

**WEST VIRGINIA  
SECRETARY OF STATE  
NATALIE E. TENNANT  
ADMINISTRATIVE LAW DIVISION**

Form #6

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OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: West Virginia Board of Occupational Therapy TITLE NUMBER: 13

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: Series 4

TITLE OF RULE BEING PROPOSED: Continuing Education and Competence

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) HB 4108

SECTION §64-9-11(a), PASSED ON March 13, 2010

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE  
FOLLOWING DATE: July 1, 2010

  
Authorized Signature

# West Virginia Board of Occupational Therapy



3041 University Avenue  
2<sup>nd</sup> Floor, Suite 6  
Morgantown, WV 26505  
304-285-3150 (fax & phone)  
[www.wvbot.org](http://www.wvbot.org)

April 14, 2010

The Honorable Natalie Tennant  
Secretary of State  
Building 1, Suite 157K  
1900 Kanawha Blvd., East  
Charleston, WV 25305

Re: Legislative Rules

Dear Secretary Tennant,

On behalf of the West Virginia Board of Occupational Therapy, please accept this letter authorizing the final filing of Title 13, Series 1, 3, 4, 5, and 6 Legislative Rules. I have enclosed the "Notice of Final Filing and Adoption of a Legislative Rule Authorized by the West Virginia Legislature" as well as clean paper copies and an electronic copy of the Rules.

Thank you very much for your assistance. If you have any questions, or need any additional information, please call the Board office at the number above.

Sincerely,

A handwritten signature in black ink that reads "Kathy Quesenberry, MSM, OTR/L".

Kathy Quesenberry, MSM, OTR/L  
President

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TITLE 13  
LEGISLATIVE RULE  
BOARD OF OCCUPATIONAL THERAPY

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

SERIES 4  
CONTINUING EDUCATION AND COMPETENCE

§13-4-1. General.

1.1. Scope. -- This legislative rule establishes requirements for continuing education and competency for renewal of licensure of occupational therapists and occupational therapy assistants.

1.2. Authority. -- W. Va. Code §30-28-6.

1.3. Filing Date. --

1.4. Effective Date. -- July 1, 2010

§13-4-2. Definitions.

As used in this rule:

2.1. "AOTA" means the American Occupational Therapy Association.

2.2. "Audit" means the selection of licensees for verification of satisfactory completion of continuing education and competency requirements during a specified time period.

2.3. "Board" or "WVBOT" means the West Virginia Board of Occupational Therapy.

2.4. "Contact hour" means 1 hour spent in a continuing education activity that meets the requirements of the Board as outlined in this rule. It excludes refreshment breaks, receptions, other social gatherings, and meals that do not include an acceptable educational activity.

2.5. "Continuing education and competency" means those learning activities intended to build upon the educational and experiential basis of the occupational therapist or occupational therapy assistant for the enhancement of practice, education, administration, research, or theory

development.

2.6. "Formal self-study" means a program of learning designed for the occupational therapist or occupational therapy assistant who completes the program at the individual's pace, e.g., AOTA self-study series, on-line courses, etc.

2.7. "Informal self-study" means a program of learning designed by the licensee to enhance knowledge and skill in a specific area. These activities may include, but are not limited to, reading professional journals, observing other therapists, and viewing videotape quality assurance or peer review studies.

§13-4-3. Continuing Education and Competency Requirements for Renewal of License .

3.1. When a licensee applies for the renewal of an active license, that licensee shall certify to the Board his or her involvement in continuing education and competency activities in occupational therapy theory and practice and provide documentation upon the Board's request.

3.2. This section applies to all occupational therapists and occupational therapy assistants seeking to renew their licensure in West Virginia.

3.3. Unit Requirements.

3.3.a. Each licensee shall complete a minimum of 24 contact hours of continuing education and competency activities, as approved by this rule, during the 2 year period preceding the application for renewal.

3.3.b. A licensee may carry over up to 6 excess contact hours from one consecutive licensure period to another.

3.4. The Board shall exempt from the continuing education and competency requirements in subdivision 3.3.a. of this section, a licensee who qualifies for exceptions set forth in this subdivision.

3.4.a. A licensee who obtains a license for the first time in West Virginia during the first twelve months of any 24 month reporting period shall complete 12 contact hours in approved continuing education and competency activities, as set forth in this rule, before the end of the current reporting period.

