



April 1, 2011 – March 31, 2013
Occupational Therapy
CEU Management Folder

Enclosed are all the materials and information you need to participate in the CEU Management System offered by the Kansas Occupational Therapy Association (KOTA). The enrollment form, each type of class application forms and some useful pieces of information are all included. KOTA will not process any CEUs unless the CEU Management System fee has been paid. The enrollment form and all class type application forms can also be found on the KOTA website at www.kotaonline.org.

Important information about CEU application submission:

1. Only course application forms with “Revised Date 04/2011” (or later) printed in the lower left-hand corner will be accepted. Older application forms will be returned as unacceptable.
2. Use the checklist included on the application to insure inclusion of all required documentation.
3. Staple each application together with supporting documentation. It is not the responsibility of the KOTA staff to decide which documentation goes with which application. Therefore, multiple applications submitted at one time that are not already stapled, will be stapled and processed as one single application by the KOTA staff.
4. CEU hours are awarded based on actual classroom/study time. Breaks and lunch hours cannot be counted toward total classroom time.
 - a. A timetable MUST be submitted with all Class I applications, with the exception of Self-Study courses. CEUs awarded will be limited to, but may be less than, the credit hours listed on the completion certificate.
5. The status of applications can be checked 24/7 by logging in at www.kotaonline.org. The CEU Management System fee must be paid in order to have online access. KOTA will only send reply correspondence if:
 - a. A course is denied. Denials may be resubmitted with missing information.
 - b. You have met the 40 hour requirement for the cycle. Once the 40 hour cycle requirement has been met, a congratulatory letter will be sent for your records.

At the completion of the CEU cycle, KOTA will work with the Kansas Board of Healing Arts (KBHA) to exchange information on licensees who have completed the 40 hour requirement. KBHA is the only licensing authority to which KOTA reports, therefore, it is in your best interest to keep copies of all submissions for NBCOT and other state licensing purposes.

Questions regarding the CEU application process can be addressed by the KOTA staff at (785) 232-8044 or toll free at (877) 904-0529 or by emailing the question to centraloffice@kotaonline.org.

2011-2013 Occupational Therapy

A total of 40.00 CEU hours are required for all OT's

* A minimum of 30 hours must be

CLASS	CLASS I	CLASS II
DESCRIPTION	Educational Experience	In-Service (Attended or Presented)
MAXIMUM PER 2-YEAR CYCLE	No Limit SELF STUDY: Limited to 20 Hours	4 hours for attending 4 hours for presenting Note: Credit not given for attending in-service that you presented
EXAMPLES	Seminar, workshop, lecture, college course, symposium, self-study including: video/audio/reading that had pre-/post-tests and certificate of completion.	Employer event given by fellow staff members, overview of information pertaining to events within your facility, public relations event promoting OT.
REQUIRED DOCUMENTATION	<ul style="list-style-type: none"> • Completed Class I Application Form • Copy of brochure OR • Information Including: <ul style="list-style-type: none"> • Dates of course • Timetable • Learning Objectives • Certificate of Completion • NO TIMELINE REQUIRED FOR SELF STUDY 	<ul style="list-style-type: none"> • Completed Class II Application Form • Brief description of in-service (brochure, handouts) • Specific timetable if over 3 hours • Proof of attendance: certificate or signed attendance sheet
OTHER INFORMATION	<p>IF NO BROCHURE, send:</p> <ul style="list-style-type: none"> • Timetable • Learning objectives <p>IF COLLEGE COURSE, send:</p> <ul style="list-style-type: none"> • Transcript • Report card <p>One college credit hour = 10 CEUs</p> <p>IF PRESENTER:</p> <ul style="list-style-type: none"> • Use Class V Application instead <p>KOTA PRE-APPROVED COURSES:</p> <ul style="list-style-type: none"> • DO NOT submit an application; provider will remit attendance to KOTA; retain completion certificate for your records. 	<p>IF PRESENTER:</p> <p>Include proof of hours presented on letterhead with supervisor signature OR attendance sheet listing your name as presenter and hours of in-service</p>

CEU Reference

in the state of Kansas in each two-year renewal cycle.

Class I , Class IV or Class V

CLASS III	CLASS IV	CLASS V	CLASS VI
Professional Reading, Audio, Video	Professional Publication	Presentation of Class I	Level II Fieldwork Supervision
2 Hours Total	No Limit	30 hours total	10 hours total
Reading a book or journal, listening to an audio tape or watching a video related to OT practice.	Authorship of a publication	Present at a Class I event	Supervision or co-supervision of a Level II OT/OTA student
<ul style="list-style-type: none"> Completed Class III Application Form 	<ul style="list-style-type: none"> Completed Class IV Application Form Copy of final publication or verification 	<ul style="list-style-type: none"> Completed Class V Application Form Brochure with your name listed as speaker 	<ul style="list-style-type: none"> Completed Class VI Application Form
<p><u>Reading Guidelines</u> 5-9 Pages = .25 Hours 10 Pages = .5 Hours 11-40 Pages = 1.0 Hours 41-100 Pages = 1.5 Hours 101 + Pages = 2.0 Hours</p> <p>If reading/audio/or video required pre- and post-tests and awarded a certificate of completion, this qualifies as a self-study and should be submitted on Class I form.</p>	<p>IF ENTIRE BOOK, send:</p> <ul style="list-style-type: none"> Copy of Title Page Copy of Table of Contents <p>IF CHAPTER, send:</p> <ul style="list-style-type: none"> Copy of Title Page Copy of Table of Contents Copy of published chapter <p>All copies must be actual copies of published material, not rough drafts or notes.</p>	<p>IF CO-PRESENTER, send:</p> <ul style="list-style-type: none"> Letter from your co-presenter indicating number of contact hours you presented. <p>IF COLLEGE COURSE, send:</p> <ul style="list-style-type: none"> Course catalog listing you as instructor. <p>IF CO-INSTRUCTOR OF COLLEGE COURSE, send:</p> <ul style="list-style-type: none"> Letter by instructor listed on course catalog. If name not listed in course catalog, send class syllabus with instructor's name listed. If applying for Class I credit for the portion you did not present, submit a Class I Application Form along with your Class V Application. <p>One hour of presentation = 3 CEUs</p>	<p>Verification of supervision will be obtained by KOTA.</p>

