

Maryland Board of Occupational Therapy Continuing Competency Programs and Activities Reference Guide

Part A – Participatory Activities

Continuing Competency Activity #	Continuing Competency Options	Contact Hours	Maximum Units Per Annual Cycle		Audit Documentation
			OT Principles & Procedures Total (8 Minimum)	Role Related Total 4 Maximum	
(1) Workshops, Seminars, Conferences	Attending workshops, seminars, lectures, or professional conferences.	1 contact hour per 1 hour of attendance	12	4	Certificate of completion for pre-approved courses. If not pre-approved, 1) Date, location and hour-by-hour agenda of the course; 2) A course description; 3) A description of the presenter's qualifications; and 4) A certificate of completion.
(2) University, College or Adult Education Courses	Formal academic coursework in occupational therapy or related topics	4 contact hours per credit hour earned	12	4	1) An original, official transcript indicating successful completion of the course; and 2) A description of the course from the school catalogue or course syllabus.
(3) Fellowship Training	Fellowship training in a specific area	12 contact hours (minimum 6 weeks full-time)	12	4	1) A certificate awarded from the accredited organization; 2) Dates of attendance; and 3) A description of the training.
(4) Specialty Certification	Attaining a specialty certification (i.e. Certified Hand Therapist)	1 contact hour per 1 hour of education	10	4	1) Certificate of completion.

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(5) Physical Agent Modalities (PAMS)	15 contact hours of continuing education relative to electrical physical agent modalities which includes a minimum of 5 contact hours specific to ultrasound and a minimum of 5 contact hours specific to electromuscular stimulation; and 5 client treatments for each specific modality under direct supervision COMAR 10.46.06 sets forth the requirements for applying PAMS.	4 contact hours per credit hour	12	4	1) A certificate of completion; 2) An official grade report or transcript; 3) A course syllabus; and 4) Written verification from the educator of 5 patient treatments.
(6) Auditing	Auditing formal OT academic coursework	4 contact hours per credit hour	6	4	1) A letter from the instructor regarding the time spent in the classroom/lab from an accredited college/university; and 2) A report by the licensee on the learning objectives accomplished.
(7) Internet Learning	On-Line Courses	1 contact hour per 1 hour of education	8	4	1) An abstract of content; and 2) Verification of course completion from the course provider.
(8) Informal Self-Study	Journal articles, or other reading opportunities with assessment, text books, video and audio tape, television, VCR, DVD, CD, seminars, workshops and presentations	1 contact hour per 1 hour of education	6	4	1) An abstract of content from the provider; and 2) Verification of completion from the course provider.
(9) In-Service Training	Attending employer-provided OT in-service training program on principles, procedures, or OT related continuing education.	1 contact hour per 1 hour of education	6	4	1) Date, location, and hour-by-hour outline or abstract of content from the in-service provider; 2) Course description; 3) Presenter's qualifications; and 4) Verification of participation from the in-service provider.

Part B – Presentation Activities

Continuing Competency Activity #	Continuing Competency Options	Contact Hours	Maximum Units Per Annual Cycle		Audit Documentation
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	Mentoring an OT colleague to improve the skills of the protégé, including the role as disciplinary monitor.				All documentation shall include a Continuing Competency Requirement Compliance Report (available from the Board).
(10) Mentoring	Mentoring licensed OT professionals to improve their clinical skills. Mentoring other health care professionals to improve staff clinical skills.	1 contact hour per 4 hours	4	4	1) Goals, objectives, and analysis of performance.
(11)	Mentoring management/administrative/academic skills as an OT professional Being mentored in a formally structured independent, concentrated, didactic or applied learning experience overseen by a mentor.				
Presentations by Licensee of OT Education Programs, Workshops, Seminars, In-Services	Making presentations for local organizations/associations/groups on an OT related topic. Making professional presentations at state, national or international workshops, seminars and conferences. Providing professional in-service training or instruction for OT, OTA, or related professionals.	Contact hours earned at twice the amount of actual presentation time. Presentations of the content are credited only once per renewal cycle.	8	4	1) An hour-by-hour schedule of the presentation; and 2) An announcement of the meeting, or letter of acknowledgement from the professional sponsoring the event, or both. 3) Presentations of the content are credited only once per renewal cycle.

