

## Chapter OT 3

### BIENNIAL REGISTRATION

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**OT 3.01 Authority and purpose.** The rules in this chapter are adopted by the board under the authority of ss. 15.085 (5) (b), 227.11 (2) and 448.965, Stats., to govern biennial registration requirements for occupational therapists and occupational therapy assistants.

**History:** CR 02–026: cr. Register December 2002 No. 564, eff. 1–1–03.

**OT 3.02 Registration required; method of registration.** Each licensee shall register biennially with the board. Prior to June 1 of each odd numbered year the department shall mail to each licensee at his or her last known address as it appears in the records of the board an application form for registration. Each licensee shall complete the application form and return it with the required fee to the department.

**History:** CR 02–026: cr. Register December 2002 No. 564, eff. 1–1–03; CR 13–109: am. Register September 2014 No. 705, eff. 10–1–14.

**OT 3.03 Initial registration.** Any licensee who is initially granted and issued a license during a given calendar year shall register for that biennium. The board shall notify the licensee within 30 business days of receipt of a completed registration form whether the application for registration is approved or denied.

**History:** CR 02–026: cr. Register December 2002 No. 564, eff. 1–1–03.

**OT 3.04 Registration prohibited.** Any occupational therapist or occupational therapy assistant required to comply with the provisions of s. OT 3.06, and s. 448.967, (2), Stats., and who has not so complied, will not be permitted to register.

**History:** CR 02–026: cr. Register December 2002 No. 564, eff. 1–1–03.

**OT 3.05 Late renewal and reinstatement.** Failure to renew a license by June 1 of an odd numbered year shall cause the license to expire. A licensee who allows the license to expire may apply to the board for late renewal or reinstatement of the license by completing one of the following:

(1) **LATE RENEWAL BEFORE 5 YEARS.** If the licensee applies for renewal of the license less than 5 years after its expiration, the license shall be renewed upon payment of the renewal fee and fulfillment of the continuing education requirements.

(2) **LATE RENEWAL AFTER 5 YEARS.** If the licensee applies for renewal of the license more than 5 years after its expiration, the board shall make such inquiry as it finds necessary to determine whether the applicant is competent to practice under the license in this state, and shall impose any reasonable conditions on the

renewal of the license, including oral examination, as the board deems appropriate. All applicants under this section shall be required to pass the open book examination on statutes and rules, which is the same examination given to initial applicants. This subsection does not apply to licensees who have unmet disciplinary requirements or whose licenses have been surrendered or revoked.

(3) **REINSTATEMENT.** A licensee who has unmet disciplinary requirements and failed to renew within 5 years of the renewal date or whose license has been surrendered or revoked, may apply to have the license reinstated in accordance with all of the following:

(a) Evidence of the completion of the requirements under sub. (2).

(b) Evidence of completion of disciplinary requirements, if applicable.

(c) Evidence of rehabilitation or change in circumstances warranting reinstatement of the license.

**History:** CR 02–026: cr. Register December 2002 No. 564, eff. 1–1–03; CR 13–109: am. (intro.) Register September 2014 No. 705, eff. 10–1–14; correction in (intro.) under s. 35.17, Stats. Register September 2014 No. 705; **CR 15–053: am. (title), (intro.), cr. (1) (title), am. (2), cr. (3) Register August 2016 No. 728, eff. 9–1–16.**

**OT 3.06 Continuing education.** The purpose and intent of continuing education in occupational therapy is to assure the public of the expectation and obligation that practitioners maintain currency, knowledge levels and professional competence. Occupational therapists and occupational therapy assistants shall complete continuing education as follows:

(1) Each holder of a license as an occupational therapist shall, at the time of applying for renewal of a license of registration under s. 448.967, Stats., certify that he or she has, in the 2 years preceding the renewal application, completed at least 24 points of acceptable continuing education.

(2) Each holder of a license as an occupational therapy assistant shall, at the time of applying for renewal of a license of registration under s. 448.967, Stats., certify that he or she has, in the 2 years preceding the renewal application, completed at least 24 points of acceptable continuing education.

(3) At least 12 of the points shall be accumulated through professional development activities related to occupational therapy in the following categories set forth in the following table.

PROFESSIONAL DEVELOPMENT ACTIVITIES	PROFESSIONAL DEVELOPMENT POINTS
(a) Attendance at academic credit courses.	4 points per academic credit.
(b) Attendance at seminars, workshops, lectures, professional conferences, interactive online courses and video courses.	1 point per contact hour of attendance.
(c) Satisfactory completion of a self-study course approved by the American occupational therapy association (AOTA) or other related recognized professional associations.	4 points per continuing education unit.
(d) Satisfactory completion of an AOTA continuing education article (review and examination).	1 point per article.
(e) Attendance at employer-provided continuing education, including video and non-interactive online courses.	1 point per contact hour of attendance.
(f) Initial completion of specialty board certification in occupational therapy, including but not limited to certification in neurorehabilitation, pediatrics, hand therapy, gerontology, driver rehabilitation, advanced practice, neuro-developmental treatment, case management, and rehabilitation counseling.	12 points.
(g) Authorship of a book in occupational therapy or a related professional area.	12 points.
(h) Publication of one or more chapters of a book in occupational therapy or a related professional area.	6 points.
(i) Publication of an article in a non-peer-reviewed publication, such as OT Practice, SIS Quarterly, and Advance.	4 points.
(j) Publication of an article in peer-reviewed professional publications, including journals, book chapters, and research papers.	6 points.
(k) Development of alternative media materials, including computer software, programs and video instructional material.	6 points.
(L) Development of a quality assurance study for clinical program improvement.	6 points.
(m) Clinical or theoretical research as the principal researcher where an abstract is prepared.	12 points.
(n) Professional presentations. <b>Note:</b> No additional points are given for subsequent presentations of the same content.	2 points per contact hour.
(o) Providing or pursuing professional mentoring for skill advancement in occupational therapy.	1 point for each 2 contact hours.
(p) Student fieldwork supervision – Level I	2 points.
(q) Student fieldwork supervision – Level II	8 points.
(r) Reimbursement or ethics courses.	1 point per contact hour.

**Note:** "Contact hour" as used in the table means not less than 50 minutes of actual professional activity.

(4) Evidence of compliance with this section such as certificates of completion shall be retained by each license holder through the biennium following the biennium for which credit is required for renewal of license.

(5) The board may require any license holder to submit evidence of compliance with this section to the board for an audit at any time during the biennium following the biennium for which credit is required for license renewal.

(6) During the time between initial licensure and commencement of a full 2-year licensure period, new licensees shall not be

required to meet continuing education requirements.

(7) A licensee may apply to the board for a postponement or waiver of the requirements of this section on the grounds of prolonged illness, disability, or other grounds constituting hardship. The board shall consider each request individually on its merits and may grant a postponement, partial waiver, or total waiver of the requirements.

**History:** CR 02-026; cr. Register December 2002 No. 564, eff. 1-1-03; CR 06-115; cr. (6) and (7) Register May 2007 No. 617, eff. 6-1-07; CR 13-109; cr. (r) Table Register September 2014 No. 705, eff. 10-1-14; **correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register August 2016 No. 728.**