

**NORTH DAKOTA STATE BOARD OF OCCUPATIONAL THERAPY PRACTICE
CONTINUING EDUCATION CRITERIA FOR LICENSE RENEWAL**

The North Dakota Board of Occupational Therapy Practice requires documentation of continuing education **upon application for license renewal**. All licensed Occupational Therapists and Occupational Therapy Assistants must acquire a minimum of **twenty contact hours** (2.0 CEU's) **within the twenty-four months prior to the date the completed application for renewal of licensure is received by the NDSBOTP office.**

- **All licensees initially licensed between July first and December thirty-first of the odd-numbered year** are required to complete **ten contact hours for that licensing period** with twenty contact hours for each subsequent licensing period.
- **All licensees initially licensed on or after January first of the even-numbered year has no contact hour requirement** until the following licensing period when the licensee is required to complete twenty contact hours for that and each subsequent licensing period.
- Continued competency hours may only be used for one renewal of licensure period.

Late Renewal Applicants

When a practitioner has not been licensed for up to three years, they must submit evidence of a minimum of twenty contact hours of continued competency earned within the twenty-four months prior to the completed application for renewal of license.

Board Approved Continued Competency:

- Must be directly related to or supportive of occupational therapy practice
- Must enhance the occupational therapist's or occupational therapy assistant's professional development and competence
- Must be specific to the applicant's or licensee's current area of practice or an intended area of practice within the next year.
- Those who graduated during the licensing period may use their academic coursework as continued competency for the upcoming renewal. Submit copy of transcript with the renewal application.

For a complete listing of the accepted forms of continued competency, refer to section [55.5-02-01-04](#) of the Board of Occupational Therapy Practice Administrative Rules.

Continued on reverse

Non-Credit Items

The following will not be accepted for credit:

- CPR
- General Safety
- Committee meetings
- Word processing classes
- Computer classes
- Entertainment & Recreation - attendance at cultural performances, entertainment or recreational meetings or activities, and participants in travel groups.

The equations listed below should assist you in understanding and calculating your hours:

1 contact hour	=	50 minutes
0.1 CEU	=	1 contact hour
0.2 CEU	=	2 contact hours
1.0 CEU	=	10 contact hours
2.0 CEU	=	20 contact hours

Pre-approval of continued competency:

Licenses and continuing education providers may submit continuing education courses to the board for pre-approval.

Continued Competency Verification:

- A copy of a continuing competency certificate for each program must be submitted with the license renewal application. The certificate must contain the licensee's name, dates of attendance, title of the course, and number of contact hours.
- If a certificate of completion was not granted for a specific program, the licensee must submit a signed and completed Individual Licenseholder's Continued Competency Attendance form. This form can be printed from the board's web site, www.ndotboard.com

For questions about continued competency, contact:

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