

**Chapter 4: LICENSE RENEWAL AND CONTINUING EDUCATION REQUIREMENTS;
REINSTATEMENT**

SUMMARY: This chapter sets forth the requirements for renewing licenses issued by the board and references the statutory requirements for reinstatement of a license that has expired for more than 90 days.

1. License Term**1. Occupational Therapists; Occupational Therapy Assistants**

Licenses of all occupational therapists and occupational therapy assistants expire annually on March 31.

2. Temporary Licensees

A temporary license may be issued for a term of six (6) months and may be renewed for one additional six (6) months at the discretion of the board following review of the documentation required by Section 2(2) of this chapter.

2. Requirements for License Renewal

1. Generally. A temporary licensee, occupational therapist or occupational therapy assistant may renew a license by:

- A. Submitting a renewal application;
- B. Remitting the fee set forth in Chapter 10 of the rules of the Office of Professional and Occupational Regulation;
- C. For licenses renewed up to 90 days after the date of expiration, remitting the late fee required by Chapter 11 of the Rules of the Office of Professional and Occupational Regulation; and
- D. Providing such other information as the board may require.

2. Additional Requirements for Temporary License Renewal (one-time 6 month renewal). In addition to the items required by Section 2(1) of this chapter, a temporary licensee shall also submit:

- A. National Board for Certification in Occupational Therapy (NBCOT) approval to sit for the appropriate certification examination;
- B. A study plan for the appropriate certification examination;

C. A supervision plan appropriate for the practice setting that meets the requirements of 32 M.R.S. § 2272(15), that is signed by the supervising occupational therapist; and

D. Such other information as the board may require.

3. Continuing Education Requirement for Occupational Therapists and Occupational Therapy Assistants

Occupational therapists and occupational therapy assistants shall certify at time of license renewal to compliance with the continuing education requirements set forth in this chapter.

1. Number of Hours and Content Required.

A. Hours Required Every occupational therapist shall complete a total of ten (10) hours and every occupational therapy assistant shall complete a total of six (6) hours of continuing education relevant to the practice of occupational therapy or interprofessional practice during each reporting period as a condition of renewal. For the purposes of this chapter, an “hour” means sixty (60) minutes. The reporting period is April 1 of the previous year through the March 31 renewal date. Hours completed during the reporting period cannot be carried forward into a subsequent renewal period.

B. Ethics Requirement. During each reporting period, one (1) hour of the total required ten (10) hours for occupational therapists and one (1) hour of the total required six (6) hours for occupational therapy assistants shall be on ethics in the practice of occupational therapy. The one (1) hour of ethics can be satisfied with any qualifying continuing education activity as set forth in Section 3(2)(B).

C. NBCOT Certification Activities. Notwithstanding any provision in this chapter to the contrary, an occupational therapist or an occupational therapy assistant who obtains the requisite number of continuing education activities as described under this chapter within the renewal period and who completes the one (1) hour of ethics as set forth in Section 3(1)(B) may certify at the time of renewal to satisfying the requirements of this chapter, even if such activities are or have been submitted towards maintaining a current NBCOT certification.

2. Qualifying Continuing Education Activities. Qualifying activities for satisfying the requirements of Section 3(1)(A) include:

A. Minimum hours required. At least four (4) of the required hours shall include participation as required at a sponsored presentation offered by any recognized sponsor as set forth in Section 3(3) of this chapter.

B. Other qualifying activities. Other qualifying activities include:

- i. Participation as required at a presentation such as a workshop, seminar, conference, or in-service educational program.
- ii. Academic coursework related to the practice of occupational therapy, which includes participation in on-site or distance learning academic courses from a university, college, or vocational technical adult education course.
- iii. Publications of books, articles, films, or web-based resources related to practice, management, or education of occupational therapy.
- iv. Preparation for teaching a course in occupational therapy in an accredited program.
- v. Preparation for and presenting at a workshop, seminar, conference, or in-service educational program.
- vi. Pursuit of evidence-based practice by reviewing critically appraised topics for evidence-based literature on practice-related subjects.
- vii. Research, which includes development or participation in a research project as a primary or assistant investigator in the research project.
- viii. Level I fieldwork direct supervision. For the purposes of this subsection, this qualifying activity may be submitted for one (1) hour per student. Letter(s) of verification or certification from the educational institution that includes the dates of fieldwork supervision completed satisfies the documentation requirement of this activity.
- ix. Level II fieldwork direct supervision. For the purposes of this subsection, this qualifying activity may be submitted for two (2) hours per student. Letter(s) of verification or certification from the educational institution that includes the dates of fieldwork supervision completed satisfies the documentation requirement of this activity.

C. In-person attendance; live, remote interaction. For purposes of this chapter, continuing education activities are not required to be held in-person nor required to include live, remote interaction with presenters.

3. Recognized Sponsors. Licensees may satisfy the requirement of Section 3(2)(A) by completing activities:

A. sponsored or approved by the Maine Occupational Therapy Association (MEOTA), its successor organization or a comparable organization;

B. sponsored or approved by NBCOT, its successor organization or a comparable organization;

C. sponsored or approved by the American Occupational Therapy Association (AOTA), its successor organization or a comparable organization; or

D. sponsored by AOTA approved providers.

4. Audit of Continuing Education. A licensee's certification of completion of continuing professional education is subject to audit and documentation retention requirements as set forth in the rules of the Office of Professional and Occupational Regulation, 02-041 C.M.R. ch. 13.

5. Failed Audit; Disciplinary Action. If a continuing education audit shows that the licensee did not fulfill the requirements of this chapter, then the licensee shall be notified of the failed audit. A failed audit may require further investigation and may result in disciplinary action.

6. Deferments, First Renewal, Inactive Status

A. Deferment. Upon receipt of a written request prior to license expiration, the Board may, in its discretion, grant a continuing education deferment to an individual licensed by the Board who, because of prolonged illness or other extenuating circumstances, has been unable to meet the educational requirements under this chapter.

B. First renewal; general requirements. Licensees who renew for the first time must complete one (1) hour of ethics and one half of the required continuing education credit hours as outlined in this chapter.

C. Active to Inactive License Status. To place an active license on inactive status, the licensee must submit a written request to the Board attesting that services will not be rendered during the remainder of the license term. Licensees with an inactive status are required to renew their licenses to maintain inactive license status but are not required to complete continuing education credit hours under this chapter.

7. Inactive to Active License Status. To place an inactive license on active status, the licensee must submit a written request to the Board, documenting evidence of completing continuing education credit hours as outlined below.

A. Licensees who hold an inactive license status for a period fewer than five years must meet the continuing education requirements as outlined in Section 3(6)(B) for the license they hold under this chapter, to return the license to active status.

B. Licensees who hold an inactive license status for a period exceeding five years must meet the continuing education requirements as outlined in Section 3(1) for the license they hold under this chapter, to return the license to active status.

4. Reinstatement. Renewal of a license that has expired for more than 90 days is governed by 32 M.R.S. § 2283(1).

STATUTORY AUTHORITY: 32 M.R.S. §§ 2274(2); 2283(4); 10 M.R.S. § 8003(5-A)(D)(5)

EFFECTIVE DATE: