continuing competency requirements shall result in formal disciplinary action by the Board.

**D.** A licensee’s failure to substantiate contact hours upon request of the Board shall result in formal disciplinary action by the Board.

**Audit of Continuing Education**

**A.** A licensee is subject to an shall be prepared for a continuing competency requirements audit by the Board before renewal of licensure.

**B.** A licensee who is audited shall successfully complete the requirement of the audit by the deadline specified by the Board before renewal of licensure.

**C.** The Board shall audit the continuing competency requirement records of the number of licensees that time and resources allow.
### Massachusetts

**Statute:** MS L ch 112 §23  
**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.

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

**Statute:**  
No continuing education requirements

**Regulation:**  
No continuing education requirements
### Minnesota

**Statute:**
MN Rules 148.6443

#### 148.6443 CONTINUING EDUCATION REQUIREMENTS.

**Subdivision 1. General requirements.**
An occupational therapist applying for licensure renewal must have completed a minimum of 24 contact hours of continuing education in the two years preceding licensure renewal. An occupational therapy assistant applying for licensure renewal must have completed a minimum of 18 contact hours of continuing education in the two years preceding licensure renewal. Licensees who are issued licenses for a period of less than two years shall prorate the number of contact hours required for licensure renewal based on the number of months licensed during the biennial licensure period. Licensees shall receive contact hours for continuing education activities only for the biennial licensure period in which the continuing education activity was performed. 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) business-related topics: marketing, time management, administration, risk management,
   government regulations, techniques for training professionals, computer skills, payment systems,
   including covered services, coding, documentation, billing, and similar topics;
   (2) personal skill topics: career burnout, communication skills, human relations, and similar
   topics; and
   (3) 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 shall be 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
### OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

<table>
<thead>
<tr>
<th>7-1</th>
<th>Continuing Education</th>
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<tbody>
<tr>
<td><strong>Definition and philosophy:</strong></td>
<td>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.</td>
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<tr>
<th>7-2</th>
<th>Requirements:</th>
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<tr>
<td>A. Regulations set the requirement of 20 contact hours 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. (revised 2/20/98)</td>
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<td>B. 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.</td>
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<td>C. 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.</td>
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<td>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.</td>
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<th>7-3</th>
<th>Content Criteria:</th>
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<td>The content must apply to the field of occupational therapy and performance and must be designed to meet one of the following goals:</td>
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<tr>
<td>A. Update knowledge and skills required for competent performance beyond entry level as described in current legislation and regulations.</td>
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### 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.

**History:** 2000 c 361 s 20; 2004 c 279 art 1 s 23,24; 2006 c 267 art 2 s 11-13

**Regulation:** Rule 7-1-7-5

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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.
OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

regulations.
B. Allow the licensee to enhance his knowledge and skills.
C. Provide opportunities for interdisciplinary learning.
E. Extent limits of professional capabilities and opportunities.
F. Facilitate personal contributions to the advancement of the profession.

7-4 Sources of Continuing Education:
Continuing education hours may be accrued from the following sources, when the content of the programs relates to
the profession of occupational therapy:
1) attendance at educational programs where continuing education credit is given and approved by the
(a) Mississippi Occupational Therapy Association (MSOTA);
2) 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;
3) attendance at educational programs where continuing education credit is given and approved by the American Medical
Association (AMA) and its components;
4) attendance at other programs approved for continuing education credit by MSOTA, AOTA, AMA, or their component; or
5) attendance at educational programs where continuing education credit is given and approved by accredited universities or
colleges. (revised 2/20/98)
6) 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. (revised 2/20/98)
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. (revised 2/20/98)
(b) 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 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.
(c) 1) 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 coursework 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.
(2)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.
(d) Home Study Courses approved by the department.
(e) 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

OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

department. A maximum of 3 contact hours may be accrued through professional publication.

(f) Specific UNACCEPTABLE activities include:
1) All I-service programs not approved under Section 7-4 (a) of these regulations.
2) Orientation to specific work-site programs dealing with organizational structures, processes, or procedures.
3) Meetings for purposes of policy decision.
4) Non-educational meetings at annual conferences, chapter or organizational meetings.
5) Entertainment or recreational meetings or activities.
6) Committee meetings, holding of office, serving as an organizational delegate.
7) Visiting exhibits or poster presentations.
8) CPR education.
9) Self-directed studies other than those previously outlined.

7-5

Reporting Procedures for Continuing Education:
It is the responsibility of the licensee to insure that the following criteria are met with respect to continuing education credit:

(a) Attendance at seminars, workshops, presentations, etc., approved by an organization listed in section 7-4 (a) 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. (revised 2/20/98)

(c) Academic course work credits must meet the content criteria in Section 7-3, and must be accompanied by a course description from the college or university catalog and a copy of the transcript or final grade report. A minimum course grade or "C" is required for CE credit.

