



**Rules of
Department of Commerce and
Insurance**

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

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**Title 20—DEPARTMENT OF
COMMERCE AND INSURANCE
Division 2205—Missouri Board of
Occupational Therapy
Chapter 5—Continuing Competency
Requirements**

ten (10) Continuing Competency Credits.

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

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) A licensee who is or becomes licensed during a renewal cycle shall 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.).

(4) 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



| Continuing Competency Activity | Minimum Continuing Competency Credit | Maximum Continuing Competency Credits | Audit Documentation |
|---|--------------------------------------|---------------------------------------|---|
| PRESENTING | | | |
| Making presentations for local organizations/associations/groups on OT related topics (e.g., energy conservation, back care, and prevention of injury). 1-time presentation per topic. Time spent on preparation cannot be included. | 1 Hour equals 1 CCC | 12 CCC | Certificate verifying presentation or verification letter from organization on their letterhead to include date, time, and length of presentation. |
| Making professional presentations at state or national workshops, seminars, and conferences. 1-time presentation per topic. Time spent on preparation cannot be included. | 1 Hour equals 2 CCC | 24 CCC | Certificate verifying presentation or letter from organization on their letterhead to include date, time, and length of presentation. |
| Teaching OT related academic course per semester (must not be one's primary role). Time spent on preparation cannot be included. | 1 Credit Hour equals 3 CCC | 24 CCC | Syllabus of course, course outline verification from program, or certificate verifying teaching. |
| Guest lecturer as a primary or co-presenter for students enrolled in occupational therapy programs or related professionals. | 1 Hour equals 1 CCC | 24 CCC | Syllabus of course, course outline Verification from program or certificate verifying teaching. |
| Providing professional in-service training and/or instruction for occupational therapists, occupational therapy assistants, or related professionals. 1-time presentation per topic. Time spent on preparation cannot be included. | 1 Hour equals 1 CCC | 12 CCC | Attendance records, goals, and objectives of in-service training. Verification letter from supervisor on their letterhead verifying presenter's name and the date, time, and length of the presentation. |
| ATTENDING WORKSHOPS/COURSES/INDEPENDENT LEARNING | | | |
| Attending workshops, seminars, lectures, on-line courses with assessment (i.e. post test), and professional conferences related to occupational therapy services. | 1 Hour equals 1 CCC | 24 CCC | CEU, contact hours, certificates of attendance/completion which should include the date course was completed, letter from sponsor. |
| Attending employer-provided continuing education. Does not include new staff orientation and/or annual mandatory workplace trainings (e.g., annual policy review and corporate compliance, CPR). | 1 Hour equals 1 CCC | 24 CCC | Attendance records, certificates which should include title of offering, date given, and length of presentation. |
| 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. Courses indirectly or directly related to occupational therapy services. | 1 Credit Hour equals 10 CCC | 24 CCC | Official transcript from accredited college, course description, and statement how it's related to OT services. |
| Professional study group, minimum of 3 participants. | 3 Hours equals 1 CCC | 24 CCC | Group attendance records which should include the date and times the group met; study group goals, analysis of goal attainment, and learning. |



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| Independent learning without assessment element (audited coursework, multimedia course, etc.). | 1 Hour equals 1 CCC | 12 CCC | Certificate of completion which should include the date course was completed. |
| Completion of competency assessment tools (i.e., NBCOT Navigator, AOTA assessment tools, etc.). | 1 Unit equals 1 CCC | 12 CCC | Certificate of completion. |
| PUBLISHING | | | |
| 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 chapter(s) and table of contents, 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 published article, letter from editor. |
| PROFESSIONAL SERVICES | | | |
| 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 which should include the dates and hours mentored. |
| 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 which should include the dates and hours volunteered. 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. |
| FIELDWORK SUPERVISION | | | |
| Level II fieldwork day-to-day direct supervision OT or OTA. Must not be one's primary role. | 1 unit per week of supervision per student supervised | 18 CCC | Documentation required, name of student(s), letter of verification or certificate from school, dates of fieldwork. |
| Level I fieldwork direct supervision. Must not be one's primary role. | 1 unit per student for a complete field work rotation per student as defined by OT/OTA program | 12 CCC | Documentation required, name of student(s), letter of verification or certificate from school, dates of fieldwork. |
| Entry-level or post-doctoral advanced experience direct supervision. Must not be one's primary role. | 1 unit per week of supervision per student supervised | 18 CCC | Documentation required, name of student(s), letter or certificate of verification from school, dates of fieldwork. |



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

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

(7) 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.

(8) 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 2016. 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. Amended: Filed Nov. 9, 2017, effective May 30, 2018. Amended: Filed Aug. 15, 2019, effective Feb. 29, 2020.*