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Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 205—Missouri Board of
Occupational Therapy
Chapter 5—Continuing Competency
Requirements

4 CSR 205-5.010 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 twen-
y-four (24) continuing competency credits
must be directly related to the delivery of
occupational therapy services and the remain-
ing CCCs must be related to one’s practice
area or setting.

(4) A licensee may carry forward six (6)
CCCs if the credits were earned in the last
year of the previous renewal cycle and are in
excess of twenty-four (24) continuing com-
petency credits.

(5) A licensee who is or becomes licensed
during a renewal cycle shall be required to
obtain CCCs at the rate computed by the fol-
lowing 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 result-
ing 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 ther-
apist becomes licensed November 1, 2004,
the reporting cycle is twenty-four (24)
months, ending June 30, 2005, and the annu-
al requirement is—twelve (12) hours per year.

10 months ÷ 24 months × 24 = 9.9 or round
up to ten (10) hours, (Licensee must have
completed ten (10) CCCs to renew.)

(6) 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) Con-
tinuing Competency Credit;

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

(7) Acceptable types of continuing competen-
cy activities, corresponding degree of contin-
uing competency credit and the required doc-
umentation are as follows:
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<th>Continuing Competency Activity</th>
<th>Minimum Continuing Competency Credit</th>
<th>Maximum Continuing Competency Credits</th>
<th>Audit Documentation</th>
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<tr>
<td>Making presentations for local Organizations/associations/groups on OT related topics (e.g. energy conservation, back care and prevention of injury)</td>
<td>1 Hour equals 1 CCC</td>
<td>12 CCC</td>
<td>Date and location of presentation, copy of presentation or program listing; contact person for organization</td>
</tr>
<tr>
<td>Attending workshops, seminars, lectures, professional conferences accepted by the certifying entity approved by the division</td>
<td>1 Hour equals 1 CCC</td>
<td>24 CCC</td>
<td>CEU, contact hours, certificates of attendance, letter from sponsor</td>
</tr>
<tr>
<td>Attending employer-provided continuing education</td>
<td>1 Hour equals 1 CCC</td>
<td>24 CCC</td>
<td>Attendance records, certificates</td>
</tr>
<tr>
<td>Completing requirements for specialty certification (e.g. CHT)</td>
<td>10 CCC</td>
<td>24 CCC</td>
<td>Award of certification one year prior to and/or within the renewal cycle</td>
</tr>
<tr>
<td>Making professional presentations at state or national workshops, seminars, and conferences</td>
<td>1 Hour equals 2 CCC</td>
<td>24 CCC</td>
<td>Copy of presentation, or program listing</td>
</tr>
<tr>
<td>Publication of article in non-peer-reviewed publication (e.g. OT Practice, SIS Quarterly, Advance, etc.)</td>
<td>1 Article equals 5 CCC</td>
<td>24 CCC</td>
<td>Copy of publication</td>
</tr>
<tr>
<td>Publication of chapter(s) in occupational or related professional textbook</td>
<td>1 Chapter equals 10 CCC</td>
<td>24 CCC</td>
<td>Copy of text, letter from editor</td>
</tr>
<tr>
<td>Publication of article in peer-reviewed professional publication (e.g. journals, book chapter, research paper)</td>
<td>1 Article equals 10 CCC</td>
<td>24 CCC</td>
<td>Copy of text, letter from editor</td>
</tr>
<tr>
<td>Mentoring a colleague to improve the skills of the protégé (Mentor)</td>
<td>20 Hours equals 3 CCC</td>
<td>12 CCC</td>
<td>Goals and objectives, analysis of mentee performance</td>
</tr>
<tr>
<td>Reflective occupational therapy practice in collaboration with an advanced colleague to improve one’s skill level</td>
<td>20 Hours equals 3 CCC</td>
<td>12 CCC</td>
<td>Mentor verification of skills, evaluation of Mentor and experience analysis of learning</td>
</tr>
<tr>
<td>Guest lecturer, teaching OT related academic course per semester (must not be one’s primary role)</td>
<td>1 Credit Hour equals 3 CCC</td>
<td>24 CCC</td>
<td>Syllabus of course, course outline Verification letter from Dept. Chair</td>
</tr>
<tr>
<td>Reading a peer-reviewed, role-related professional articles, and writing a report describing the implications for improving skills in one’s specific role</td>
<td>1 article equals .5 CCC</td>
<td>12 CCC</td>
<td>Annotated bibliography and analysis of how articles impacted improving skills in one’s role</td>
</tr>
<tr>
<td>Providing professional in-service training and/or instruction for occupational therapists, occupational therapy assistants, and related professionals</td>
<td>1 Hour equals 1 CCC</td>
<td>12 CCC</td>
<td>Attendance records goals and objectives of in-service training Verification letter from supervisor</td>
</tr>
<tr>
<td>Volunteer services to organizations, populations, individuals, that advance the reliance on the use of one’s OT skills and experiences</td>
<td>10 Hours equals 2 CCC</td>
<td>12 CCC</td>
<td>Verification letter from organization Report describing outcomes of volunteer service provided</td>
</tr>
<tr>
<td>Level II fieldwork day to day direct supervision OT or OTA</td>
<td>2 CCC per rotation (8–12 weeks)</td>
<td>24 CCC</td>
<td>Documentation required, name of student(s), letter of verification from school, dates of fieldwork</td>
</tr>
<tr>
<td>Successful completion of formal academic coursework</td>
<td>1 Credit Hour equals 10 CCC</td>
<td>24 CCC</td>
<td>Official transcript from accredited college</td>
</tr>
<tr>
<td>Professional study group, minimum of 3 participants</td>
<td>3 Hours equals 1 CCC</td>
<td>24 CCC</td>
<td>Group attendance records; study group goals, analysis of goal attainment and learning</td>
</tr>
<tr>
<td>Extensive scholarly research activities, or extensive outcome studies</td>
<td>10 CCC</td>
<td>24 CCC</td>
<td>Grant funding number, abstract/executive summary and/or copies of the completed research/studies</td>
</tr>
<tr>
<td>Independent learning/study, such as CE articles, video, audio, and/or online courses</td>
<td>1 Hour equals 1 CCC</td>
<td>12 CCC</td>
<td>CEU’s, contact hours</td>
</tr>
<tr>
<td>Outcomes of Self-Assessment and Professional Development Plan</td>
<td>2 CCC for Self-Assessment and Professional Dev. Plan</td>
<td>2 CCC</td>
<td>Acceptable documents include the completed NBCOT Self-Assessment and Professional Development Plan describing how goals were met and impacted competence/skills</td>
</tr>
<tr>
<td>External self-study series</td>
<td>10 CCC</td>
<td>24 CCC</td>
<td>Certificate of completion</td>
</tr>
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(8) Workshops, seminars, lectures and professional conferences accepted by the certifying entity approved by the division shall automatically be accepted for license renewal.

(9) 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.