(d) Home Study Course: A certificate of completion must be submitted to receive continuing education credit.

(e) Publication: A letter of approval from the department

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) Any license issued under this chapter shall be subject to annual 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.

1997 Amendment

SECTION 4. Section 73-24-27, Mississippi Code of 1972, is amended as follows:

73-24-27.
(1) 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:
### OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

(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.

Regulations Governing Licensure of Occupational Therapists Office of Health Protection and Occupational Therapy Assistants Professional Licensure 12

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) 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. Specific **UNACCEPTABLE** activities include:
   Regulations Governing Licensure of Occupational Therapists Office of Health Protection and Occupational Therapy Assistants Professional Licensure 13
   a. All in-service programs not approved under Section 7-4(a) 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. Visiting exhibits or poster presentations.
   h. CPR education.
   i. 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:
1. Attendance at seminars, workshops, presentations, etc., approved by an organization listed in section 7-4(a) 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 7-3, and must be accompanied by a course description from the college or university catalog and a copy of the transcript or final grade report. A minimum course grade of “C” is required for CE credit.
4. Home Study Course: A certificate of completion must be submitted to receive continuing education credit.
5. Publication: A letter of approval from the department.

**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. The division, in collaboration with 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 division, in collaboration with 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.
## OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

<table>
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<tr>
<th>Regulation:</th>
<th>20 MO Code of State Regs 2205-5010</th>
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### 20 CSR 2205-5.010 Continuing Competency Requirements

1. At the time of license renewal, the licensee shall verify completion of twenty-four (24) continuing competency credits (CCC) on the renewal form. Failure to note verification of completion shall result in the license not being renewed. Falsification of verification may result in disciplinary action.

2. Each licensee shall retain documentation of the CCCs verified on the renewal form for two (2) years following license renewal.

3. 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;
   - (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:

7. Workshops, seminars, lectures and professional conferences accepted by the certifying entity approved by the division 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.

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### Montana

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<th>Statute:</th>
<th>MT Code §37-1-306</th>
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37-1-306
Continuing Education. A board 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, publisher and publishing date of the book or article.

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.

(2) Each Nebraska-licensed occupational therapist in active practice within the State of Nebraska shall, on or before August 1 of each even-numbered year, complete continuing competency activities as required by the board as a prerequisite to renewal of his or her license.
OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

(b) Each Nebraska-licensed occupational therapy assistant in active practice within the State of Nebraska shall, on or before August 1 of each even-numbered year, complete continuing competency activities as required by the board as a prerequisite to renewal of his or her license.

(3)

Every occupational therapist and occupational therapy assistant shall provide documentation of completing such continuing competency activities as required by the board. The board shall biennially select, in a random manner, a representative sample of the license renewal applications for audit of compliance with continuing competency requirements.

(4)

The department, on 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. Such circumstances shall include situations in which:

(a) The licensee holds a Nebraska license but does not reside or practice in Nebraska;
(b) The licensee has served in the regular armed forces of the United States during part of the twenty-four months immediately preceding the license renewal date;
(c) 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;
(d) The licensee has been initially licensed by the board within the twenty-four months immediately preceding the license renewal date; and
(e) 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.

Regulation: 114NE Admin Rules and Regs 010.01.00 to 03
Attestation of completing 20 hours of continuing education for Occupational Therapists and 15 hours for Occupational Therapy Assistants, earned within 24 months of the date of expiration or application for waiver of continuing competency requirements. Attestation to meeting continuing competency requirements satisfies the submission of the documentation requirement of Neb. Rev. Stat. §71-110:

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 preapprove 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, co-authorship, co-editorship, or all of these, of a juried publication relating to occupational therapy. A licensee’s documentation must include a copy of the final publication or verification of publication 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

9. Nationally recognized specialty certification examinations: A licensee will earn 20 contact hours of continuing education each 24 month renewal period for successful completion of a nationally recognized specialty certification examination related to an area of advanced practice in the field of occupational therapy. A licensee’s documentation must include a copy of the certification.

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. 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.
### 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:** NV Admin Code 640A.70

**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 640A.080 within the year immediately preceding his request for renewal of his license.

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.

**(Added to NAC by Bd. of Occupational Therapy, eff. 12-23-92; A by R083-99, 9-27-99)**

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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.

