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**Rules of  
Department of Insurance,  
Financial Institutions and  
Professional Registration**

**Division 2205—Missouri Board of Occupational Therapy  
Chapter 5—Continuing Competency Requirements**

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**Title 20—DEPARTMENT OF  
INSURANCE, FINANCIAL  
INSTITUTIONS AND  
PROFESSIONAL REGISTRATION  
Division 2205—Missouri Board of  
Occupational Therapy  
Chapter 5—Continuing Competency  
Requirements**

**20 CSR 2205-5.010 Continuing Competency Requirements**

*PURPOSE: This rule details the continuing competency requirements of a licensee to practice as an occupational therapist or an occupational therapy assistant.*

(1) At the time of license renewal, the licensee shall verify completion of twenty-four (24) Continuing Competency Credits (CCC) on the renewal form. Failure to note verification of completion shall result in the license not being renewed. Falsification of verification may result in disciplinary action.

(2) Each licensee shall retain documentation of the CCCs verified on the renewal form for two (2) years following license renewal.

(3) At least fifty percent (50%) of the twenty-four (24) continuing competency credits must be directly related to the delivery of occupational therapy services, and the remaining CCCs must be related to one's practice area or setting.

(4) A licensee who is or becomes licensed during a renewal cycle shall be required to obtain CCCs at the rate computed by the following formula:

(A) Formula: Number of months licensed during the renewal cycle divided by the total number of months in the reporting cycle then multiplied by the number of CCCs required for renewal during the reporting cycle resulting in a total number of CCCs required to complete for renewal this reporting cycle. When applicable, this total will then be rounded to the nearest whole number by applying the following rounding rule: round down to the nearest whole number if the digit to the right of the decimal is four (4) or less, round up to the nearest whole number if five (5) or more. Example: An occupational therapist becomes licensed September 1, 2004, the reporting cycle is twenty-four (24) months, ending June 30, 2005, and the annual requirement is twelve (12) hours per year.  $10 \text{ months} \div 24 \text{ months} \times 24 = 9.9$  or round up to ten (10) hours (Licensee must have completed ten (10) CCCs to renew.).

(5) Conversion of Continuing Education Units (CEU) to Continuing Competency Credits (CCC)—

(A) One (1) CEU equals ten (10) Continuing Competency Credits;

(B) One (1) contact hour equals one (1) Continuing Competency Credit;

(C) Fifty (50) minutes equals one (1) Continuing Competency Credit; and

(D) One (1) Academic Credit Hour equals ten (10) Continuing Competency Credits.

(6) Acceptable types of continuing competency activities, corresponding degree of continuing competency credit, and the required documentation are as follows:



Continuing Competency Activity	Minimum Continuing Competency Credit	Maximum Continuing Competency Credits	Audit Documentation
<b>PRESENTING</b>			
Making presentations for local organizations/associations/groups on OT related topics (e.g., energy conservation, back care, and prevention of injury)	1 Hour equals 1 CCC	12 CCC	Date and location of presentation, copy of presentation or program listing; contact person for organization
Making professional presentations at state or national workshops, seminars, and conferences	1 Hour equals 2 CCC	24 CCC	Copy of presentation or program listing
Guest lecturer, teaching OT related academic course per semester (must not be one's primary role)	1 Credit Hour equals 3 CCC	24 CCC	Syllabus of course, course outline Verification letter from Dept. Chair
Providing professional in-service training and/or instruction for occupational therapists, occupational therapy assistants, and related professionals	1 Hour equals 1 CCC	12 CCC	Attendance records goals and objectives of in-service training Verification letter from supervisor
<b>ATTENDING WORKSHOPS/COURSES/INDEPENDENT LEARNING</b>			
Attending workshops, seminars, lectures, on-line courses, and professional conferences accepted by the certifying entity approved by the division	1 Hour equals 1 CCC	24 CCC	CEU, contact hours, certificates of attendance, letter from sponsor
Attending employer-provided continuing education	1 Hour equals 1 CCC	24 CCC	Attendance records, certificates
Reading a peer-reviewed, role-related professional article and writing a report describing the implications for improving skills in one's specific role	1 article equals .5 CCC	12 CCC	Annotated bibliography and analysis of how articles impacted improving skills in one's role
Successful completion of formal academic coursework	1 Credit Hour equals 10 CCC	24 CCC	Official transcript from accredited college
Professional study group, minimum of 3 participants	3 Hours equals 1 CCC	24 CCC	Group attendance records; study group goals, analysis of goal attainment and learning
Independent learning with assessment element (online courses, CE articles, self-study series, etc.)	1 Hour equals 1 CCC	12 CCC	CEUs, contact hours
Independent learning without assessment element (audited coursework, multimedia course, etc.)	10 CCC	24 CCC	Certificate of completion
<b>PUBLISHING</b>			
Publication of article in non-peer-reviewed publication (e.g., OT Practice, SIS Quarterly, Advance, etc.)	1 Article equals 5 CCC	24 CCC	Copy of publication
Publication of chapter(s) in occupational or related professional textbook	1 Chapter equals 10 CCC	24 CCC	Copy of text, letter from editor
Publication of article in peer-reviewed professional publication (e.g., journals, book chapter, research paper)	1 Article equals 10 CCC	24 CCC	Copy of text, letter from editor
<b>PROFESSIONAL SERVICES</b>			
Mentoring a colleague to improve the skills of the protégé (Mentor)	20 Hours equals 3 CCC	12 CCC	Goals and objectives, analysis of mentee performance
Outcomes of Self-Assessment and Professional Development Plan	2 CCC for Self-Assessment and Professional Dev. Plan	2 CCC	Acceptable documents include the completed NBCOT Self-Assessment and Professional Development Plan describing how goals were met and impacted competence/skills
Reflective occupational therapy practice in collaboration with an advanced colleague to improve one's skill level	20 Hours equals 3 CCC	12 CCC	Mentor verification of skills, evaluation of Mentor, and experience analysis of learning



