



NORTH CAROLINA BOARD *of* OCCUPATIONAL THERAPY

CONTINUING COMPETENCE ACTIVITY RECORD For CCA Points Earned 6/1/11 - 5/31/12 For your 2012 - 2013 Renewal

Name: _____ License # _____

Address: _____

Telephone: _____ Email: _____

Please Check: OT OTA

All continuing competence activities must be completed between June 1, 2011 and May 31, 2012 and must be related to roles and responsibilities in occupational therapy and must directly or indirectly serve to protect the public by enhancing the licensee's continuing competence. Both OTs and OTAs are required to complete 15 CCA points annually.

**Visit the Board's website at www.ncbot.org for
information on new online services available soon.**

Renewals for 2012-2013 will be completed online. You will be required to complete the online continuing competence activity report prior to beginning the renewal process. This paper form is being provided to you for use until online tracking of continuing competence activity is available. At that time you will be able to enter your CCA information at the Board's website.

Every licensee will be required to have a current, working email address on file with the Board prior to the 2012-2013 renewal period. Following this renewal period you will be able to update your information online by going to the website and following the instructions at the information update tab.

DO NOT send the required documentation or proof of completion of the activities to the Board unless audited or otherwise requested by the Board in accordance with Rule 21 NCAC 38 .0807.

You will soon be able to track your continuing competence activity at the Board's website. Online renewal will begin next year with the 2012-2013 renewal period. Visit the website for announcements and instructions.

Additional information on acceptable CCA and documentation required is located in Section .0800 of the Rules of the North Carolina Board of Occupational Therapy on pages 30-35 in your Practice Act booklet.

Continuing Competence Activity	Maximum Points	Date	Activities	Points Earned
<p>Academic Coursework</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input type="checkbox"/> I am a full-time graduate student. </div>	<p>1 pt. per credit hr related to OT, up to a max of 6 pts. Licensee enrolled in a graduate or post-graduate OT curriculum has no max pts. in this category.</p>			
<p>Board or Specialty Certification (Does not include NBCOT re-cert.)</p>	<p>15 pts. for each board certification or specialty cert. earned or renewed.</p>			
<p>Continuing Education Courses</p>	<p>No maximum.</p>			
<p>Ethics (Optional this renewal period)</p>	<p>No maximum</p>			
<p>Fieldwork Supervision</p>	<p>½ pt. for each 40 hrs of fieldwork, up to a max of 6 pts.</p>			
<p>Mentorship as Mentee (Sample form available on website.)</p>	<p>1 pt. for 4 hrs spent in activities related to new employment goals & objectives up to a max. of 5 pts.</p>			

Continuing Competence Activity	Maximum Points	Date	Activities	Points Earned
Mentorship as Mentor (Sample form available on website.)	1 pt. for 4 hours spent as a mentor to an OT professional up to a max. of 5 pts.			
Presentation & Instruction (I was the presenter of a course, seminar or in-service.)	2 pts. for each 1-hr of credit that is awarded for an activity, up to a max. of 6 pts.			
Professional Meetings & Activities (Service on a Board or committee of an agency that promotes the practice of OT)	Max of 2 pts. for participation for 1 year or a minimum of 10 hrs.			
Professional Writing	15 pts. as author of book. 10 pts. as author of chapter. 5 pts. as author of peer-reviewed article. 5 pts. as contracted reviewer. 10 pts. as book editor.			
Research & Grants	1 pt. for each 3 hrs spent up to a max of 5 pts.			
Small Group Study (Form available on website.)	1 pt. for 1 hr up to max of 3 pts.			
TOTAL POINTS				

I verify that the above information is correct.

Signature: _____ Date: _____

*******UNSIGNED FORMS ARE INCOMPLETE AND WILL BE RETURNED*******

SEE ADDITIONAL INSTRUCTIONS ON THE BACK OF THIS CARD

Maintain copies of required documentation or proof of completion for a minimum of two (2) years following the last day of the license renewal period for which the continuing competence activity points were earned.

Maintain a copy of the record card in your own file. The Board will not provide copies of the renewal forms or record card.

From the Rules of the North Carolina Board of Occupational Therapy:

21 NCAC 38 .0807 DOCUMENTATION/REPORTING PROCEDURES

(a) Licensees shall maintain the required proof of completion for each continuing competence activity as specified in the rules of this Section. The required documentation shall be retained by the licensee for two years following the last day of the license renewal period for which the continuing competence activities were earned.

(b) Licensees shall not send their continuing competence activity documentation to the Board unless audited or otherwise requested by the Board.

21 NCAC 38 .0808 AUDIT OF CONTINUING COMPETENCE ACTIVITIES

(a) The Board shall perform a random audit or full review of licensees' continuing competence activity requirements at least once during each licensing period.

(b) A licensee who is audited shall provide proof of completion of the continuing competence activities.

(c) A licensee who fails to comply with the continuing competence activity requirements of this Section shall be subject to disciplinary action that may include suspension or revocation of license.

The entire text of the Rules of the NC Board of Occupational Therapy may be found in your Practice Act Booklet, at the Board's website at <http://www.ncbot.org> or in the NC Administrative Code at <http://reports.oah.state.nc.us/ncac.asp>.

Continuing competence is a process in which an occupational therapist or an occupational therapy assistant develops and maintains the knowledge, performance skills, interpersonal abilities, critical reasoning skills, and ethical reasoning skills necessary to perform his or her professional responsibilities. **Continuing education** means structured educational experiences beyond entry-level academic degree work that are intended to provide advanced or enhanced knowledge in a particular area.

Continuing competence activities must be related to roles and responsibilities in occupational therapy and must directly or indirectly serve to protect the public by enhancing the licensee's continuing competence. Subject matter for approved activities include research; theoretical or practical content related to the practice of occupational therapy; or the development, administration, supervision, and teaching of clinical practice or service delivery programs by occupational therapists or occupational therapy assistants.

The Board recognizes ONE (1) contact hour as equal to 60 minutes of attendance of a learning activity, excluding meals and breaks. One (1) point equals one (1) contact hour.

Continuing competence activities shall **not** include new employee orientation or annual training required by the employer that is not related to occupational therapy. **CPR, HIPPA, HIV and Infection Control courses are not acceptable as continuing competence activity.**

Continuing competency activity points exceeding the total points needed for the current renewal year are **not** transferable to the next renewal year.



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<p>Ethics (Optional this renewal period)</p>	No maximum			
<p>Fieldwork Supervision</p>	½ pt. for each 40 hrs of fieldwork, up to a max of 6 pts.			
<p>Mentorship as Mentee (Sample form available on website.)</p>	1 pt. for 4 hrs spent in activities related to new employment goals & objectives up to a max. of 5 pts.			

Continuing Competence Activity	Maximum Points	Date	Activities	Points Earned
Mentorship as Mentor (Sample form available on website.)	1 pt. for 4 hours spent as a mentor to an OT professional up to a max. of 5 pts.			
Presentation & Instruction (I was the presenter of a course, seminar or in-service.)	2 pts. for each 1-hr of credit that is awarded for an activity, up to a max. of 6 pts.			
Professional Meetings & Activities (Service on a Board or committee of an agency that promotes the practice of OT)	Max of 2 pts. for participation for 1 year or a minimum of 10 hrs.			
Professional Writing	15 pts. as author of book. 10 pts. as author of chapter. 5 pts. as author of peer-reviewed article. 5 pts. as contracted reviewer. 10 pts. as book editor.			
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