

# OCCUPATIONAL THERAPY CONTINUING EDUCATION REQUEST FOR PRE-APPROVAL

To maintain licensure in Oklahoma, Occupational Therapists and Occupational Therapy Assistants must obtain 20 contact hours of continuing education every two years. The Board will accept for continuing education credit programs at Oklahoma Occupational Therapy Association quarterly or annual meetings; programs at Special Interest Section meetings; and membership in the American Occupational Therapy Association (2 points).

Other methods for obtaining acceptable continuing education are listed below. The Occupational Therapy Advisory Committee of the Board of Medical Licensure and Supervision will review all requests for continuing education credit to determine relevance to maintaining skills as an Occupational Therapist or Assistant. Points will be awarded by the Committee using the following guidelines:

## Traditional methods of points:

Workshops, Inservices, Seminars, Conferences - Assigned value: 1 point per hour

## Alternative methods of points:

Presentations of occupational therapy programs at workshops, seminars and conferences or as guest lecturer at accredited occupational therapy program - Assigned value: 2 points per hour

Presentations as guest lecturer at other programs on topics related to occupational therapy department inservices - Assigned value: 1 point per hour

Clinical Instruction of O.T. students or O.T.A. students:

Only one therapist should submit for points per student, thus, the therapist who does the majority of actual supervision would be eligible - Assigned value: 1 point per week of continuous direct supervision.

Publications (published or accepted for publication)

Authorship or co-authorship of a book relating to occupational therapy - Assigned value: 20 points

Authorship of a chapter in a book or journal article appearing in a professional journal – Assigned value: 10 points

Authorship of an article, book review or abstract in a newsletter (such as OOTA Newsletter, OT Newsweek, SIS Newsletter, or other related newsletters) - Assigned value: 5 points

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 (10-20 points per publication or finished product).

Research:

Principal or co-investigator, project director or research assistant. Research proposal and finished results submitted to Committee for approval - Assigned value: 10 points

Quality assurance studies completed and published in journal or newsletter - Assigned value: 5-10 points per project

Formal Coursework:

College coursework directly related to improvement, advancement or extension of skills as an Occupational Therapist/Assistant - Assigned value: 10-30 points as approved.

College coursework which are indirectly related, yet support skills and knowledge - Assigned value: evaluated on an individual basis and assigned as approved.

Self study - Points will be assigned based on the relevance to practice and complexity

Specialty Certification - 20 points one time only.

Professional Activities:

A.O.T.A. membership - Assigned value: 2 points

O.O.T.A. or A.O.T.A. elected office - Assigned value: up to 8 points per year based on review of annual report.

Committee chair - Assigned value: up to 8 points per year based on review of annual report

Member of Committee - Assigned value: up to 4 points per year

Active Involvement in related organizations and committees upon approval by Committee - Assigned value: up to 4 points per year

**OT CONTINUING EDUCATION APPROVAL FORM**

Complete the following and attach supporting documentation. Return this form to the Board of Medical Licensure and Supervision, PO Box 18256, Oklahoma City OK 73154-0256. The Occupational Therapy Advisory Committee reviews all requests at quarterly scheduled meetings. Rules, meeting dates and approved courses are listed on our website (www.okmedicalboard.org).

**Name/Address of Person submitting request** (response will be mailed to this address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number:

(\_\_\_\_) \_\_\_\_\_

**Seminar or Course Title:** \_\_\_\_\_

**Sponsor of Seminar or Course (as listed on certificate):** \_\_\_\_\_

**Date(s) of Seminar or Course:** \_\_\_\_\_

**Contact hours Requested for Activity:** \_\_\_\_\_

**Please provide the following materials:**

Program agenda showing breakdown of time spent in instruction periods, break time, meals, etc.

(In the case of film or tape presentation - duration, title and a brief summary of presentation.)

A statement of the program's goals and objectives sufficient to provide information for evaluation of relevancy and practical application to the field of occupational therapy.

Documentation of instructor background/expertise.

Abstract of text (if applicable).

Copy of published material (if applicable)

Committee Use Only:

\_\_\_\_\_

Date reviewed: \_\_\_\_\_

Reviewer Initials: \_\_\_\_\_

**Approved for** \_\_\_\_\_ **Hours for the reporting period ending October 31,** \_\_\_\_\_.

Tabled- Need additional information: \_\_\_\_\_

Denied (reason): \_\_\_\_\_

**Certificates of Attendance/Completion should reflect correct sponsor for guaranteed credit.**

Questions? Call the Licensing Department at 405/962-1400.

**\*\*Requests must be received at least ten (10) days prior to a scheduled Committee meeting\*\***