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**Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board**

77 South High Street, 16<sup>th</sup> Floor  
Columbus, Ohio 43215-6108

Governor  
*John R. Kasich*  
Executive Director  
*Jeffrey M. Rosa*

## **Continuing Education Audit Reference Guide**

Rule 4755-45-01 of the Ohio Administrative Code requires the Athletic Trainers Section to conduct an audit of continuing education records each renewal. This audit ensures compliance with state laws requiring the completion of continuing education for licensure.

Audit notice letters are mailed out to a random selection of the active renewing licensee population after the end of the renewal period (typically mid-October). Licensees selected for the audit are required to respond to the audit notice letter within the specified time frame outlined in the audit notice letter. Should a licensee fail to respond to the audit notice letter, or fail to obtain the required amount of continuing education needed for licensure renewal, that licensee will likely face disciplinary action. Please be advised that disciplinary actions are a public record and all actions are permanent.

### **How Can I Successfully Complete the Audit?**

If you are audited, follow these simple rules to complete your audit:

- Read the audit letter and follow the appropriate instructions.
- Respond to the audit by the deadline specified in the letter.
- Ensure that you have 25 contact hours within the two year time frame which begins on October 1<sup>st</sup> and ends two calendar years later on September 30<sup>th</sup> of your renewal year.
- Ensure that your certificates contain a sponsor/presenter name, your name, date, and number of hours awarded.
- Complete the CE tracking form.
- Fax or email the completed CE tracking form and COPIES of your certificates.
- Retain a copy of the fax confirmation page or the sent email for your records.

## **The Audit and You: Additional Information and Frequently Asked Audit Questions**

### **How do I know if I'm being audited?**

Licensees selected for the audit will receive an audit notice letter via regular mail from the Board a few weeks after the renewal period has ended (typically mid-October). To ensure that you receive proper notification of the audit, make sure the Board has your current address on file. Please remember that rule 4755-44-01 of the Administrative Code requires licensees to notify the Board of any address changes within 30 days after the change.

### **What do I do once I receive the letter?**

The letter contains specific instructions on how to appropriately respond to the audit, the period for which you're being audited, and a CE tracking form. More importantly, the audit letter specifies the deadline when all audit responses must be received by the Board. You will need to follow the instructions outlined in the audit notice letter.

### **Will the Board accept a faxed transmission of my audit materials, or do I need to mail my materials?**

Yes, the Board accepts fax transmissions of your audit certificates. Please utilize the tracking form as a cover letter for your fax when you send in copies of your CE certificates. It is important to save your fax confirmation page for your records. You will be contacted by the Board if your audit information is incomplete. The Board's fax number is 614-995-0816.

### **Will the Board accept an email with a scanned copy of my audit materials?**

Yes, the Board accepts scanned copies of your audit certificates via email. Please include the CE tracking form as the first page of your scanned materials when you email copies of your CE certificates. In addition, please include your Ohio license number in the file name of the scanned document to facilitate the processing of your audit. It is important to save a copy of the sent email for your records. You will be contacted by the Board if your audit information is incomplete. The Board's email address is [board@otptat.ohio.gov](mailto:board@otptat.ohio.gov).

### **What hours do I NEED every renewal cycle?**

To meet the minimum requirements established in rule 4755-45-01 of the Administrative Code, a licensee must complete no less than 25 hours of continuing education per renewal cycle. Of the required 25 hours, at least one (1) hour must be obtained from an ethics activity, and no less than five (5) hours must be obtained from participation in a professional workshop, seminar, and/or conference.

Please be advised that maximums do exist for specific categories. For more information about category limits please refer to rule 4755-45-01 of the Administrative Code.

### **Is the one hour of ethics required every time I renew my license?**

Yes. According to paragraph (A)(2) of rule 4755-45-01 of the Administrative Code, licensees are required to complete at least one hour of ethics credit each renewal cycle.

### **Do all of my continuing education activities need to have prior Board approval?**

No. According to paragraph (C)(1)(a) of rule 4755-45-01 of the Administrative Code, prior approval from the AT Section is not required if a continuing education activity has been sponsored by the National Athletic Trainers Association, the Board of Certification, the Great Lakes Athletic Trainers Association, or the Ohio Athletic Trainers Association, or offered by a Board Of Certification Approved Provider; OR: (a) contributes directly to professional competency; (b) relates directly to the clinical practice, management or education of athletic training and (c) is conducted by individuals who have demonstrated expertise in the subject matter of the program.

### **Why does the Board need copies of my certificates?**

The Board needs copies of your certificates to validate the completion of an activity. Any certificates that you submit as part of your audit should include the following information; sponsor/presenter name, your name, date the activity was completed, and the number of hours awarded.

Simply submitting a CE tracking form does not satisfy the audit requirements. You will be contacted and asked to submit copies of your certificates.

### **This isn't the first time I've been audited, what is the selection process?**

Post renewal, a percentage (for example, 20%) of the active renewing licensee population is selected for the audit. The list of individuals selected for the audit is randomly selected by the Ohio e-license system. Other than licensees automatically selected for the audit as a result of disciplinary action, the individuals selected for the audit are not known until the audit materials are printed and mailed.

### **Some of my hours were earned outside the specific time frame outlined in the audit notice letter, what do I do?**

If you find that you have hours earned outside of the specific time frame, or are short hours for a renewal period, please contact the appropriate number listed on the bottom of your audit notice letter to speak with a Board staff member.

### **When is the last day I can request a CE waiver from the Athletic Trainers Section?**

All completed waiver forms must be received by the Section for consideration no later than July 1<sup>st</sup> of the renewal year. For more information regarding the waiver process, please review rule 4755-45-02 of the Ohio Administrative Code.

### **Can I reuse my certificates that I used to reinstate my license to count towards the CE audit?**

No. Pursuant to paragraph (B) of rule 4755-43-06 of the Ohio Administrative Code, contact hours used to meet the requirements of reinstatement shall not be used to renew the reinstated license. If this is your first renewal since you reinstated an expired license, you will need to obtain additional continuing education to renew your license.

### **License renewal and the audit:**

Prior to renewing your license, please ensure that you have completed all of the continuing education activities you plan to use to meet the continuing education requirements for your renewal period.

Note: You should not renew your license until you are able to confirm that you meet the continuing education requirements for your specific licensure.

**If I no longer reside/work in Ohio, do I still need to respond to the audit? What if I have retired from the profession?**

Yes, a response is still required in both situations.

Regardless of whether or not you are working in your profession, and regardless of whether or not you currently reside in the state of Ohio, if you renew your license, you are eligible to be audited. If you are selected for the audit and have retired from your job, but still maintain your licensure, you are still required to meet the continuing education requirements for your license.

If you plan to retire from the profession, or plan to move out of state, and no longer intend to maintain your Ohio license and complete continuing education, you may want to consider simply letting your license expire.

### **Audit Periods for the Next Four Years**

<b>Profession (expiration date)</b>	<b>CE Period Start Date</b>	<b>CE Period End Date</b>
AT (Sept. 30, 2012)	October 1, 2010	September 30, 2012
AT (Sept. 30, 2014)	October 1, 2012	September 30, 2014