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

Failure to comply with the audit may be grounds for non-renewal or revocation of the license.
NAC 640A.080 Continuing education: Approval of credit. (NRS 640A.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 the 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.
   (Added to NAC by Bd. of Occupational Therapy, eff. 12-23-92; A by R083-99, 9-27-99)

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.
   (Added to NAC by Bd. of Occupational Therapy, eff. 12-23-92; A by R083-99, 9-27-99)

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;
   (e) The source for the information conveyed in 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:
**OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS**

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<th>New Hampshire</th>
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<td><strong>Statute:</strong> NH Rev Stat §326-C: 6,11</td>
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**§ 326-C:6**
Renewal of License.
V. The board may, upon notice and opportunity for a hearing, deny an application or impose probationary conditions upon any applicant who fails to establish such applicant’s qualifications to the satisfaction of the board. Conditions imposed shall include requiring continuing education or practice under supervision of a licensed occupational therapist. The board shall require such applicants to demonstrate efforts to maintain a current level of professional knowledge for the period of one year prior to issuing a license.

**§ 326-C:11**
VI. Requirements for continuing competency and continuing professional education as a condition of license renewal, initial licensure, license reinstatement, or endorsement licensing. Programs approved through the American Occupational Therapy Association’s approved provider program shall be approved by the board. Other programs shall be approved by the board provided they meet the established requirements.

**Regulation:** NH Admin Rules 708.02

**Med 708.02**
Continuing Competency
(a) Applicants for renewal of an OTR or COTA license shall be required to have completed a minimum of 12 hours of continuing professional education.
(b) A minimum of 6 hours shall specifically relate to clinical application of occupational therapy practice skills. The balance of hours shall update competency in general occupational therapy theory and practice, including, but not limited to, supervision and consultation skills, curriculum development and transdisciplinary issues or skills.
(c) Continuing education hours may be accumulated through participation in workshops, seminars, conference, courses, minicourses and related facility based inservices.
(d) The maximum number of hours which may be accumulated for a specific activity shall include:
   (1) A maximum of 4 hours for presentation of occupational therapy education programs to professionals;
   (2) A maximum of 4 hours for presentation of occupational therapy curriculum to an occupational therapy education program;
   (3) A maximum of 6 hours for publication of literature regarding occupational therapy practice or theory;
   (4) A maximum of 6 hours for occupational therapy research projects;
   (5) A maximum of 4 hours in facility based inservices;
   (6) A maximum of 2 hours for CPR instruction;
   (7) A maximum of 1 hour for infection control inservices; and
OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

(8) A maximum of 12 hours for specialty practice areas such as:
   a. Sensory integration;
   b. Hand therapy;
   c. Neuro-developmental therapy (NDT);
   d. Industrial rehabilitation; and
   e. Physical agent modalities.

(e) An original, signed certificate of attendance shall be submitted to the board in order to verify attendance at conferences and/or inservices. The document shall also clearly state the number of hours of continuing education provided.

(f) Licensees using physical agent modalities as an adjunct to or in preparation for purposeful activity to enhance occupational performance shall provide documented evidence, pursuant to (e) above, of training in the theoretical and technical skills necessary for the safe and competent integration of these modalities into the occupational therapy intervention plan.

(g) Documents verifying completion of continuing education shall be submitted to the board on or before October 1 of each year.

New Jersey

Statute: no continuing education requirements

Regulation: no 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 [61-12A-1 to 61-12A-24 NMSA 1978] 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 16.15.4.1

TITLE 16 OCCUPATIONAL AND PROFESSIONAL LICENSING
CHAPTER 15 OCCUPATIONAL THERAPISTS

16.15.4.7 DEFINITIONS: “Continuing education” means any organized educational program relating to the topic of health, designed to expand a licensee’s knowledge beyond the basic education requirements for occupational therapists and occupational therapy assistants as recognized by the board. Topics include, but are not limited to, administration, education, communication and clinical practice skills. One “continuing education contact hour” is equivalent to sixty (60) minutes.

16.15.4.8 ANNUAL CONTINUING EDUCATION REQUIREMENTS:
A. Every licensed occupational therapist and occupational therapy assistant must earn a minimum of twenty (20) continuing education contact hours per year during each year of licensure. Continuing education contact hours must be earned prior to license renewal the following year. The first year during which twenty (20) contact hours must be earned is the year beginning on October 1st following license issuance and ending on the following September 30th. Occupational therapists and occupational therapy assistants licensed during the first year will be expected to pay the annual renewal fee and may submit continuing education contact hours during this first year for carryover. A maximum of twenty (20) contact hours may be carried over.
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
### OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

