

# REFERENCE GUIDE

## Maryland Board of Occupational Therapy Practice Continuing Competency Programs and Activities

COMAR Reference/ Activity Format #	Continuing Competency Options	Contact Hours	Maximum Units Per 2-year Cycle	Documentation
10.46.04.05 (2)  Workshops, Seminars, Conferences	Attending workshops, seminars, lectures, or professional conferences.	1 contact hour per 1 hour of attendance	N/A	Certificate of completion for preapproved courses. If not preapproved, 1) Date, location and hour-by-hour agenda of the course; 2) a course description; 3) a description of the presenter's qualifications; 4) a certificate of completion
10.46.04.05 (3)  University, College or VoTech Adult Education Courses	Formal academic coursework in occupational therapy related topic	4 contact hours per credit hour earned	N/A	1) An original, official transcript indicating successful completion of the course; 2) A description of the course from the school catalogue or course syllabus.
10.46.04.05 (4)	Education Telecommunication Network Courses	1 contact hour per 1 hour of education	N/A	1) An abstract of content; 2) Verification of course completion from the course provider
10.46.04.05 (5)	Videotaped Presentations of Educational Courses, Seminars, Workshops, and Conferences	1 contact hour per 1 hour of education	N/A	1) An abstract of content from the provider; 2) Verification of completion from the provider.
10.46.04.05 (6)  In-Service Training	Attending employer-provided continuing education	1 contact hour per 1 hour of education	N/A	1) An hour-by-hour outline or abstract of content from the in-service provider; 2) Verification of participation from the in-service provider.

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10.46.04.05 (7)  Presentations by Licensee of OT Education Programs, Workshops, Seminars, In-Service	Making presentations for local organizations/associations/groups on OT related topic. Making professional presentations at state, national or internal workshops, seminars and conferences. Providing professional in-service training and/or instruction for OT, OTA, and related professionals.	Contact hours earned at twice the amount of actual presentation time	Subsequent presentations of the same content are only credited once per renewal cycle.	1) An hour-by-hour schedule of the presentation; 2) An announcement of the meeting, or letter of acknowledgement from the professional sponsoring the event, or both.
10.46.04.05 (8)  Publications Published or Accepted for Publications	Publication of occupational therapy or related professional textbook. Professional manuscript review (editing) for textbooks.  Publication of chapter(s) in occupational therapy or related professional textbook. Professional manuscript review (editing) for journals.  Publication of an OT article in a non-peer-reviewed (e.g., OT Practice, SIS Quarterly, Advance, Community Newsletters, etc.) or peer-reviewed professional publication (e.g., journals, book chapter, research paper)	Determined by advisory committee  Determined by advisory committee  Determined by advisory committee	20 contact hours from authorship, editorship, co-authorship, co-editorship, or all of these, of a book relating to OT.  10 contact hours for authorship, editorship, or review of a chapter in a book or journal article appearing in a professional journal.  5 contact hours at the discretion of the advisory committee for authorship of an OT-related article, book review, or abstract in an OT-related newsletter.	1) Submission of the published work.  1) Submission of the published work.  1) Submission of the published work.
10.46.04.05 (9)  Research Projects	Extensive scholarly research activities, or extensive outcome studies (defined as research associated with, e.g., grants, post graduate studies, peer reviewed journals)	Determined by advisory committee	10 contact hours per project for work as project director, research assistant, principal, or co-investigator of a research project approved by Board.	1) Submission of research proposals and final results of the research to the advisory committee for approval and determination of the number of contact hours earned.

