

MARYLAND BOARD OF OCCUPATIONAL THERAPY PRACTICE

Spring Grove Hospital Center, 55 Wade Avenue, Tuerk Building, 2nd Floor, Baltimore, MD 21228

(410) 402-8560 Fax (410) 402-8561 www.health.maryland.gov/botp

CONTINUING COMPETENCY REQUIREMENT: CONTACT HOUR APPROVAL REQUEST

Date: _____

Course/Activity Title: _____

Name of SPONSORING organization: _____

Submitted By/Contact Name: _____ Phone: _____

Address: _____

Email Address: _____

I. INSTRUCTIONS

Please submit approval requests to the Board at least 60 days in advance of the course/activity for pre-approval. Instructional hours of less than ¼ an hour will not be awarded. No credits will be given for registration, introductions, orientation time, welcoming speeches, lunch, breaks, etc. Courses sponsored by the Maryland Occupational Therapy Association (MOTA) or American Occupational Therapy Association (AOTA) are granted pre-approved and need not be submitted.

II. PROCEDURES FOR BOARD APPROVAL OF: (1) Workshops, Seminars, Conferences

SUBMISSION CHECKLIST—A program brochure with appropriate information can be substituted for items 1-4.

1. Course description (include goals & objectives)
2. Brief biography/resume of the presenter
3. Hour by hour agenda
4. Dates and location of the course
5. \$30 check made payable to MBOT (Fee ONLY applicable to requests from course sponsors.)

The provider of this continuing education course shall furnish a certificate of completion to all participants. The certification shall include the name of provider, name of program, name of participant, dates of course, and number of approved contact hours.

The Board may require verification of the presenter's licensure status. Approval by this Board entitles the sponsor to publish a statement such as, "This continuing education program has been approved by the Maryland Board of O.T. Practice for _____ contact hours."

III. PROCEDURES FOR BOARD APPROVAL OF:

Licensee Activity Format:

(2) University/College/Adult Education, (3) Fellowship Training, (4) Specialty Certification, (5) Physical Agent Modalities (PAMS), (6) Auditing, (7) Internet, (8) Informal Self-Study, (9) In-Service Training, (10) Mentoring, (11) Presentations, (12) Develop Instructional Materials, (13) Poster Presentations, (14) Academic Guest Lecturer, (15) Fieldwork Supervision, (16) Textbook/Article Publication, (17) Research Projects, (18) Evaluator, (19) Reviewer Editor, (20) Professional Study Group, (21) Jurisprudence Exam, (22) Volunteer Services and (23) Formal Self-Study

Refer to (COMAR) 10.46.04.06 for guidance on acceptable documentation. Proof of completion must be furnished for credit to be applied. Please indicate the form this documentation is anticipated to take. _____