Continuing Education for Occupational Therapy Professionals

Purpose

In 2002, the American Occupational Therapy Association (AOTA) implemented the Approved Provider Program. To take advantage of this program's support of occupational therapy practitioners seeking continuing education activities, the Department of Rehabilitation Services developed a policy reflecting AOTA's Approved Provider Program guidelines. This policy identifies procedures by which the Rehabilitation Services Department conducts Continuing Education Activities in accordance with the AOTA Approved Provider Program criteria, when AOTA continuing education hours are awarded.

Audience

All occupational therapists and occupational therapy assistants seeking continuing education experiences and continuing education hours.

Policy

The Department of Rehabilitation Services will follow the criteria of the AOTA Approved Provider Program when developing and implementing continuing education activities which are assigned AOTA continuing education hours.

Administrative Responsibilities

The Program Manager is assigned the responsibility of overseeing the administration of continuing education activities. This includes review of the AOTA Approved Provider Program to ensure that criteria are met, development of continuing education activities based on identified needs within the department and community, tracking and awarding CEU credit, distributing certificates and maintaining records.

If the Program Manager is not an occupational therapy practitioner, an occupational therapy practitioner will be designated by the Director of Rehabilitation Services as a consultant to the Program Manager to collaborate in all levels of program development, planning, and implementation for each activity.

Privacy and Security of Records

Records of each continuing education activity, participant attendance and feedback surveys will be maintained for a period of time as designated by the AOTA Approved Provider Program in a secure area.

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Adherence to UTMB Compliance Standards

Presenters are expected to abide by UTMB policies related to standards of professional conduct, copyrighted materials, the Americans with Disabilities Act (ADA), conflict of interest and equal treatment of all persons.

Brochures

Brochures and/or notifications publicizing continuing education activities will include the topic, time, date, presenter, and the number of continuing education hours to be awarded. Brochures and/or notifications will also include the following content:

1. Prerequisites, educational level, target audience, delivery format and instructional methods for the educational activity
2. Learning objectives
3. A statement as to how learning outcomes will be assessed
4. The requirements for satisfactory completion and awarding of AOTA Continuing Education Units.
5. A statement that "no partial continuing education credit will be given"
6. A contact name and phone number should the learner need ADA accommodations for the learning activity
7. The date that withdrawal must be received in order for a full refund to be issued will be stated on the continuing education brochure as follows, "Registration must be received _____. No refunds after _____. Complaints should be directed to _____, (Program Manager name), at 409-772-8884.
8. A statement of any potential conflict of interest, by the Provider or instructor, should one exist.