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10.46.04.05 (10)	Quality Assurance or Program Evaluation Studies Completed and Published in a Journal or Newsletter	Determined by advisory committee	5 contact hours per study for quality assurance or program evaluation studies completed and published in a journal or newsletter.	1) Submission of a copy of the evaluation study to the advisory committee for approval and determination of the number of contact hours earned.
10.46.04.05 (11) Review of Papers and Proposals for Conference Presentations by an Approved Sponsoring Association	Independent reading peer-reviewed, role-related professional articles/chapters in textbook, and writing a report describing the implications for improving skills in one's specific role. Current copyright on textbook edition should not exceed 5 years at time of renewal application. Cannot use textbooks that are required reading for academic coursework/audit courses.	½ of a contact hour for each paper of proposal reviewed	N/A	1) A letter from the sponsoring agency or association confirming the number of reviews completed.
10.46.04.05 (12) Self-Study	Independent learning/study (e.g., CE articles, video, audio, and/or online courses), indicative of a passive form of learning  Interactive online courses, indicative of active engagement in learning with an assessment element.  External self-study series, indicative of active engagement in learning over an extended period of time.	Determined through the self-study sponsors or by the advisory committee, based on the relevance to practice and complexity of the study	N/A	1) Submission of a final report of professional self-study to the advisory committee for approval.
10.46.04.05 (13) Clinical Instruction or Clinical Supervision, or Both, of OT Students and OTA Students	Level I or II fieldwork direction supervision of occupational therapist (OT) students or occupational therapy assistant (OTA) students (not one's primary employment role)	2 contact hours per level I OT and OTA students 8 contact hours per level II OT students 6 contact hours per level II OTA students	N/A	1) Verification from each student's college.

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10.46.04.05 (14) Specialty Certification	Attaining a specialty certification (i.e., Certified Hand Therapist)	1 contact hour per 1 hour of education	N/A	1) Certificate of completion.
15 Volunteer Services	Volunteer Services to organizations, populations, individuals, that advance the reliance on the use of one's OT skills and experiences	1 contact hour per 1 hour of volunteering	N/A	1) Verification letter from organizations; 2) A report describing outcomes of the volunteer service provided.
16 Mentoring	Mentoring a certified OT colleague to improve the skills of the protégé, including role as disciplinary monitor (Mentor must be currently certified.)  Mentoring other professionals in good standing to improve the skills of the protégé (Mentor must be currently certified.)  Mentoring with other professionals in good standing to improve the skills of the protégé (Mentee must be currently certified.)  Reflective occupational therapy practice in collaboration with an advanced certified OT colleague to improve one's skill level (Mentee must be currently certified.)	5 hours equals 1 contact hour	18 contact hours	1) Goals and objectives, analysis of mentee performance  1) Goals and objectives, analysis of mentee performance  1) Goals and objectives established in collaboration with the mentor and self-analysis of performance  1) Mentor verification of skills obtained; 2) Evaluation of Mentor and experience; 3) Analysis of learning.
17 Poster Presentations	Poster presentations for state, national, or international workshops, seminars, and conferences.	1 contact hour	N/A	1) Copy of presentation or program listing.
18 Guest Lecturer	Guest lecturer, teaching OT-related academic course per semester (must not be one's primary role). For one time lecture, use presentation PDU value.	4 contact hours per credit hour taught	N/A	1) Date, lecture/academic course title; 2) Name of institution; 3) Letter from instructor regarding time spent in classroom; and 4) Course/lecture goals and objectives.

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19 Auditing	Auditing formal OT academic coursework	4 contact hours per credit hour attended	N/A	1) Letter from instructor regarding time spent in classroom/lab from accredited college/university; 2) Report by certificant on learning objectives accomplished.
20 Professional study group	Professional study group/online study group designed to advance knowledge through active participation	1 contact hour per 3 hours spent	N/A	1) Group attendance records; 2) Study group goals; and 3) Analysis of goal attainment and learning.
21 Jurisprudence Exam	Completion of Board's Jurisprudence Examination	2 contact hours	2 contact hours	1) Certificate of completion.
22 Fellowship Training	Fellowship training in specific area	10 contact hours (minimum 12 weeks)	18 contact hours	1) Awarded certificate from sponsoring organization; 2) Dates; and 3) Learning objectives
23 Develop Instructional Materials	Development of instructional materials using alternative media such as: video, audio and/or software programs to advance professional skills of others (not for proprietary use)	5 contact hours	18 contact hours	1) Program description; and 2) Media/software materials available if requested during validation process.
24 Physical Agent Modalities (PAMS)	COMAR 10.46.06 sets forth the requirements for applying PAMS.	15 contact hours of continuing education for each specific modality; and 5 patient treatments per modality under direct supervision	N/A	1) Certificate of completion; 2) Official grade report or transcript; and 3) Written verification from the supervisor of 5 patient treatments.