Minutes

The Occupational Therapy Advisory Committee of the Board of Medical Licensure and Supervision met on July 8, 2021 in accordance with the Oklahoma Open Meeting Act. Advance notice of this regular meeting was transmitted to the Oklahoma Secretary of State on November 10, 2020. The notice and agenda were posted on the Board's website on July 6, 2021 at 3:26 p.m. pursuant to 25 O.S. § 311.9.

Members Present:
- Mary White, OT, Chair
- Kari Garza, OT, Vice-Chair
- Jeanne Gallien Gorman, OT
- April Tate, Public Member

Members Absent:
- Jennifer Wallace, OTA

Others Present:
- Barbara Smith, Executive Secretary
- Lisa Cullen, Director of Licensing
- Rachel Herbert, CEU Processor
- *Thomas Schneider, AAG, Committee Advisor
- Ashton Poarch, AAG

Having noted a quorum, Ms. White called the meeting to order at 9:00 a.m.

Following Committee review, Ms. Garza moved to accept the meeting minutes of April 15, 2021 as written. Ms. Gorman seconded the motion and the vote was unanimous in the affirmative.

Next, the Committee considered nominations for the positions of Committee Chair and Vice-Chair pursuant to Okla. Admin. Code 435:30-1-9. Ms. Gorman nominated Ms. April Tate to serve as Committee Chair. After Ms. Tate’s acceptance of the nomination, Ms. Garza seconded the motion and the vote was unanimous in the affirmative.

Ms. Garza nominated Mary White, OT, to serve as Vice-Chair. After Ms. White accepted the nomination, Ms. Gorman seconded the motion and the vote was unanimous in the affirmative.

JULIE CHAPPELL did not appear in support of her application for Occupational Therapy Assistant licensure. Lisa Cullen announced that Ms. Chappell withdrew her application after the agenda was posted. No committee action was required.

The Committee then reviewed applications for licensure. Ms. Gorman moved to recommend approval of the following incomplete applications for Occupational Therapy Assistant licensure pending completion of the files. Ms. Garza seconded the motion and the vote was unanimous in the affirmative.
Ms. Garza moved to recommend approval of the following incomplete applications for Occupational Therapy Assistant licensure pending completion of the files. Ms. Tate seconded the motion and the vote was unanimous in the affirmative.

SHANE, MARIAH NICOLE
HUSTON, MELISSA KAY
SOMERS, TYLER JOHN
CVIKEL, ASHLEE LYNN
SNEEDEN, EMILY ELIZABETH
NORUM, MARY KATHERINE
THOMAS, REAGAN MCKENZIE
MARTIN, MIRANDA DOREN

Ms. Tate moved to recommend approval of the following incomplete applications for Occupational Therapy Assistant licensure pending completion of the files. Ms. Garza seconded the motion and the vote was unanimous in the affirmative.

CARREIRA, MARY B BETH
CANADY, AMANDA CRUZ
CLARK, KARNA LEIAN
MORRISON, MARISSA DEANN
LEACH, NATALIE ANNETTE

Ms. Garza moved to recommend approval of the following complete applications for reinstatement of Occupational Therapy Assistant licensure pending completion of the files. Ms. Gorman seconded the motion and the vote was unanimous in the affirmative.

HENDERSON, SANDRA CLAUDETTE
WOOD, CHELSEA

Ms. Gorman moved to recommend approval of the following complete applications for Occupational Therapy Assistant licensure. Ms. Garza seconded the motion and the vote was unanimous in the affirmative.

RUIZ, JENNIFER LEE
VON TUNGELN, NOVA
ALVIS, LINDA KATHRYN
ZOOK, SARA MARIE

Ms. Garza moved to recommend approval of the following complete applications for Occupational Therapy Assistant licensure. Ms. Gorman seconded the motion and the vote was unanimous in the affirmative.

WILSON, ASHLEY NICOLE
BENDA, NOELLE RAE
Ms. Garza moved to recommend approval of the following incomplete applications for Occupational Therapist licensure pending completion of the files. Ms. Tate seconded the motion and the vote was unanimous in the affirmative.