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<td>(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.</td>
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<td>F.</td>
<td>Continuing education audit.</td>
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<td>(1) The board shall audit a percentage of renewal applications each year to verify the continuing education requirement.</td>
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<td>(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.</td>
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<td>(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.</td>
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<td>(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.</td>
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<td>(5) Proof of attendance for all continuing education programs is required on all renewal applications submitted after the expiration date.</td>
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<td>G.</td>
<td>Credit for excess continuing education contact hours accumulated may be used only during the following year.</td>
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<td>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.</td>
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[06-14-97; 16.15.4.9 NMAC - Rn & A, 16 NMAC 15.4.9, 06-29-00; A, 04-03-03; A, 08-29-05]

### New York

**Statute:**
No continuing education requirements

**Regulation:**
No 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 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. (1983 (Reg. Sess., 1984), c. 1073, s. 1; 1989, c. 256, s. 3; 2005-432, s. 10.)
OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

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.

(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 occupational 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:
### Occupational Therapy Profession—Continuing Competence Requirements

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<th>Category</th>
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| **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. |
| **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. |
| **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; and  
(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. |
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| (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; and  
  (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 ten contact hours within the twelve months prior to the 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. When a practitioner has not been licensed for up to three years, the practitioner must submit evidence of a minimum of fifteen contact hours of continued competency.

3. Competency requirements for unlicensed practitioners.
   A. When a practitioner has not been licensed for up to three years, the practitioner must submit evidence of fifteen contact hours of continued competency to the board at the time of the application for renewal.
   B. When a practitioner has not been licensed for more than three years, the practitioner must submit evidence of a minimum of five contact hours for each year of nonlicensure with at least half of those hours of continued competency earned within the eighteen months preceding application or the practitioner must present official verification of a passing score of an examination by the national occupational therapy certifying agency approved by the board taken within the eighteen months prior to application for licensure.

4. 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;

**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.

**Regulation:** OH Admin Code §4755-9-01

4755-9-01

Continuing education.

(A) Pursuant to division C of section 4755.05 of the Revised Code, no person shall qualify for licensure renewal as an occupational therapist, or as an occupational therapy assistant unless he/she has shown to the satisfaction of the occupational therapy section that he/she has completed twenty contact hours of continuing education activities within a two year renewal cycle. Out of cycle one year renewals will be pro-rated accordingly. A “contact hour” is one hour spent in a continuing education activity meeting the requirements for licensure renewal issued by the section. Contact hours exclude refreshment breaks, receptions and
other social gatherings, and meals that do not include an acceptable activity. Acceptable continuing education activities may include:

(1) Participation in professional workshops, seminars and/or conferences. No limit of contact hours. Credit is obtained by participating in presentations that have either been approved by the occupational therapy section, sponsored by the American Occupational Therapy Association or The Ohio Occupational Therapy Association, or which otherwise meets the following criteria:
   (a) It contributes directly to professional competency;
   (b) It relates directly to the clinical practice of occupational therapy; and,
   c) It is conducted by individuals who have demonstrated expertise in the subject matter of the program. Licensees do not have to gain prior approval from the section for workshops, seminars or courses if the above criteria have been met. Proof of content shall be demonstrated by the original workshop or conference brochure, agenda, notes, materials given to participants during the presentations and/or, if applicable, information documented on prior approval applications submitted to the board. 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 office, 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. Workshop or conference sponsors or attendees may obtain prior approval from the board office for workshop content completed applications should be received by the section ninety days prior to the date of the workshop or conference.

(2) Presentations of occupational therapy programs, workshops, or seminars. The presentation must be to health or education Professionals and/or students, be at least 1.0 contact hours in length, and relate to the practice of occupational therapy. The maximum of four contact hours is allowed to be earned under this category. Proof of having conducted the presentation is the workshop or conference or seminar brochures or agendas or other printed materials describing content and audience and signed by the program organizing supervisor.

(3) Publications of books, articles or films related to the clinical practice or management 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 is allowed to be earned under these categories. Co-authorship is acceptable. The item must be published within the current renewal cycle. Proof of completion is the published article, book or film. The item must be published during the two year period since the license was last renewed. Proof of completion is the published article, book or film.

(4) Undergraduate or graduate courses. The maximum of ten contact hours per completed course may be earned under this category. Courses must be related to the management or practice of occupational therapy. Proof of completion is official college or university transcripts or grade slips. Proof of content is the catalog description.

(5) Supervision of fieldwork. Continuing education credit can be earned by supervising level II students. Two contact hours per student supervision may be earned, with a maximum of four 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.

(6) Self-study. Formal study packages, such as printed text, videotapes or CD-ROM related to the clinical practice or management of occupational therapy are acceptable. A maximum of twelve contact hours may be earned under this category. Proof of completion is the certificate of completion and a copy of the post test results.

