

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

The North Dakota State 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**. Continued competency hours may only be used for one renewal of licensure period.

**Licensees initially licensed between July first and December thirty-first of the odd-numbered year of the current renewal period** 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 of the current renewal period have no contact hour requirement and do not renew their license** until the following licensing period when the licensee is required to complete twenty contact hours for that and each subsequent licensing period.

**Verification:** A copy of the certificate, containing licensee's name, program title, date(s), and contact hours, must be submitted with the application for renewal. If a certificate of completion was **not granted** for a specific program, the licensee must submit a completed Individual Licenseholder's Continued Competency Attendance form signed by their supervisor. This form can be printed from the board's web site, [www.ndotboard.com](http://www.ndotboard.com), on the Continued Competency page.

Failure to comply with the continued competency requirements and renewal procedures as outlined in the Board's rules can result in late fees and delay or denial of the renewal and may result in disciplinary action. The Board may waive or allow exceptions due to extraordinary circumstances.

### **Preapproval of continued competency:**

Preapproval is not required but is suggested for uncertain topics. Licensees and continuing education providers may submit continuing education courses to the board for pre-approval. Submit a request and a copy of the brochure or agenda by email or mail.

### **Continued Competency must**

- be directly related to or supportive of occupational therapy practice
- enhance the occupational therapist's or occupational therapy assistant's professional development and competence
- be specific to the applicant's or licensee's current area of practice or an intended area of practice within the next year.

### **Continuing Education includes:**

Board-approved continued competency may include but not be limited to workshops, conferences, seminars, or programs sponsored or presented by AOTA, NBCOT, NDOTA, or approved by NDSBOTP.

Presentations by licensees at inservices, conferences are eligible for continued competency and may only be counted once. There is no limit on hours that may be earned. Presentations for community organizations have a limit of 8 hours.

Formal academic coursework related to occupational therapy is acceptable for hours. One or two credit hour class is equal to five contact hours. A three or four credit hour class is equal to 10 contact hours. Submit a copy of transcript showing completion of courses with the renewal application. Those who graduated within the

current two-year licensing period may use their academic coursework as continued competency for the upcoming renewal.

Authoring a professional publication such as a book, chapter, article, training manual or research may be approved by the Board. See Administrative Code 55.5-02-01-04(6d) for more information.

Formal self-study courses with a completion certificate. This includes homestudy and online courses. There is no limit on hours that may be earned.

Fieldwork supervision is now acceptable for hours. This must be direct supervision of an OT student doing level II fieldwork. The licensee must be the main supervisor and the supervision cannot be the primary responsibility of employment. A record of the students supervised and dates and times of supervision and a certification of the supervision from the OT program must be submitted to receive credit. No more than twelve hours may be earned.

Professional leadership, including Board or association position or item writing for NBCOT exam, may count for six hours.

Employer-based education programs with measurable learning outcomes at least one hour in length. No more than six hours may be earned.

**The following will not be accepted for credit:**

CPR/First Aid	General Safety/Infection Control/Fire Safety
Committee meetings	Word processing classes
General computer classes	Volunteering
Entertainment & Recreation	

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

1 contact hour	=	50 minutes
0.1 CEU	=	1 contact hour
1.0 CEU	=	10 contact hours

**Late Renewal Applicants**

When a practitioner has not been licensed for up to three years, they must submit with the renewal application and appropriate fees 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.

**For more information, refer to ND Administrative Code [55.5-02-01-04](#) available on the Board's website, [www.ndotboard.com](http://www.ndotboard.com), on the Laws and Rules page.**

**For questions about continued competency, contact:**

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