**Ms. Tate moved to recommend approval of the following incomplete applications for Occupational Therapist licensure pending completion of the files. Ms. Garza seconded the motion and the vote was unanimous in the affirmative.**

**Ms. Tate moved to recommend approval of the incomplete application of JUSTIN GABRIEL PORTA for reinstatement of his Occupational Therapist licensure pending completion of the file. Ms. Garza seconded the motion and the vote was unanimous in the affirmative.**

**Ms. Tate moved to recommend approval of the following complete applications for Occupational Therapist licensure. Ms. Garza seconded the motion and the vote was unanimous in the affirmative.**

**Ms. Gorman moved to recommend approval of the following complete applications for Occupational Therapist licensure. Ms. Garza seconded the motion and the vote was unanimous in the affirmative.**

**Ms. Garza moved to recommend approval of the following complete applications for Occupational Therapist licensure. Ms. Gorman seconded the motion and the vote was unanimous in the affirmative.**

**Ms. Garza moved to recommend approval of the following complete applications for Occupational Therapist licensure. Ms. Gorman seconded the motion and the vote was unanimous in the affirmative.**
Rachel Herbert advised there are not any CEUs provided to the Committee. Because some of the CEUs are from April of 2021, Rachel will send those individually to Committee members for review prior to the next meeting.

Ms. Garza opened a discussion regarding providing "CEU expectations” to all interested parties. She provided a handout to the Committee for its review. After review and discussion, Ms. Garza issued a staff directive to Lisa Cullen to send out a blast email regarding CEU expectations based on the information provided in the handout (plus the Telehealth CEU requirement) to all academic program directors, all practitioners, and OKOTA. Ms. White will provide a list of academic programs and directors to Lisa. In the future, a CEU recorded session presented by Ms. Garza may be available on our website in some form. Ms. Garza will visit with OKOTA regarding the possibility of presenting at an upcoming meeting. Ms. Garza will update the handout to show two required telehealth CEUs and provide the updated copy to Lisa. An update of this matter and a demo of the PT CEU review portal will be placed on the agenda for the next meeting. *(See Attachment #1)*

Under “New Business,” Ms. Garza received information yesterday regarding NBCOT presenting a virtual regulatory seminar in September. It is open to practitioners as well as to employees of state regulatory agencies. Ms. Garza will provide the information to Barbara Smith for distribution to the committee members.

There being no further business, Ms. Garza moved to adjourn the meeting. Ms. Tate seconded the motion and the vote was unanimous in the affirmative. The time was 10:01 a.m.
Oklahoma Medical Board of Licensure & Supervision
OT Subcommittee
Expectations regarding CEU’s
CEU Audit report-2020
Reported by: Kari Garza, MOT, OTR/L, Vice Chair

Audit completed Fall 2020 prior to OT/OTA licensure renewal

Total practitioners audited: 225 OT-109 OTA-116
After initial submission how many required additional submission of information: 26
Final results of audit: 2 did not pass audit, 9 did not respond for 11 total failures. 2 have subsequently submitted information to the committee and renewed. 9 did not renew.

To maintain licensure in OK, OT/OTA must obtain 20 contact hours of continuing education every two years. Information in regards to the methods of points is available online at www.okmedicalboard.org.
Complete the OT CEU Approval Form and submit ALL required supporting materials. (Refer to OTCEFORM)
All AOTA and NBCOT courses are approved.
The OT Advisory Committee reviews all requests at quarterly scheduled meetings.
The committee must approve all CEU’s.

Commonalities:
20 CEU hours not submitted (less than 5 or 19)
BLS and/or workplace requirement courses DO NOT count toward CEU’s
Courses submitted did not have a relevance to OT
Supervision of students: must be OT/OTA students.
An Academic Institution must provide verification of student supervision/fieldwork.
Certificates/Confirmation of conferences and courses must be provided. (Verbal attestations or emails will not be accepted/counted.)
Certificates should be in good condition and viewable.
CEU courses MUST be obtained during the reporting period.
Academic courses submitted MUST be relevant to the field of OT.

Takeaways:
Do NOT wait until you are audited to complete your CEU’s.
If you do not complete/pass the audit, you will NOT be able to renew your license.
Ensure that all your current contact information is updated and accurate with the OK Medical Board. Email was the main source of communication.
During your audit, ensure that you are checking emails and communicating frequently with the OK Medical Board.
If you have a question, ask.
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: ______________________

(____) ______________________

Email Address

________________________________________________________________________

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**
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 OccupationalTherapist/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