

20-74i-1. Definitions**Continued Competency Requirements for Biennial License Renewal by Occupational Therapists and Occupational Therapy Assistants****20-74i-1. Definitions**

For the purpose of these regulations, the following definitions shall apply.

- (a) "Department" means the Department of Health Services.
- (b) "Licensee" means an occupational therapist or occupational therapy assistant licensed pursuant to Connecticut General Statutes, Chapter 376a.
- (c) "License renewal due date" means the last day of the month of July during an odd-numbered year in which licenses expire.
- (d) "Registration period" means the two-year period during which a license which has been renewed in accordance with Connecticut General Statutes, Section 20-74h, is current and valid and which two-year period terminates on the license renewal due date.
- (e) "Active practice" means the treatment in Connecticut of one or more patients by a licensee during any given registration period.
- (f) "Provider" means an individual health care provider or educator, organization, educational institution or other entity conducting a continued competency activity. Providers shall include but not necessarily be limited to: educational institutions accredited by the American Occupational Therapy Association; the American Occupational Therapy Association and its constituent organizations; and the Veterans Administration and Armed Forces when conducting programs at United States governmental facilities.
- (g) "Participant" means a licensee who completes a continued competency activity.
- (h) "Contact hour" means a minimum of 50 minutes of continued competency activity.
- (i) "Certificate of completion" means a document issued to a participant by a provider which certifies that said participant has successfully completed a continued competency activity. (Effective August 22, 1988)

20-74i-2. Number of continued competency units required

- (a) Each licensee applying for license renewal in and after 1991 shall have completed a minimum of 12 units of qualifying continued competency activity for occupational therapists, or a minimum of 9 units of qualifying continued competency activity for occupational therapy assistants, during the preceding registration period. Each licensee applying for licensure renewal in 1989 shall have completed a minimum of 6 units of qualifying continued competency activity for occupational therapists, and a minimum of 4 units of qualifying continued competency activity for occupational therapy assistants, during the period from June 1, 1988, through July 31, 1989.
- (b) Continued competency completed in one registration period shall not be allowed to carry-over to a subsequent registration period. (Effective August 22, 1988)

20-74i-3. Award of continued competency units

- (a) Continued competency units shall be awarded as follows:
 - (1) 1 continued competency unit for each two contact hours of participation shall be awarded for academic courses, institutes, seminars, programs, structured didactic inservice training and scientific meetings directly related to the practice of occupational therapy.
 - (2) 1 continued competency unit per academic credit of coursework taught, to a maximum of 6 continued competency units per registration period, shall be awarded for faculty appointment at a school of occupational therapy accredited by the American Occupational Therapy Association.
 - (3) 12 continued competency units per registration period shall be awarded for full-time post-graduate attendance throughout the registration period in an advanced

20-74i-4. Criteria for qualifying continued competency activities

- educational program accredited by the American Occupational Therapy Association.
- (4) 6 continued competency units shall be awarded, in registration period in which completed, for successful completion of the Certification Examination for Occupational Therapist, Registered, or the Certification Examination for Certified Occupational Therapy Assistant, if taken five years or more after graduation.
 - (5) 2 continued competency units shall be awarded, for the first presentation only, for original presentation by licensee of a paper, essay or formal lecture in occupational therapy to a recognized group of fellow professionals at an educational meeting.
 - (6) 2 continued competency units shall be awarded, for the first presentation only, for original presentation of a scientific or educational exhibit at a professional meeting.
 - (7) 4 continued competency units shall be awarded, for the first publication only, of original scientific paper of at least 1000 words published by licensee in a juried scientific professional journal.
 - (8) 12 continued competency units for a book or 6 continued competency units for a chapter shall be awarded, for the first publication only, for authorship of original work in occupational therapy, published in the scientific or professional press.
 - (9) 4 continued competency units shall be awarded, for the registration period in which funded, for preparation of an original grant proposal for research in or advancement of the practice of occupational therapy which is awarded funding by State, Federal, or institutional grantor.
 - (10) 1 continued competency unit for each 50 documented hours of clinical activities in a research project shall be awarded for appointment as a research assistant to a research project in occupational therapy which is funded by State, Federal or institutional grant.
 - (11) 1 continued competency unit for assisting in a course awarding 3 academic credits, to a maximum of 4 continued competency units per registration period, shall be awarded for appointment as a teaching assistant at a school of occupational therapy accredited by the American Occupational Therapy Association.
 - (12) 1 continued competency unit per 4 weeks of supervision, to a maximum of 6 continued competency units per registration period, shall be awarded for supervision as the primary direct clinical supervisor of a 12-week field work placement for an occupational therapy student or an 8-week field work placement for an occupational therapy assistant student enrolled in a program accredited by the American Occupational Therapy Association.
 - (13) 4 continued competency units shall be awarded, for the first report only, for original design of new equipment for occupational therapy, reported in a scientific meeting or juried scientific professional journal.
- (b) Four continued competency units shall be the maximum granted for any one calendar day of participation in one or more of the foregoing activities.
 - (c) Successful completion of an entire continued competency activity shall be required for award of any continued competency units.
 - (d) Activities which will not qualify for award of continued competency units include: professional organizational business meetings; speeches delivered at luncheons or banquets; reading of books, articles, or professional journals; home study courses, correspondence courses, and other mechanisms of self-instruction; and audio-visual materials, except when the latter is used as a component of a qualifying continued competency activity identified in subsection (a) of this section.
- (Effective August 22, 1988)

