

**Occupational Therapy
Form 1-SB**

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of the Professions
State Board for Occupational Therapy
www.op.nysed.gov/prof/ot/

Department Use Only

**Initial Application for Approval as a Continuing Education
Sponsor for Occupational Therapist and/or Occupational
Therapy Assistants**

At least 90 days in advance of offering courses/educational activities, send a completed application with the required attachments to the address at the end of the form. Approvals are for a THREE-YEAR PERIOD.

NOTE: Effective November 6, 2013, the fee for Continuing Education Sponsor registration has been increased to \$900 per three year registration period.

<input type="checkbox"/>	63	\$900	VN
<input type="checkbox"/>	64	\$900	VN

Approved Effective Date

Name of Organization:

Denied Notification Date

Mailing Address:

Contact Person:

Telephone Number:

Fax Number:

E-mail Address:

The organization is approved to sponsor continuing education programs in the following professions and jurisdictions of the United States:

Profession: _____

Jurisdiction: _____

Has any jurisdiction denied or restricted your authorization to provide continuing education?

Yes No

If yes, please explain, identifying the jurisdiction and contact person (attach additional sheets if necessary).

Each item below is a standard for State Education Department approval as a continuing education sponsor for occupational therapists and occupational therapy assistants as set forth in paragraph (3) of subdivision (i) of Section 76.10 of the Regulations of the Commissioner of Education. To demonstrate that your organization is in compliance with these standards, please provide the information requested below.

Standard 1 - Organization. Applicant is an organized educational entity or entity that has expertise in the professional area being taught.

1. The organization indicated above is (check one):
 - a national, state, or local association in occupational therapy
 - a local, state or federal government agency
 - a post secondary institution
 - an entity that has expertise in occupational therapy, please explain: _____
 - another organized educational entity, please explain: _____
2. Attach a copy of the charter or certificate of incorporation for the organization.
3. Attach a list of the names, titles, and addresses of the organization's officers, board of directors/trustees, and, if applicable, principal stockholders.
4. Attach a statement describing the organization's primary purpose or mission.
5. Attach a description of any secondary purpose.
6. Attach a statement of the goals of the organization's continuing education program.

Standard 2 - Learning Activities.

7. Provide a description, course outline, program or brochure for each planned course or other educational activity that addresses the following:
 - a. its exact title;
 - b. names and résumé of the presenter(s), including professional licenses held;
 - c. content of the course or other educational activity;
 - d. location, date and time;
 - e. description of the learning activity format (e.g. audio, video, self study, live presentation, web conference etc.);
 - f. the learning objectives of the course or other educational activity; and
 - g. the length of the course or other educational activity in contact hours.

This description may be submitted with your application, or for approval prior to the course being offered.
8. Describe the method of assessing the learning of participants.

Standard 3 - Instructors. Instructors are qualified to teach the courses/educational activities which will be offered.

9. Describe the method for evaluating the performance of instructors.
10. Provide a roster of full-time and part-time instructors, if applicable.
11. Provide a sample copy of the certificate of participation/completion that will be provided to persons who complete a learning activity. The certificate must include: (a) the name of the person taking the course; (b) the sponsoring organizations' name and contact information; (c) the title of the learning activity; (d) the date and location of the learning activity; (e) the learning activity format; and (f) the number of continuing education hours.

Standard 4 - Records.

12. Describe how records of continuing education activities will be maintained.

Records must be maintained for at least six years from the date of completion of coursework, and must include, but shall not be limited to, the name and résumé of the faculty, a record of licensed occupational therapists or occupational therapy assistants who attended or participated in the learning activity, an outline, date and location of the learning activity, and the number of hours credited for such learning activity.

Acknowledgements

Check and initial each before signing the affirmation below to acknowledge that:

- the Department may conduct site visits, attend any continuing education event of an approved sponsor, or request information from an approved sponsor to ensure compliance, and a sponsor shall cooperate with the Department in permitting such attendance and in providing such information;
- sponsors shall be approved for three years;
- approval may be renewed for a period of 3 years upon payment of the fee and the Department may request an updated application; and
- the applicant has enclosed the \$900 fee for evaluation of the application and further understands that the payment of the fee and acceptance of the fee by the New York State Education Department is not a guarantee of approval of the application. **Application fees are non-refundable.**

Affirmation

The undersigned hereby affirms under penalty of perjury that: I am an officer, director, agent or a person otherwise authorized to act on behalf of the entity or individual applying for approval as a sponsor of continuing education programs for occupational therapy professionals in New York State.

Signature

Date

Print Name

Title

Mail this form to the New York State Education Department, Office of the Professions, State Board for Occupational Therapy, 89 Washington Avenue, Albany, NY