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(12) Develop Instructional Materials	Development of instructional materials using alternative media such as: video, audio or software programs to advance professional skills of others (not for proprietary use)	1 contact hour per 3 hours spent	6	4	All documentation shall include a Continuing Competency Requirement Compliance Report (available from the Board). 1) A description of the program; and 2) Media/software materials.
(13) Poster Presentations	Poster presentations for state, national, or international workshops, seminars, and conferences.	Contact hours earned at twice the amount of actual presentation time.	6	4	1) A copy of the presentation or program listing. 2) Presentations of the content are credited only once per renewal cycle.
(14) Academic Guest Lecturer	Teaching in an OT-related academic course per semester (must not be one's primary role)	Contact hours per credit hour taught. Contact hours earned at twice the amount of actual presentations time. Presentations of the content are credited only once per renewal cycle.	8	4	1) The date and lecture/academic course title; 2) The name of institution; 3) A letter from the instructor regarding the time spent in the classroom; 4) Course/lecture goals and objectives; and 5) Number of hours actually taught. 6) Presentations of the content are credited only once per renewal cycle.
(15) Fieldwork Supervision	Directly supervising the fieldwork of Level I or II occupational therapy students (not one's primary employment role)	2 contact hours per Level I occupational therapy student 8 contact hours per Level II occupational therapy student	8	4	1) Verification from each student's college.

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	Publication of occupational therapy or related professional textbook.		10 contact hours from authorship, editorship, co-authorship, co-editorship, or all of these, of a book for occupational therapists or relating to OT.	4 contact hours for authorship or editorship of an OT article or abstract in a peer-reviewed publication	All documentation shall include a Continuing Competency Requirement Compliance Report (available from the Board).
	Professional manuscript publishing or review (editing) for textbooks.				
(16) Text Book or Articles Published or Accepted for Publication	Publication of chapter(s) in occupational therapy or related professional textbook. Publication of an OT article in a peer-reviewed publication (e.g., AJOT, WFOT, AAIDD and CEC) Publication of an OT article in a non-peer-reviewed publication (e.g., OT Practice, SIS Quarterly, Advance, community newsletters, or agency newsletters)		5 contact hours for authorship or editorship of a chapter publication.	2 contact hours for the authorship or editorship of an OT related article or abstract in a non-peer-reviewed publication	1) Submission of the published work.

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(17) Research Projects	Extensive scholarly research activities, or extensive outcome studies (defined as research associated with, e.g., grants, post-graduate studies, or peer-reviewed journals)	Determined by the Continuing Competency Committee	5 contact hours per research project as approved by Board.	4	All documentation shall include a Continuing Competency Requirement Compliance Report (available from the Board). 1) Submission of research proposals and final results of the research to the Continuing Competency Committee for approval and determination of the number of contact hours earned.
(18) Evaluator	Quality assurance or program evaluation studies completed and published in a journal or newsletter	Determined by the Continuing Competency Committee.	2 contact hours per study for quality assurance or program evaluation studies completed and published.	4	1) Submission of a copy of the evaluation study to the Continuing Competency Committee for approval and determination of the number of contact hours earned.
(19) Reviewer/Editor	Reviewer of professional journal articles, papers, textbook chapters or professional association conference presentations.	½ of one contact hour for each paper or proposal reviewed	8	4	1) Confirmation from the sponsoring journal, publisher, or organization, including the number of reviews completed.
Part C – Additional Activities					
(20) Professional Study Group	Professional study groups or online study groups designed to advance knowledge through active participation	1 contact hour per 3 hours spent	6	4	1) Group attendance records; 2) Study group goals; and 3) Analysis of goal attainment and learning.
(21) Jurisprudence Exam	Successful completion of the Board's Jurisprudence Exam	1 contact hours	1	1	1) Certificate of completion.

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(22)	Volunteer OT services in areas of expertise to community organizations, individuals, and populations.				1) Verification letter from organizations;
Volunteer Services	Volunteer services on OT professional and related boards, associations, and committees for setting standards and the promotion of OT.	1 contact hour per 1 hour of volunteering	4	4	2) A letter describing outcomes of the volunteer service provided.
(23)	Independent, concentrated didactic and/or applied learning experience. The copyright on the materials used for study may not precede the submission date by more than 5 years.		8	4	1) Certificate of completion or provider signed summary to include: subject area, credentials of supervisor, didactic resources, clinical experience, timeframe, and relevance to licensee's professional practice.
Formal Self-Study					