



# NORTH CAROLINA BOARD *of* OCCUPATIONAL THERAPY

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## CONTINUING COMPETENCE ACTIVITY RECORD For CCA Points Earned 6/1/12 - 5/31/13 For your 2013 - 2014 Renewal

Name: \_\_\_\_\_ License # \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please Check:         OT                       OTA

*All continuing competence activities must be completed between June 1, 2012 and May 31, 2013 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.*

**15 Points Are Required Annually to Maintain Licensure  
for both OTs and OTAs.**

1. ALL information required on this form should be recorded completely, accurately and legibly. This includes the biographical/professional information as well as all information on the Continuing Competence Activity Record (CCAR). Please attach additional sheets as needed. Put all additional information in the same format as the CCAR.
2. 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.
3. TOTAL your points.
4. DO NOT submit your renewal prior to April 1, 2013. The renewal period is April 1<sup>st</sup> through June 30<sup>th</sup> of each year.

The Continuing Competence Activity Record (CCAR), Renewal Application and renewal fee MUST be submitted in the same envelope. The Board WILL NOT hold "pieces" of the renewal package. Incomplete or unsigned CCARs or Renewal Applications will be returned unprocessed. (This delay may result in a late renewal.)

Continuing Competence Activity	Maximum Points	Date	Activities	Points Earned
<p><b>Academic Coursework</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="checkbox"/> I am a full-time graduate student.         </div>	<p>1 point per credit hour, up to a maximum of 6 points. A licensee enrolled in a graduate or post-graduate OT curriculum has no maximum points in the category.</p>			
<p><b>Board or Specialty Certification</b></p>	<p>15 points for each board certification or specialty certification earned during the current licensure period. Does not include NBCOT re-cert.</p>			
<p><b>Continuing Education Courses</b></p>	<p>No maximum.</p>			
<p><b>ETHICS</b> <b>(MANDATORY THIS RENEWAL PERIOD)</b></p>	<p>No maximum</p>			
<p><b>Fieldwork Supervision</b></p>	<p>½ point for each 40 hours of fieldwork, up to a maximum of 6 points.</p>			
<p><b>Mentorship as Mentee</b></p>	<p>1 point for every 4 hours spent in activities directly related to achievement of goals and objectives up to a maximum of 5 points.</p>			

<b>Continuing Competence Activity</b>	<b>Maximum Points</b>	<b>Date</b>	<b>Activities</b>	<b>Points Earned</b>
<b>Mentorship as Mentor</b>	1 point for each 4 hours spent in mentorship activities as a mentor up to a maximum of five 5 points.			
<b>Presentation &amp; Instruction</b>	2 points for each 1-hour of credit that is awarded for an activity, up to a maximum of 6 points.			
<b>Professional Meetings &amp; Activities</b>	2 points for participation on a committee or Board for 1 year or a minimum of 10 hours.			
<b>Professional Writing</b>	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.			
<b>Research &amp; Grants</b>	1 point for each 3 hours spent – up to a maximum of 5 points.			
<b>Small Group Study</b>	3 points.			
<b>TOTAL POINTS</b>				

I verify that the above information is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\***UNSIGNED FORMS 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.**

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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>.*

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**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.

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