

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. Initial licensees are not required to report continuing education contact hours for their first renewal. A "contact hour" is one hour spent in a continuing education activity meeting the requirements for licensure renewal as issued by the section.

Contact hours may not be carried over from one renewal period to the next.

Licensees are required to complete at least one contact hour of ethics education per renewal cycle.

Contact hours exclude refreshment breaks, receptions and other social gatherings, and meals that do not include an acceptable learning activity. Acceptable continuing education activities may include:

- (1) ~~Participation in~~ Attending professional workshops, seminars and/or conferences. No limit of contact hours. Credit is obtained by ~~participating in attending~~ presentations that have either been sponsored or 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, management, or education of occupational therapy practitioners; 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~~ Prior approval from the section is not required 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 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 one ~~1.0~~ contact ~~hours~~ hour in length, and relate to the clinical practice, management, or education of occupational therapy practitioners. A maximum of ~~four~~ eight contact hours is allowed to be earned under this category. Proof of having conducted the presentation is the workshop, conference or seminar contract, or the brochure, agenda~~brochures, agendas,~~ or other printed materials describing content and audience, ~~and signed by the program organizing supervisor.~~ Continuing education credit will not be awarded for subsequent presentations of the same material.
- (3) Publication of books, articles, or films related to the clinical practice, ~~or~~ management, or education of occupational therapy. A maximum of five contact hours for each published article, ten contact hours for a published book, five contact hours for a chapter in a book, and ten contact hours for a film 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.~~
- (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, or education of occupational therapy. Proof of completion is the 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~~ ROM related to the clinical practice, ~~or~~ management, or education 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) ~~Distance Learning~~Online workshops. Credit for ~~online workshops~~ distance learning requires that there be opportunity for interaction with the program presenter and that the content be related to the clinical practice, ~~or~~ management or, education 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, published or unpublished research projects related to the theory, clinical practice, ~~or~~ management, or education of occupational therapy. Proof of completion is the published article or unpublished manuscript.
- (10) Informal independent study. One contact hour will be given for reading an evidence based book chapter or research journal article relating to the clinical practice, management, or education of occupational therapy practitioners and identifying how the information presented can be applied to one's own practice, management, or education situation. Proof of completion will be a copy of the article's title page and the first page, and a written report summarizing the information and outlining how it can be applied by the licensee. One hour will be awarded for each chapter/article. A maximum of four contact hours may be earned under this category.
- (11) Professional development plan. Eight contact hours may be earned for

completing and implementing a professional development plan. Proof of completion will be a portfolio that includes the completed American Occupational Therapy Association (AOTA) or National Board for Certification in Occupational Therapy, Inc. (NBCOT) self-assessment, learning goals and objectives based on the self-assessment, results of the learning activities and the impact on improved practice. A maximum of two contact hours may be obtained in succeeding renewal periods for updates to the professional development plan.

- (12) Laws and rules examination. One contact hour may be earned for completing and passing the Ohio Occupational Therapy/Occupational Therapy Assistant Laws and Rules Examination. Proof of completion will be the graded examination. This contact hour may be used to fulfill the ethics requirement.
- (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 form 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.

Effective:

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Certification

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Date

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