3.4.b. A licensee who is serving on active duty with the military for more than 3 months, but less than 12 months of any 24 month reporting period shall complete 12 contact hours of approved continuing education and competency activities, as set forth in this rule, before the end of the current reporting period. A licensee who is serving on active duty with the military for more than 12 months of any 24 month reporting period is exempt from the continuing education and competency requirements for the entire reporting period. A licensee who claims this exception shall retain evidence of active duty with the military and shall present this evidence to the Board upon request.

3.5. Approval of Continuing Education and Competency Programs. It is the responsibility of the licensee to assure that the selected courses meet his or her individual needs to maintain knowledge of theory and practice in accordance with continuing education and competency options as outlined in subsection 3.8. of this rule.

3.6. Documentation of Continuing Education and Competency Activities.

3.6.a. At the time of licensure renewal, a licensee who has completed the continuing education and competency requirement shall sign the licensure renewal application attesting to completion of the required contact hours.

3.6.b. Licensees shall obtain a certificate of completion from providers of continuing education specifying the following information:

- 3.6.b.1. The dates of completion;
- 3.6.b.2. The title and location of the course;
- 3.6.b.3. The name of participant;
- 3.6.b.4. The name of provider;
- 3.6.b.5. The number of contact hours; and
- 3.6.b.6. The signature of the provider.

3.6.c. A licensee shall retain continuing education and competency supporting documents for a period of 2 years after the date of renewal for inspection by the Board.

3.6.d. The Board may take formal disciplinary action if a licensee submits any false statement regarding continuing education and competency.

3.6.e. The Board may suspend or revoke the license of any licensee who fails to substantiate contact hours.

3.7. Audit of licensees. The Board may select any licensee who holds a current license to audit for compliance with continuing education and competency requirements.

3.7.a. The Board shall notify licensees being audited.

3.7.b. To comply with the audit request from the Board, a licensee shall submit legible copies of certificates of completion of continuing education programs, transcripts of courses taken, or other documentation substantiating completion of the continuing education and competency activity with his or her license renewal application.

3.7.c. If a licensee fails to submit the audit information requested by the Board or meet the requirements in subdivision 3.3.a. of this rule, the Board shall not renew a license before the audit is completed.

3.7.d. A licensee who fails to notify the Board of a current mailing address is not absolved from the audit requirements. The Board shall not renew a license before the audit is completed.

3.8. Approved Continuing Education and Competency Activities.

3.8.a. Licensees may obtain continuing education and competency hours by their involvement in various types of programs and activities which are recognized by the Board as contributing to the development of professionals and updating competency in occupational therapy theory and practice.

3.8.b. A licensee may accumulate the total required contact hours per renewal period through participation in the activities listed in this section. The Board suggests that licensees accumulate hours from a broad scope and variety of activities.

3.8.b.1. Workshops, Seminars, Conferences.

3.8.b.1.A. A licensee may earn 1 hour of continuing education credit per hour of attendance at a workshop, seminar, or conference.

3.8.b.2. University, College, or Vocational Technical Adult Education Courses.

3.8.b.2.A. A licensee may obtain credit by successfully completing university, college, or vocational technical adult education courses related to the practice of occupational therapy.

3.8.b.2.B. A licensee may earn 3 hours of continuing competency credit per university, college, or vocational technical adult education credit hour earned.

3.8.b.3. Educational Telecommunication Network Courses.

3.8.b.3.A. A licensee may obtain credit by providing an outline or abstract of content from the course sponsor.

3.8.b.3.B. A licensee may earn 1 hour of continuing competency credit per hour of education by telecommunication network courses.

3.8.b.4. Videotaped Presentations of Educational Courses, Seminars, Workshops, and Conferences.

3.8.b.4.A. A licensee may obtain credit by providing an outline or abstract of content from the course sponsor.

3.8.b.4.B. A licensee may earn 1 hour of continuing competency credit per hour of education by videotaped presentations of educational courses, seminars, workshops, or conferences.

3.8.b.5. In-service Training.

3.8.b.5.A. A licensee may obtain credit by providing an outline or abstract of content from the in-service sponsor.

3.8.b.5.B. A licensee may earn 1 hour of continuing competency credit per hour of education by in-service training.

3.8.b.6. Presentations by licensees of Occupational Therapy Education Programs, Workshops, Seminars, In-service Trainings, Conferences, or Guest Lectures within appropriate curriculums.

3.8.b.6.A. A licensee may obtain credit by making presentations which relate to the practice of occupational therapy to health or education professionals or students, or both.