Volunteer services to organizations, populations, individuals that advance the reliance on the use of one's OT skills and experiences	10 Hours equals 2 CCC	12 CCC	Verification letter from organization Report describing outcomes of volunteer service provided
Extensive scholarly research activities or extensive outcome studies	10 CCC	24 CCC	Grant funding number, abstract/executive summary, and/or copies of the completed research/studies
<b>FIELDWORK SUPERVISION</b>			
Level II fieldwork day-to-day direct supervision OT or OTA	2 CCC per rotation (8-12 weeks)	24 CCC	Documentation required, name of student(s), letter of verification from school, dates of fieldwork
Entry-level or post-doctoral advanced fieldwork direct supervision (must not be one's primary role)	2 CCC per rotation (8-12 weeks)	24 CCC	Documentation required, name of student(s), letter of verification from school, dates of fieldwork

(7) Workshops, seminars, lectures, and professional conferences accepted by the certifying entity approved by the board shall automatically be accepted for license renewal.

(8) Audit of Continuing Competency Activities.

(A) A licensee is subject to an audit of the continuing competency activity documentation after the time of license renewal.

(B) The board may audit continuing competency activities as time and resources permit.

(C) Upon request, the licensee shall submit to the board for review the continuing competency credit documentation verifying successful completion of continuing competency requirements. Licensees shall assist the board in its audits by providing timely and complete responses to the board's inquiries.

(D) Failure to submit requested information to the board by the date requested or submission of inadequate or falsified records may result in disciplinary action.

(9) Upon application and for good cause shown, the board may excuse or extend the time for completion of some or all of the required continuing competency credits.

(A) An application shall be in writing and delivered to the board's office.

1. The board may require additional information or an interview with the board or its designee. Failure to timely respond or appear shall be grounds to deny the application.

2. If the application requests excuse of the credits, a statement of how competency is being maintained shall be part of the application.

3. If the application requests an extension of time, it shall include proposed activities.

(B) If an extension of time is granted, the

continuing competency credits earned during the extension shall not be counted in the subsequent renewal period.

*AUTHORITY: sections 324.065, 324.080, and 324.086, RSMo Supp. 2010.\* This rule originally filed as 4 CSR 205-5.010. Original rule filed Aug. 4, 1998, effective Dec. 30, 1998. Amended: Filed Nov. 13, 2002, effective April 30, 2003. Amended: Filed Dec. 1, 2005, effective June 30, 2006. Moved to 20 CSR 2205-5.010, effective Aug. 28, 2006. Amended: Filed July 9, 2008, effective Jan. 30, 2009. Rescinded and readopted: Filed July 28, 2010, effective Jan. 30, 2011.*

*\*Original authority: 324.065, RSMo 1997, amended 2009; 324.080, RSMo 1997, amended 2009; and 324.086, RSMo 1997, amended 2009.*