(7) Online workshops. Credit for online workshops requires that there be opportunity for interaction with the program presenter and that the content be related to the clinical practice or management of occupational therapy. Agenda and certificate of participation are required to verify completion. A maximum of twelve contact hours may be earned under this category.

(8) Apprenticeships. Supervised clinical experience aimed at return to practice or 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.

(9) Research projects. A maximum of ten contact hours may be earned under this category. The hours will be granted only for completed clinical practice or management of occupational therapy. Proof of completion is the published article or unpublished manuscript.

(B) Forms for reporting continuing education activities shall be issued to licensees along with renewal applications not later than the thirty-first day of May of each year in which licensure renewal is required. Licensees are to record the required information on the reporting forms and return the forms immediately to the board office.

(c) A license shall not be renewed unless a report of acceptable continuing education activities which meet the required minimum number of contact hours has been received by the section. Reports of continuing education activities must be received in the board office no later than the thirtieth day of June of the renewal year.

(D) Unless chosen for the random audit, only the continuing education reporting form is to be sent to the board office by the thirtieth day of June.

(E) The occupational therapy section shall conduct a random audit of the continuing education records of not less than five percent of the licensees no later than the thirtieth day of June of the renewal year.

(F) Licensees chosen randomly will be required to submit copies of all records and documentation to support the continuing education activities they listed on the continuing education reporting form to the board office within ten days of receipt of notice from the section. Failure to comply to an audit request will result in the commencement of disciplinary action.

(G) In the event any licensee fails to submit a report of their continuing education to the section by the thirtieth day of June of any renewal year, the application shall be treated as an incomplete application.

(H) After expiration of any license for non-submission of a report of continuing education, a new license can only be obtained in the manner prescribed for new applicants, unless said license is reinstated by the occupational therapy section and a report of continuing education has been received. In addition, the occupational therapy section may require payment of a late fee not to exceed thirty dollars.

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.

1) To apply for a waiver or extension due to undue hardship, the licensee must submit a signed letter to the section at least one month prior to the renewal deadline describing the hardship.

2) To apply for a waiver or extension due to disability or illness, the licensee must obtain, complete and submit the appropriate form at least one month prior to the renewal deadline. This form must also be signed by a licensed physician in good standing verifying that the licensee suffers form a disability or illness.

Oklahoma

Statute: 16 OK Stat § 495a.1

A. Licenses under this act shall be subject to annual renewal and shall expire unless 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 the late renewal of
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.

**Regulation:** OK Admin Code 435 10-3-01

**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:**
   - Workshops
   - Inservices (6 point maximum per compliance period)
   - Seminars
   - Conferences
   - 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
   - Programs at Special Interest Section meetings
   - 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 as OOTA 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
OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>(II)</td>
<td>Documentation: Statement of participation and abstract of proposal and results.</td>
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<tr>
<td></td>
<td>(ii) Quality assurance studies completed and published in journal or newsletter:</td>
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<td></td>
<td>(I) 5 points Assigned Value: 5-10 points per project</td>
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<tr>
<td></td>
<td>(II) Documentation: Manuscript acknowledgment or copy of article.</td>
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<tr>
<td>(E) Formal Coursework</td>
<td>(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.</td>
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<td></td>
<td>(ii) College or university courses which are indirectly related, yet support skills and knowledge will be evaluated individually and assigned value accordingly.</td>
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<td>(iii) Documentation: Course description with statement of relevance to Occupational Therapy and transcript or other documentation of passing grade.</td>
</tr>
<tr>
<td>(F) Self-Study: (Independent Learning Projects)</td>
<td>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.</td>
</tr>
<tr>
<td>(G) Specialty Certification</td>
<td>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.</td>
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<tr>
<td>(H) Professional Activities</td>
<td>(i) American Occupational Therapy Association membership: 2 points Documentation: Copy of current AOTA membership card.</td>
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<td>(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.</td>
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<td></td>
<td>(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.</td>
</tr>
<tr>
<td></td>
<td>(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.</td>
</tr>
</tbody>
</table>
|             | (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
| Oregon |

**Statute:** OR Rev Stat §675.565

675.565 Continuing education. The State Board of Occupational Therapy shall require evidence of continuing education as a requirement for renewal of licensure in order to insure the highest quality of professional services to the public. [1989 c.721 §39]

**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. Stat. Auth.: ORS 675.320(11) & (12) Stats. Implemented: Hist.: OTLB 2-1994, f. 4-11-94, cert. ef. 6-1-94

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.

