

## Guidelines for Completing the Application for Approval as a Provider of Continuing Education for Occupational Therapists and Occupational Therapist Assistants

- 1) The Department is required by statute to review all organizations seeking to be recognized as providers of continuing education. Only continuing education provided by organizations approved by the Board as providers will be accepted as meeting the requirements for registration as a New York licensed occupational therapist or occupational therapist assistant.
- 2) Organizations that are deemed approved under Section 76.10(i)(2) of the Regulations of the Commissioner of Education should **not** submit this application. They must, however, register with the Department by completing the "**Approved Provider Registration**".
- 3) Approval as a provider recognizes a provider's capacity to award contact hours for continuing education activities that are planned, implemented, and evaluated by the provider. The provider may offer an unlimited number of educational activities during the three-year period of approval.
- 4) Contact hour award is limited to the following curricular areas:
  - activities that contribute to continuing competence in the professional practice of occupational therapy, as defined in section 7901 of the Education Law and section 76.5 of Commissioner's Regulations, or of an occupational therapy assistant, as defined in section 76.6 of the Commissioner's Regulations,
  - legal or regulatory issues,
  - reimbursement issues,
  - general supervision,
  - business practices,
  - pedagogical methodologies or
  - other topics which contribute to matters of healthcare, law, ethics and professional responsibility which contribute to the health and welfare of the public.
- 5) The awarding of continuing education hours is based on a contact hour which is equivalent to **50 minutes of an organized learning activity**. Thus, a program of two clock hours would be awarded 2.4 contact hours (120 minutes ÷ 50 minutes = 2.4 contact hours). One CEU (Continuing Education Unit) equals 10 contact hours. Time for breaks, meals, etc. may not be included in the calculation for contact hour award.

Each standard listed below contains the criteria of the Department's review of providers seeking approval to offer continuing education to Occupational Therapists or Occupational Therapist Assistants, as set forth in Section 76.10 of the Regulations of the Commissioner of Education. In order to demonstrate your organization's compliance with them, please provide the information requested.

### **Standard 1 - Organization. An organized educational entity, or an entity that has expertise in the professional area(s) that will be taught.**

- A. Please identify and describe your organization, and attach a copy of the organization's charter or certificate of incorporation.
- B. Attach a statement describing the organization's primary purpose or mission.
- C. Attach a list of the names, titles, and addresses of the organization's officers, and board of directors/trustees.
- D. Attach a statement of the goals of the organization's continuing education program.
- E. Submit a position description or statement which describes the necessary qualifications, authority, accountability, and responsibility for continuing education for the administrator of the continuing education program.
- F. Provide a curriculum vitae or resume of the person administratively responsible for the organization's continuing education activities.

### **Standard 2 - Courses. Will offer courses in select curricular areas.**

- A. List all topics that your organization will offer in the following areas:
  - activities that contribute to continuing competence in the professional practice of occupational therapy, as defined in section 7901 of the Education Law and section 76.5 of Commissioner's Regulations, or of an occupational therapy assistant, as defined in section 76.6 of the Commissioner's Regulations,
  - legal or regulatory issues,
  - reimbursement issues,
  - general supervision,
  - business practices,
  - pedagogical methodologies or
  - other topics which contribute to matters of healthcare, law, ethics and professional responsibility which contribute to the health and welfare of the public.

- B. Describe the procedure used for designing educational activities including who designs the program and how it is evaluated and modified prior to offering.
- C. Submit information describing three different educational activities proposed or presented by your organization including the following course material:
  - 1. title of the educational activity
  - 2. name(s) and qualifications of the presenter(s)
  - 3. description of course content
  - 4. location, date and time
  - 5. starting and ending times of each session or lecture
  - 6. number of contact hours to be awarded
  - 7. target audience
  - 8. learning objectives of the course
  - 9. cost; refund and cancellation policies
  - 10. marketing materials such as a brochure, flyer, etc.
  - 11. completion certificate(s)
  - 12. participants course evaluation

**Standard 3 - Instructors. Provide instructors who are qualified to teach the content that will be offered.**

- A. Attach a description of your procedures and criteria for selecting instructors.
- B. Attach a description of your procedures and criteria for evaluating instructors' performance.
- C. Provide a curriculum vitae or resume for each instructor that (1) demonstrates his or her qualifications to conduct the course(s) and (2) includes at least his or her: (a) name; (b) current employment title; (c) degree(s) earned, with name and location of institution, major, and date received (d) licensure status; (e) teaching experience; and (f) previous professional positions.
- D. Provide job descriptions for instructors if specific instructors have not been identified for a particular course or courses.

**Standard 4 - Assessment of Learning. Has a method of evaluating the effectiveness of courses.**

- A. Attach a description of the organization's method(s) of evaluating the effectiveness of courses that (1) are appropriate to the course objectives and educational methods and (2) measure the extent to which the objectives were accomplished.
- B. Attach a copy of the participants' course evaluation instrument.

**Standard 5 - Records. Will maintain records for a minimum of six years from the date of completion of each course.**

- A. Attach a description of the organization's policy and procedure to assure storage, confidentiality, and retrieval of records for a six-year period.
- B. Indicate the street address where the records will be kept.
- C. Provide a signed assurance that (a) the records will be maintained for six years from the date each course was offered; (b) you will grant the State Education Department (SED) access to the records upon request; (c) you will respond to any SED inquiry regarding the records; (d) you will notify SED if the address where the records are kept changes.
- D. Attach a sample copy of the certificate of completion the organization will provide to each licensed practitioner who completes a course. The certificate must include (a) the organization's name and address; (b) the name of the participant; (c) the course title; (d) the date and location of the course; (e) the educational method used (e.g., in-person, lecture, self-study, live on-line, remote); and (f) the number of contact hours; and (g) a statement indicating that the organization is recognized by the New York State Education Department's State Board for Occupational Therapy as an approved provider of occupational therapy and occupational therapist assistant continuing education.

**Standard 6 - Resources. Has adequate resources.**

- A. Describe the financial base upon which continuing education activities are funded.
- B. Submit a description of the organization's equipment/supplies/technology and physical facilities demonstrating that they are adequate to assure achievement of the entity's educational goals.

**Renewal Application**

To renew your approval as a provider, you must submit a renewal application 45 days prior to the expiration date. Please provide all of the information required in Standards 1 through 6. If there is no change in the information in any section you may simply indicate "no change" in that section.

## Application For Approval as a Provider of Continuing Education For Occupational Therapists and Occupational Therapist Assistants

Entities That are not "Deemed Approved" as Providers of Continuing Education  
Section 76.10(i)(3) of the Regulations of the Commissioner of Education

**Instructions:** Complete this application and submit the entire form along with the \$900 application fee and any required information to the Office of the Professions at the address at the end of this form. Applications must be submitted at least 90 days **(45 days for a renewal application)** prior to the date on which continuing education programs will begin. You must submit two (2) copies of this form with the related report.

Please check one: ☐ Initial Application ☐ Renewal Application

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Web address: \_\_\_\_\_

We agree to comply with the requirements of Section 76.10 of the Regulations of the Commissioner. We further agree to provide the State Education Department with such information, and to permit it to conduct such site visits, as it may request to ensure compliance with those requirements. We understand that approval may be granted for a three-year period and may be renewed upon further application (including fee). Enclosed is the \$900 application fee. We agree that this fee is for evaluation, not for approval, and is not refundable.

Signature: \_\_\_\_\_ Date: \_\_\_\_ mo. / \_\_\_\_ day / \_\_\_\_ yr. \_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_