3.8.b.6.B. A licensee may earn 2 hours of continuing competency credit for each 1 hour presentation to allow for credit for preparatory work. For example, a 1 hour presentation would qualify for 2 hours of continuing competency credit.

3.8.b.6.C. A licensee may not obtain continuing competency credit for subsequent presentations of the same content.

3.8.b.6.D. A licensee may earn up to 6 continuing competency credits for the review of proposals for conferences, workshops, seminars, or educational programs at .5 contact hour for each proposal reviewed and accepted.

3.8.b.7. Publications Published or Accepted for Publication.

3.8.b.7.A. A licensee may earn up to a maximum of 10 hours of continuing competency credit for authorship or editorship or co-authorship or co-editorship of a book relating to occupational therapy.

3.8.b.7.B. A licensee may earn up to a maximum of 5 hours of continuing competency credit for authorship or editorship or review of a chapter in a book or journal article appearing in a professional journal.

3.8.b.7.C. A licensee may earn up to a maximum of 3 hours of continuing competency credit for authorship of an article, book review, or abstract in a weekly periodical or professional newsletter.

3.8.b.7.D. A licensee may earn up to 6 hours of continuing competency credit through the development of other media such as videotapes, slide presentations, etc., that would be promoted for public or professional viewing.

3.8.b.8. Research Projects.

A licensee may earn up to a maximum of 6 hours of continuing competency credit per research project for work as project director, research assistant, principal, or co-investigator of a research project.

3.8.b.9. Quality Assurance or Program Evaluation Studies Completed and Published in a Journal or Newsletter.

A licensee may earn up to a maximum of 4 hours of continuing competency credit per study for quality assurance or program evaluation studies completed and published in a journal or newsletter.

3.8.b.10. Papers and Proposals for Conference Presentations.

A licensee may earn up to 2 hours of continuing competency credit for each accepted paper or proposal for conference presentation.

3.8.b.11. Formal Self-Study.

3.8.b.11.A. A licensee may earn continuing competency credit for completion of formal study packages related to the practice of occupational therapy and shall maintain a certificate of completion provided by the self-study sponsor.

3.8.b.11.B. A licensee may earn credit for completion of the American Occupational Therapy Association self-study series and shall maintain a certification of completion provided by the self-study sponsor.

3.8.b.11.C. A licensee may earn the full contact hour that is awarded by the provider.

3.8.b.12. Informal Self-Study.

3.8.b.12.A. A licensee may earn continuing competency credit for completion of a combination of other activities and independent learning projects. These projects may include, but are not limited to, a combination of reading, observing other therapists, viewing videotape quality assurance or peer review studies, and related professional activities which enhance knowledge and skill in a specific area.

3.8.b.12.B. Credit is earned by maintaining a report of professional self-study. A licensee may earn .5 contact hours for each of these activities not to exceed 6 contact hours in a renewal period. A licensee shall maintain a detailed log of activity including the type, subject, and source of self-study.

3.8.b.13.. Clinical Instruction of Occupational Therapy Students and Occupational Therapy Assistant Students.

3.8.b.13.A. A licensee may earn continuing competency credit for participation as a clinical instructor for fieldwork level 1 and level 2 students.

3.8.b.13.B. Only one licensee shall be awarded contact hours per student. The licensee who does the majority of actual supervision is eligible for the credit.

3.8.b.13.C. A licensee may earn 2 contact hours per student for clinical instruction of level 1 occupational therapist student and occupational therapy assistant students. A licensee may not earn more than 6 total contact hours in this category.

3.8.b.13.D. A licensee may earn 6 contact hours per student for clinical instruction of level 2 occupational therapist or occupational therapy assistant students. A licensee may not earn more than 12 total contact hours in this category.

### 3.9. Recency of Education.

3.9.a. When an applicant has chosen not to practice for any period of time, he or she is still obligated to maintain competency in occupational therapy knowledge, theory, and practice skills.

3.9.b. When an applicant applies for a license, reinstatement of a license, or renewal of a license and meets all requirements for licensure, reinstatement, or renewal, but has not been a practicing clinician within a period of 2 years, the Board shall request verification of the applicant's effort toward maintaining and updating occupational therapy continuing competency.

3.9.c. If the applicant has completed fewer than 24 hours of continuing competency contact hours within the 2 years preceding the application as required by this section, the Board has the sole discretion to determine the sufficiency of these efforts of the applicant and to decide whether additional continuing competency hours are required before granting the applicant a license