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):
### OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

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<th>Points/Hours</th>
<th>Notes</th>
</tr>
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<tr>
<td>Presentation must be at practice level for credit, e.g. CNA training would not be acceptable</td>
<td>Two points per hour</td>
<td>Additional points for subsequent presentation of same content. Course outline must be provided.</td>
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<tr>
<td>Development of alternative media (computer software, video or audio tapes)</td>
<td>Three points/hr</td>
<td>Outline required.</td>
</tr>
<tr>
<td>Completing requirements for occupational therapy specialty certification</td>
<td>Twelve points</td>
<td>One-time only for each specialty. Copy of certificate required.</td>
</tr>
<tr>
<td>Research, provided an abstract of the research is retained to prove participation: Principal—Eight points. Associate—Six points.</td>
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<tr>
<td>Development and implementation of a school approved Level II student program</td>
<td>Four points</td>
<td>Copy of program must be provided.</td>
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<tr>
<td>Research, provided an abstract of the research is retained to prove participation: Principal—Eight points. Associate—Six points.</td>
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<tr>
<td>Student supervision, Level I Fieldwork</td>
<td>One point for 8 hours of supervision</td>
<td></td>
</tr>
<tr>
<td>Student supervision, Level II Fieldwork</td>
<td>One point for 8 hours of supervision</td>
<td></td>
</tr>
<tr>
<td>Mentoring; as defined in OAR-339-010-0005(5)</td>
<td>One point for every eight hours contract mentoring with documentation.</td>
<td>Points may be obtained for both the mentor and the mentee.</td>
</tr>
<tr>
<td>Professional leadership on a Board or Commission relating to OT</td>
<td>Ten hours equal two points. Up to four points a year with documentation.</td>
<td></td>
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<tr>
<td>Re-Entry Supervisors: Therapists providing supervision under OAR 339-010-0016</td>
<td>One point for 8 hours.</td>
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</table>

#### 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.

**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.

6-1-94

#### 339-020-0090

**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
**OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS**

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<tr>
<th>State</th>
<th>Statute</th>
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<tr>
<td><strong>Pennsylvania</strong></td>
<td>63 P. S. § 1505</td>
<td>No continuing education requirements</td>
</tr>
<tr>
<td><strong>Rhode Island</strong></td>
<td>RI Gen L § 5-40.1-12</td>
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</table>

### Pennsylvania

(1) 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.

### Rhode Island

§ 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 sixty-two dollars and fifty cents ($62.50) 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 twenty-five dollars ($25.00) 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 sixty-two dollars and fifty cents ($62.50) 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

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**State Affairs Group**  
**November 2007**
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.
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.

<table>
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<th>South Dakota</th>
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<td><strong>Statute:</strong> SD Codified L § 36-31-11</td>
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| § 36-31-11
Expiration of license - Renewal - Fee - Restoration of forfeited license - Time limit - Continuing competency requirements. 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 to 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:

1. Attendance at workshops, seminars, conferences, or in-service education programs relating to the practice of occupational therapy. A certificate of completion is evidence of attendance. One point shall be credited for each hour of attendance;
2. Presentation to health or education professionals of a workshop, seminar, or in-service education program. The presentation must relate to the practice of occupational therapy and must be at least two hours in length. A program outline is evidence of participation. One point should be credited for each hour of presentation. A maximum of six points may be credited for this activity;
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.
The evidence of completing continuing competency points must be submitted with a report form provided by the board within 30 days after completion of the activity. If the activity does not qualify for all or a portion of the points to be credited for the activity pursuant to § 20:64:04:02, the board shall inform the applicant in writing within 30 days after receipt of the report.

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.

<table>
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<th>Tennessee</th>
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| **Statute:** Tennessee Code §63-13-204  
(c) the committee is authorized to establish requirements for assessing continued competence of licensees. |
| **Regulation:** TN Comp Rules and Regs1150-2-12  
1150-2-.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

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.

Volunteer Services to organizations, populations, individuals, that advance the reliance on the use of one’s OT skills and experiences. This excludes holding any elected or appointed offices. 5 Hours

Equals 1 Credit, MAX 12 Credits. Verification letter from organizations must describe outcomes of volunteer service provided. (See guidelines on the Board's web page at Tennessee.gov/health)

**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. The board may not adopt rules implementing this subsection after January 1, 2003.


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) New licensees holding a regular license, issued for a period of less than two years, do not have a continuing education requirement until they receive a regular two-year license.

(c) All licensees, except those addressed in subsection (b) of this section must complete a minimum of 30 hours of continuing education every two years during the period of time the licensure.

