

# CEU MANAGEMENT ENROLLMENT

## April 1, 2011 – March 31, 2013

### Kansas Occupational Therapy Association

KOTA \* 825 S. Kansas Avenue, Suite 500 \* Topeka, KS 66612

Phone: (785) 232-8044 or toll free (877) 904-0529 Fax: (785) 233-2206

Visit us on the web at [www.kotaonline.org](http://www.kotaonline.org) \* Email: [centraloffice@kotaonline.org](mailto:centraloffice@kotaonline.org)

#### Enrollment Application

This packet contains important information regarding applications for approval of CEUs in the state of Kansas for the current cycle. The new cycle begins April 1, 2011 and ends March 31, 2013. The KOTA office administers the CEU Management System and will report your CEUs to the Kansas Board of Healing Arts at the appropriate time. When you have reached your required number of CEUs, you will be sent a congratulatory letter from KOTA.

If you are not a member of CEU Management and are audited by the Kansas Board of Healing Arts or NBCOT, it will be your responsibility to provide proof of your CEUs.

#### Filing Fees

The CEU Management System enrollment fee is **\$75.00**.

#### Enrollment Procedure

Please complete the form below to enroll in the KOTA CEU Management System. It is very important to include ALL information requested so your records can be maintained accurately while supplying the necessary information to the Board of Healing Arts at license renewal time. If your name, address or other information changes during this period, you must notify the KOTA office immediately in writing, in addition to the Kansas Board of Healing Arts. It is very important that the Kansas Board of Healing Arts and the KOTA office have your current name and address listed in the same manner for accurate licensing.

#### CEU Requirements

We recognize 1 hour (60 minutes) to equal 1 hour of contact time unless otherwise noted on the Reference Table inside the CEU Renewal Folder. CEU hours are required for all OTs and OTAs in the state of Kansas according to licensure date as follows.

Date of Original/Reinstated Licensure:	Total CEUs required for current cycle:
Prior to 4/1/2011	40
4/1/2011-3/31/2012	20
After 4/1/2012	0

#### CEU Application Process

All CEU application forms are included in the CEU Renewal Folder, available for download at [www.kotaonline.org](http://www.kotaonline.org) or you may contact the KOTA office to have copies mailed to you. A new application form completed in its entirety along with ALL supporting documentation must be submitted for each course to be reviewed. Keep a copy of each submission for your records. DO NOT submit KOTA pre-approved courses. The provider will remit attendance information, and credit will be given based on the sign-in roster returned to KOTA by the provider. Retain the certificate for your files.

Detach and complete this form and mail to:

**KOTA \* 825 S. KANSAS AVE SUITE 500 \* TOPEKA, KS 66612**

Name \_\_\_\_\_ Kansas License Number \_\_\_\_\_

Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

#### Payment Information

Check Enclosed  Visa  MasterCard  Discover

Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Signature \_\_\_\_\_