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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  
*Mike DeWine*  
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## Continuing Education Audit Reference Guide

Rule 4755-9-01 of the Ohio Administrative Code requires the Occupational Therapy 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 sent out to a random selection of the active renewing licensee population after the end of the renewal period. Licensees selected for the audit are required to respond to the audit notice within the specified time frame outlined in the audit notice. Should a licensee fail to respond to the audit notice, or fail to obtain the required amount of continuing education needed for licensure renewal, that licensee may face disciplinary action. Please be advised that disciplinary actions are a public record and all actions are permanent.

In order to ensure that you receive proper notice of audit and also notice of license renewals, please be sure your email address is up-to-date in the eLicense system. To do so, please log in to <http://elicense.ohio.gov> and click on “manage profile” under your name in the upper right hand corner. You may edit your contact information from there. If you have any questions, please visit the Board website at <http://otptat.ohio.gov> or feel free to contact the board at [Board@otptat.ohio.gov](mailto:Board@otptat.ohio.gov).

### 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.*

### Audit Periods

Profession (expiration date)	CE Period Start Date	CE Period End Date
OTA (6/30/2018)	July 1, 2016	June 30, 2018
OT (6/30/2019)	July 1, 2017	June 30, 2019
OTA (6/30/2020)	July 1, 2018	June 30, 2020
OT (6/30/2021)	July 1, 2019	June 30, 2021
OTA (6/30/2022)	July 1, 2020	June 30, 2022

## Frequently Asked Questions

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

Licenses selected for the audit will receive an audit notice letter via email from the Board. To ensure that you receive proper notification of the audit, make sure your email address is correct in your eLicense registration. Visit <http://elicense.ohio.gov> to verify your email is correct.

### What are the continuing education requirements?

All licenses must complete 20 contact hours of continuing education in the appropriate categories during each 2 year renewal period. At least one contact hour of ethics is required for each renewal.

If a license is valid for less than 12 months after reinstatement, 10 contact hours are required, including at least 1 contact hour of ethics.

License holders are not required to obtain any continuing education units for the first renewal.

An OT/OTA Continuing Education Tracking Form is available at: <https://otptat.ohio.gov/Occupational-Therapy/Continuing-Education>. Use of the form is encouraged. Please feel free to include the form with your audit submission.

### What qualifies as continuing education?

Pursuant to 4755-9-01, types of activities that **may** fulfill your continuing education requirements are ethics; attending professional workshops, seminars, and/or conferences; publications of books, articles, or films; undergraduate or graduate courses; distance learning; apprenticeships; self study; presentations of occupational therapy programs, workshops, or seminars; preparation to teach a clinical course in occupational therapy; supervision of fieldwork; research projects; informal independent study; jurisprudence examination; mentorship; volunteer services; competency assessment or knowledge/skills assessment activities. Review 4755-9-01 in its entirety for specific requirements.

*NOTE: Continuing education credit will not be granted to standard employer required annual competency training, such as CPR, blood-borne pathogens, or HIPAA. 4755-9-01 (C).*

### What information needs to be included on the certificate of completion?

Certificates of Completion should include the following information:

- Attendee's name
- Sponsor/Presenter's name
- Date of completion and/or attendance
- Number of contact hours

If the Board approved your activity, please include the Board's approval letter.

### **Can NBCOT or AOTA's courses count toward my CE requirements? How do I convert NBCOT or AOTA CEUs to contact hours?**

Yes, activities sponsored or approved by the occupational therapy section, the American Occupational Therapy Association (AOTA), the Ohio Occupational Therapy Association (OOTA), the National Board for Certification in Occupational Therapy (NBCOT including the navigator), or offered by an AOTA approved provider are automatically approved by the OTPTAT Board. OAC 4755-9-01(B).

A "contact hour" is one hour spent in a continuing education activity meeting the requirements of this rule. Contact hours exclude refreshment breaks, receptions, social gatherings, and meals that do not include an acceptable activity. OAC 4755-9-01(A)(3).

### **Can undergraduate or graduate courses count towards my CE requirements?**

Yes, undergraduate or graduate courses may be used to satisfy continuing education requirements if they meet the requirements of 4755-9-01(B)(6). A maximum of ten contact hours may be earned per completed course. Courses shall be related to the management, practice, or education of occupational therapy. Proof of completion is an unofficial college or university transcript. An official college or university transcript may be requested at the discretion of the occupational therapy section. Proof of content is the catalog description. There is no limit of contact hours in this category.

### **How can I be sure the CE counts toward my CE requirements?**

The Board does approvals for individuals. If you're unsure that the CE meet the requirements of OAC 4755-9-01, you may request approval using this form:

[https://otptat.ohio.gov/Portals/0/ce/CE%20Request\\_OT\\_Individual.pdf?ver=2014-07-22-101039-130](https://otptat.ohio.gov/Portals/0/ce/CE%20Request_OT_Individual.pdf?ver=2014-07-22-101039-130).

### **I lost my proof of completion. Can you accept alternative forms of proof like receipts?**

No. You may be able to obtain duplicate certificates of completion from the course sponsor. Please contact the course sponsor directly to inquire as to availability. Be advised that some course sponsors charge for duplicate certificates.

### **Where do I send my proof of completion to if I am audited?**

Proof of completion can be submitted via email to [CEAudit@otptat.ohio.gov](mailto:CEAudit@otptat.ohio.gov). Another option available is to fax it to Attn: Enforcement Division, 614-995-0816.

For ease of processing, please send proof of completion in .pdf, .jpeg, or .tiff format by attaching it to ONE email and include your name and license number in the subject line or body of the email. Sending multiple emails will increase your processing time. Sending proof of completion that does not include all of the pertinent information necessary for processing will increase your processing time.

An OT/OTA Continuing Education Tracking Form is available at: <https://otptat.ohio.gov/Occupational-Therapy/Continuing-Education>. Use of the form is encouraged. Please feel free to include the form with your audit submission.

### **Will I receive a confirmation email when I submit my proof via email?**

No, you will receive an automatic reply email. Audit status updates will not be provided. A staff member will contact you via email if there are any issues with the proof of completion you submitted.

### **What is the typical review turnaround time?**

Turnaround times vary depending on the volume of responses. Submissions are processed in the order in which they were received. You should anticipate a minimum of two (2) weeks after the audit deadline.

### **How will I know when my audit is complete?**

You will receive a notification email from [elicense-noreply@das.ohio.gov](mailto:elicense-noreply@das.ohio.gov). Be sure to check your junk or spam folder.

### **How far back can I be audited?**

The practice act does not specify when an audit has to occur. It is recommended that you use standard record retention guidelines (i.e. five to seven years for tax records etc.).

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

Post renewal, a percentage of the active renewing licensee population is selected for the audit. The list of individuals selected for the audit is randomly generated by the Ohio eLicense 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 eLicense generates the email notice.

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

All completed waiver forms must be received by the Section for consideration no later than the first day of April of the renewal year. For more information regarding the waiver process, please review rule 4755-9-02 of the Ohio Administrative Code. The Application for Waiver/Extension of Continuing Education Requirement is available at: <https://otptat.ohio.gov/Occupational-Therapy/Continuing-Education>.

### **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 4755-3-12 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.

### **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. At the time when the audit was run, your license was active, which is what made you eligible for audit.

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.

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