§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.
### OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

|   | (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. |
|---|---|
|   | §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. |

### Utah

**Statute:**  
No continuing education required

**Regulation:**  
No continuing education required

### Vermont

**Statute:** VT Stats § 3359  
(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. (Added 1993, No. 102, § 1; amended 2001, No. 151 (Adj. Sess.), § 41, eff. June 27, 2002.)

**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

**Statute:**
No continuing education requirements

**Regulation:** 18 VA Admin Code 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 which is provided by the board and which 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.

18 VAC 85-80-10
Definitions.
Active practice means a minimum of 160 hours of professional practice as an occupational therapist within the 24-month period immediately preceding renewal or application for licensure, if previously licensed or certified in another jurisdiction. The active practice of occupational therapy may include supervisory, administrative, educational or consultative activities or responsibilities for the delivery of such services.

**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**

**RCW 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**

**RCW 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 §30-1-7a

§30-1-7a. Continuing education.

Each board referred to in this chapter shall establish continuing education requirements as a prerequisite to license renewal. Each board shall develop continuing education criteria appropriate to its discipline, which shall include, but not be limited to, course content, course approval, hours required and reporting periods.

**Regulation:** 13 WV Code of Rules 1-2.6

13-1-2.6 Definitions

“Continuing Professional Competence” means a growth in continuing professional competency and educational knowledge of current developments in the practice of occupational therapy and research.

13-1-12.1 Continuing Competency Requirements for Renewal of License

When a licensee applies for the renewal of a license, that licensee shall certify to the Board his or her involvement in continuing professional competency activities in occupational therapy theory and practice and provide documentation to that effect upon the Board’s request.
13-1-12.2
This section applies to all occupational therapists and occupational therapy assistants seeking to renew their licensure in West Virginia.

13-1-12.3
The objectives of the requirements of this section
(a) Maintenance of professional competency; and
(b) Improvement of professional skills

13-1-12.4
Unit Requirements
A Definition of Contact Hour.
1 “Contact hour” means 1 hour spent in a continuing education activity that meets the requirements of the Board and is approved as outlined in this section. It excludes refreshment breaks, receptions, other social gatherings, and meals that do not include an acceptable educational activity.

B Each Licensee shall:
1 Certify a minimum of 12 contact hours of continuing competency activities obtained within the 1 year period preceding the application for renewal or reinstatement; and
2 Provide the necessary documentation to the Board upon its request.

C Exceptions: Licensees who have not been licensed for the entire 1 year period preceding license renewal, are not subject to the continuing competency requirements in subdivision 12.4.b. of this rule.

D. Time Frame
1. A license to practice occupational therapy is valid for a 1 year period.
2. A licensee may carryover up to 6 excessive contact hours from one consecutive licensure year to another

13-1-12.5
Approval of Continuing Education Programs
a. 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 competency options as outlined in W. Va. Code §13-12-7.

b Licensees shall obtain a certificate of completion from providers of continuing education specifying the following information:
1 The dates of completion;
2 The title and location of the course;
3 The name of participant;
4 The name of provider;
5 The number of contact hours; and
6 The signature of the provider.

13-1-12.6
Documentation of Continuing Competency Activities.
A At the time of licensure renewal, a licensee who has completed the continuing competency requirement shall sign the licensure renewal form attesting to completion of the required contact hours.
OCCUPATIONAL THERAPY PROFESSION—CONTINUING COMPETENCE REQUIREMENTS

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<th>B</th>
<th>A licensee is subject to and shall be prepared for a continuing competency audit by the Board.</th>
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<td>C</td>
<td>A licensee shall retain continuing competency supporting documents for a period of 2 years after the date of renewal for inspection by the Board.</td>
</tr>
<tr>
<td>D</td>
<td>The Board shall audit the continuing competency records of the number of licensees that time and resources allow.</td>
</tr>
<tr>
<td>E</td>
<td>The Board shall notify licensees being audited. The licensee being audited shall submit to the Board a response to the requirement for audit along with an official acknowledgement of successful completion of continuing competency requirements, such as certificates of completion awarded by the approved providers.</td>
</tr>
<tr>
<td>F</td>
<td>The Board may take formal disciplinary action if a licensee submits any false statement regarding continuing competency.</td>
</tr>
<tr>
<td>G</td>
<td>The Board may suspend or revoke the license of any licensee who fails to substantiate contact hours.</td>
</tr>
</tbody>
</table>

13-1-12.7
Approved Continuing Competency Options.

A Licensees may accrue continuing competency points by their involvement in various types of programs which are recognized by the Board as contributing to the development of professionals and updating competency in occupational therapy theory and practice.

