



THE STATE
of

ALASKA *Department of Commerce, Community, and Economic Development*
Division of Corporations, Business and Professional Licensing

Board of Physical Therapy and Occupational Therapy

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Occupational Therapist and Occupational Therapy Assistant Continuing Education Worksheet

The State Physical Therapy and Occupational Therapy Board would like to provide guidance to occupational therapists and occupational therapy assistants regarding continuing education (CE) renewal requirements. While the board understands many courses and activities of interest to OT/OTA's have value to career development, the board will accept completed CE certificates per Alaska statutes and regulations.

The Board has reviewed the statutes and regulations for occupational therapy continuing education requirements and provides the following direction to licensees:

All licensees should read the definition of occupational therapy AS 08.84.190 and Article 6 of the regulations as the below information has been adapted from the statutes and regulations.

An applicant for renewal of an occupational therapist/occupational therapy assistant license who has been **licensed for 12 months or more** of the concluding licensing period shall have:

1. completed during that period 24 contact hours of continuing education; or
2. maintenance of NBCOT Certification per 12 AAC 54.710(g).

An applicant for renewal who has been **licensed for less than 12 months** shall have:

1. completed during that period 12 contact hours of continuing education; or
2. passed the national occupational therapy examination within 12 months immediately before the date that the applicant's license is due to lapse.

At least one-half of the required contact hours must be completed in courses or programs offered by an accredited academic institution or a professional organization approved by the board under 12 AAC 54.715(a). Review this regulation and identify the approved provider with an X on each certificate of completion.

Continuing education activities are approved for continuing education credit if they are recognized or sponsored by the organizations stated in 12 AAC 54.715 and meet the requirements of 12 AAC 54.715 (c). To be accepted by the board, a continuing education course or activity must contribute directly to the professional competency of an occupational therapist or occupational therapy assistant and must be directly related to the skills and knowledge required to implement the principles and methods of occupational therapy, as that term is defined in AS 08.84.190.

The board will review certificates and activities based on the following, in accordance with Alaska statutes and regulations:

1. Continuing education requirements per: 12 AAC 54.710 through 12 AAC 54.720.
2. Certificates of completion must document a qualifying approved provider per 12 AAC 54.715(c).
3. Course content must meet the definition per AS 08.84.190 (2)-(4).
4. The certificate must be complete per centralized regulation 12 AAC 02.960 (1)-(5). Review each certificate and number each of the below directly on the certificate to identify you have a fully complete certificate and to be prepared if audited. If it is not complete, contact the provider to secure a new certificate.
 1. Name of participant
 2. Number of continuing competency credits awarded
 3. Description of the continuing competency activity - *title of the course*
 4. Dates of actual participation or successful completion
 5. Name, and internet address or mailing address of course provider, instructor, sponsor or other entity the department may contact to verify attendance (if needed).

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Occupational Therapy Continuing Education Worksheet

(Per Article 6 of Regulations)

Printed Name:			
License Type:	<input type="checkbox"/> OT	<input type="checkbox"/> OTA	Alaska License Number:

Course Title and Brief Description of Course Content	Date Course Completed (mm/dd/yyyy)	Approving Organization (Per 12 AAC 54.715)	# Contact Hours Earned	Did This Course Contribute Directly to Occupational Therapy Skills and Knowledge? (Per AS 08.84.190 & 12 AAC 54.715(c))	Is the Certificate Complete? (Per 12 AAC 02.960)
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Hours of Continuing Education:					
Applicant Signature:				Date Signed:	

Do not mail this document or certificates to the board unless requested. Keep all certificates per 12 AAC 54.720 and 12 AAC 02.960.

This form may be copied if additional space is required.