20-74i-4. Criteria for qualifying continued competency activities

Continued competency activities identified in subsection (a) (1) of Section 3 of these regulations shall qualify to satisfy the requirements of these regulations, provided:

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20-74i-5. Content areas for qualifying continued competency activities

- (a) the activity involves face-to-face instruction;
- (b) the provider implements a mechanism to monitor and document physical attendance at such face-to-face instruction;
- (c) the provider retains written records for a period of three years including but not limited to: content description; instructor; date(s) of activity; location of activity; list of participants; and number of contact hours;
- (d) the provider implements a mechanism to evaluate participants' attainment of competency objectives and/or participants' assessment of the competency activity;
- (e) the provider issues a certificate of completion; such certificate shall not be issued by the provider prior to actual completion of the activity; such certificate shall include: participants' name; provider's name; title or subject area of the activity; date(s) and location of attendance; and number of contact hours completed;
- (f) the activity focuses on content specified in Section 5 of these regulations.
(Effective August 22, 1988)

20-74i-5. Content areas for qualifying continued competency activities

- (a) Subject matter for qualifying continued competency activities shall reflect the professional needs of the licensee in order to meet the health care needs of the public. Only those continued competency activities which provide significant theoretical and/or practical content directly related to the clinical practice of occupational therapy or the development, administration, and supervision of clinical practice or service delivery programs by occupational therapists shall qualify to meet the requirements of these regulations.
- (b) Activities shall not qualify which provide content related to organization and design of occupational therapy treatment facilities; practice development, business management, or marketing; investments or financial management; personnel management; personal health or development; and similar topics of professional concern.
(Effective August 22, 1988)

20-74i-6. Record retention by licensees

- (a) Each licensee shall obtain a certificate of completion, for those activities properly completed, from the provider of continued competency activities. Each licensee shall maintain, for continued competency activities Specified in subsection (a) (3) through (a) (11) of Section 3 of these regulations, written documentation of completion. Certificates of completion and other required documentation shall be retained by the licensee for a minimum of three years following the license renewal due date for which the activity satisfies license renewal requirements.
- (b) The Department shall audit such licensee records as it deems necessary. Certificates of completion and other required documentation shall be submitted by the licensee to the Department only upon the Department's request. Such records shall be submitted to the Department by the licensee within 45 days of the Department's request for an audit. It shall not be necessary for the licensee to submit such documentation in order to renew the license.
- (c) A licensee who fails to comply with the continued competency requirements of these regulations may be subject to disciplinary action, pursuant to Connecticut General Statutes, Section 20-74g and Section 4-177.
(Effective August 22, 1988)

20-74i-7. Exemption from continued competency requirements

- (a) Individuals applying for initial licensure in Connecticut and licensees applying for the first renewal of the license in Connecticut shall be exempt from continued competency requirements.
(Effective August 22, 1988)

20-74i-8. Reinstatement of lapsed licenses

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Any licensee whose license has been void and who applies to the Department for reinstatement shall be required to submit certificates of completion documenting completion of continued competency activities as specified below:

- (a) if the license has been void for two years or less, a minimum of 12 units of qualifying continued competency activity during the two-year period immediately preceding the application for reinstatement;
- (b) if the license has been void for more than two years, a minimum of 24 units of qualifying continued competency activity during the four-year period immediately preceding the application for reinstatement.

(Effective August 22, 1988)