B. Licensee shall submit official acknowledgement of the successful completion of continuing competency requirements, such as copies of certificates of completion awarded by the providers of educational courses.

C. Required Activities:
   1. A licensee may accumulate the total of 12 contact hours per renewal period through participation in the activities listed in this section.
   2. The board suggests that licensees accumulate points from a broad scope and variety of activities.
   3. Workshops, Seminars, Conferences.
      A. A licensee may obtain credit by attending workshops, seminars, and conferences.
      B. A licensee may earn 1 hour of continuing competency credit per hour of attendance at an approved workshop, seminar, or conference.
   4. University, College, or Vocational Technical Adult Education Courses.
      A. A licensee may obtain credit by successfully completing university, college, or vocational technical adult educational courses related to the practice of occupational therapy.
      B. A licensee may earn 3 hours of continuing competency credit per university, college, or vocational technical adult education credit hour earned.
   5. Educational Telecommunication Network Courses.
      A. A licensee may obtain credit by providing an outline or abstract of content from the course sponsor.
      B. A licensee may earn 1 hour of continuing competency credit per hour of education by telecommunication network courses.
   6 Videotaped Presentations of Educational Courses, Seminars, Workshops, and Conferences
      A. A licensee may obtain credit by providing an outline or abstract of content from the course sponsor.
      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.
   7. In-service Training
      A. A licensee may obtain credit by providing an outline or abstract of content from the in-service sponsor.
      B. A licensee may earn 1 hour of continuing competency credit per hour of education by in-service training.
### 8 Presentations by licensees of Occupational Therapy Education programs, Workshops, Seminars, In-service Trainings, Conferences, or Guest Lectures within appropriate curriculums.

A. A licensee may obtain credit by making presentation, which relate to the practice of occupational therapy to health or educational professionals or students, or both.

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.

C. A licensee may not obtain continuing competency credit for subsequent presentations of the same content.

D. A licensee may earn up to 3 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.

### 9. Publications Published or Accepted for Publication.

A. A licensee may earn up to a maximum of 10 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.

B. A licensee may earn up to a maximum of 5 hours of continuing competency credit for authorship of an article, book review, or abstract in a weekly periodical or professional newsletter.

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.

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.

### 10. 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.

### 11. 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.


A licensee may earn up to 2 hours of continuing competency credit for each accepted paper or proposal for conference presentation.

### 13. A licensee may earn continuing competency credit for completion of formal study packages related to the practice of occupational therapy and shall maintain a certificate of completion provided by the self-study sponsor.

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.

C. A licensee may earn 9 contact hours for completion of each self-study course.


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, observation other therapists, viewing
videtape quality assurance or peer review studies, and related professional activities which enhance knowledge and skill in a specific area.
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 3 contact hours in a renewal period. A licensee shall maintain a detailed log of activity including the type, subject, and source of self-study.

15. Clinical Instruction of Occupational Therapy Students and Occupational Therapy Assistant Students.
A. A licensee may earn continuing competency credit for participation as a clinical instructor for fieldwork level 1 and level 2 students.
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.
C. A licensee may earn 1 contact hour per student for clinical instruction of level 1 occupational therapist student and occupational therapy assistant students. A licensee may not earn more than 3 total contact hours in this category.
D. A licensee may earn 4 contact hours per student for clinical instruction of level 2 occupational therapist or occupational therapy assistant students. A licensee may not earn more than 8 total contact hours in this category.

13-1-12.8
Recency of Education.
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.
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. If the applicant has completed fewer than 24 hours of continuing competency contact hours within the 2 years preceding the application as required by this section, the Board has the sole discretion to determine the sufficiency of these efforts of the applicant and to decide whether additional continuing competency hours are required before granting the applicant a license.

Wisconsin

Statute: WI Stat §448.07
(c) Establishing continuing education requirements for renewal of a license to practice perfusion under s. 448.13 (2). In promulgating rules under this paragraph, the board shall consult with the perfusionists examining council.

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 therapists and occupational therapy assistants shall complete continuing education as follows:
1) Each holder of a license as an occupational therapist shall, at the time of applying for renewal of a license of registration under s. 448.07, 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.
points of acceptable continuing education.

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

**PROFESSIONAL DEVELOPMENT ACTIVITIES PROFESSIONAL DEVELOPMENT POINTS**

(a) Attendance at academic credit courses. 4 points per academic credit.

(b) Attendance at seminars, workshops, lectures, professional conferences, interactive online courses and video courses. **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.

(q) 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**

Licensing Generally

Requirements for licensure; continuing education.

(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 1:3

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 For Registered Occupational Therapists and Certified Occupational Therapy Assistants

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.