



State of Idaho
Division of Occupational and Professional Licenses
State Occupational Therapy Licensure Board

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CONTINUING EDUCATION REQUIREMENTS

Continuing Education Requirements: Occupational Therapists and Occupational Therapy Assistants must complete ten (10) hours of germane continuing education during the licensee's renewal cycle.

Unless otherwise noted, one (1) contact hour equals one (1) clock hour of continuing education.

Documentation of Attendance: Licensees must maintain documentation verifying completion or attendance of CE activities for four (4) years from the date of CE completion. A percentage of occupational therapists and certified occupational therapy assistants will be audited every year.

Example: If you completed 20 CE hours during the renewal cycle, you should maintain documentation of CE completed in 2023 until 2027 or CE completed in 2024 until 2028.

Attestation: As part of the annual license renewal process, the licensee must attest that the licensee has met the CE requirement. Documentation of CE will not be required to renew. If chosen for audit, the Board will request documentation of completion.

General Documentation Requirements:

1. Licensee's name
2. Date of activity or date of completion
3. Provider name
4. Course title
5. Description of course/activity
6. Number of contact hours.

Specific Requirements:

Certificate or Documentation of Attendance Required:

- CE coursework
- In-service training
- Professional conference or workshop
- Interactive online courses and evidence-based competency assessments
- Online, home study courses or self-competency assessments

Other Recommended Courses and Activities: Licensees are required to complete CE germane to the practice of occupational therapy and related to other areas of a licensee's practice. The following are some examples of CE activities.

- i. CE coursework from an accredited college or university must be taken after the licensee has obtained a degree in occupational therapy and provides skills and knowledge beyond entry-level skills or knowledge. The documentation required is a transcript.
- ii. Publications and Presentations. The documentation required is a copy of the publication or presentation/program listing. Any single presentation may be reported only once per CE period.
- iii. Development of instructional materials incorporating alternative media such as video, audio, and/or software programs to advance the professional skills of others. The documentation required is a program description, and the media/software materials must be available if requested during the audit process.
- iv. Professional manuscript review. The documentation required is a letter from the publishing organization verifying review of the manuscript(s). A maximum of five (5) hours is allowed per renewal period is allowed for this activity.
- v. Guest lecturer for academic courses germane to the profession (academia must not be the licensee's primary role). The documentation required is a letter of attendance from the instructor.
- vi. Serving on a professional board, committee, disciplinary panel, or association. The required documentation for this activity is a letter or other documentation from the organization. A maximum of five (5) hours is allowed per renewal period is allowed for this activity.
- vii. Level II fieldwork, direct supervision of an occupational therapy student or occupational therapy assistant student by site-designated supervisor(s). The documentation required is the name of student(s), letter of verification from the school, and dates of fieldwork.
- viii. The delivery of occupational therapy services: models, theories, or frameworks that relate to client care in preventing or minimizing impairment, enabling function within the person/environment or community context.
- ix. Other areas may include but are not limited to, occupation-based theory assessment/interview techniques, intervention strategies, and community/environment as related to the licensee's practice.

Recommended Sources of Continuing Education Credit: Courses of study germane to the practice of occupational therapy provided or sponsored by the American Occupational Therapy Association (AOTA), the Idaho Occupational Therapy Association (IOTA), or the National Board for Certification in Occupational Therapy (NBCOT); post-professional coursework completed through any approved or accredited educational institution. Or the programs and activities that meet all of the following criteria:

1. Contributes directly to professional knowledge, skill, and ability;
2. Relates directly to the practice of occupational therapy; and
3. Must be objectively measurable in terms of the hours involved.

Please Note: Board Staff will not preapprove CE activities.