

NBCOT[®] | National Board for
Certification in
Occupational Therapy

Occupational Therapist Registered OTR[®]
Certified Occupational Therapy Assistant COTA[®]

Certification Renewal Handbook

NBCOT[®] Certification
Programs are accredited by



Certification Renewal Handbook

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AOTCB/NBCOT Certification Renewal - ID59 rev 20161214

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TABLE OF CONTENTS

Introduction	2
Your Certification Value	2
Your Credential Status	3
When to Renew Your Certification	3
How to Renew Your Certification	3
Certification Renewal Requirements & Tools	4
NBCOT Navigator®	5
NBCOT Certificant Attestation	6
NBCOT Practice Standards/Code of Conduct	6
The Renewal Application	8
The Reinstatement Process	8
Fee Schedule at a Glance	9
After You Renew	9
Certification Renewal Audit	10
Active-Duty Military Personnel	10
Appeals Procedure	10
Certification Information and Updates	11
Still Have Questions?	11

INTRODUCTION

The National Board for Certification in Occupational Therapy, Inc. (NBCOT®) is the national certification body for occupational therapy professionals in the United States.

The mission of NBCOT is to serve the public interest by advancing client care and professional practice through evidence-based certification standards and the validation of knowledge essential for effective practice in occupational therapy. NBCOT's vision is certified occupational therapy professionals providing effective evidence-based services across all areas of practice worldwide.

Currently 50 states, Guam, Puerto Rico and the District of Columbia require NBCOT initial certification for occupational therapy state regulation, (e.g., licensing).

NBCOT certification programs have received and maintained accreditation by the American National Standards Institute (ANSI) and the National Commission for Certifying Agencies (NCCA). NBCOT is a proud member of the Institute for Credentialing Excellence (ICE).

ABOUT THIS HANDBOOK

This handbook has been developed to provide you with the information you will need to renew your NBCOT certification. NBCOT recognizes the responsibility certificants assume when renewing their certification and our aim is to provide a smooth and positive renewal experience. If you have further questions after reading this handbook, please visit www.nbcot.org, email recert@nbcot.org, or phone (301) 990-7979.

YOUR CERTIFICATION VALUE

Certification serves the public interest by maintaining high standards in the practice of occupational therapy. The NBCOT® 'public' includes all those who receive services provided by OTR® or COTA® practitioners, regulators, employers, the occupational therapy educational community, and the occupational therapy practitioners themselves.

One of the best values of certification renewal is the continued use of the NBCOT credential. For more than 70 years, the OTR and COTA credentials have been recognized by employers, payers, and consumers as the symbol of excellence in occupational therapy. The OTR and COTA credentials are representative of practitioners who satisfy national standards in education, experience, and professional conduct, and demonstrate that they possess the knowledge and skills to practice and be accountable for the delivery of professional services.

YOUR CREDENTIAL STATUS

Active in Good Standing: Individuals currently certified with NBCOT and who have met the certification renewal requirements are Active in Good Standing. These individuals can identify themselves to the public as an OCCUPATIONAL THERAPIST REGISTERED® OTR or CERTIFIED OCCUPATIONAL THERAPY ASSISTANT® COTA. These individuals can use the OTR or COTA credential after their name.

Retired in Good Standing: OTR and COTA certificants who are Active in Good Standing with NBCOT can request their certification status be changed to Retired in Good Standing. Certificants **MUST** notify NBCOT of this status change and complete the *Retired in Good Standing Application* within their renewal year. Once the application has been processed, retired certificants can identify themselves to the public as an OCCUPATIONAL THERAPIST REGISTERED OTR or CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA, and use the appropriate designation 'OTR, Retired' or 'COTA, Retired' after their name.

Noncompliant-Inactive: Individuals who do not satisfy the NBCOT certification renewal requirement by their scheduled renewal date are Noncompliant-Inactive and CANNOT 1) identify themselves to the public as an OCCUPATIONAL THERAPIST REGISTERED OTR or CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA or 2) use the OTR or COTA credential after their name.

WHEN TO RENEW YOUR CERTIFICATION

NBCOT certification is granted for a three-year period. Certificants who complete all certification renewal requirements by their scheduled renewal date will be granted Active in Good Standing certification status for another three-year period. The certification renewal season occurs between January and March annually, regardless of the month indicated on the certificant's initial certification document. Certificants who do not submit their certification renewal application by the scheduled renewal date will have their certification status changed to Noncompliant-Inactive. An individual who has Noncompliant-Inactive certification cannot use the OCCUPATIONAL THERAPIST REGISTERED® OTR or CERTIFIED OCCUPATIONAL THERAPY ASSISTANT® COTA certification marks.

HOW TO RENEW YOUR CERTIFICATION

In order for certificants to renew their certification within their renewal year, they must:

- 1.** Fulfill the requirement of 36 units.
- 2.** Read and agree to abide by the **NBCOT Certificant Attestation**.
- 3.** Complete the online renewal application or mail in a paper renewal application.
- 4.** Pay the associated fees.

CERTIFICATION RENEWAL REQUIREMENTS & TOOLS

ACCRUING THE CERTIFICATION RENEWAL REQUIREMENTS

Certificants must accrue at least 36 units during their three-year renewal cycle. Units can be obtained through a combination of Competency Assessment Units (CAU) and Professional Development Units (PDU). Accepted activities are listed in the **Certification Renewal Activities Chart**, located at www.nbcot.org/chart.

Certificants who renewed their certification in 2014 are permitted to carry over up to 10 units earned during their 2011–2014 renewal cycle, provided that the 10 units were in excess of the 36 units required for their 2014 certification renewal.

If audited, certificants must provide documentation from the previous cycle to show the excess units being carried forward.

HOW TO CONVERT CEU TO PDU

Continuing Education Units (CEU) and contact hours can be converted into PDU as described in the chart below. Certificants can convert CEU to PDU using the **PDU Calculator** available at www.nbcot.org/calculator.

PROFESSIONAL DEVELOPMENT UNITS (PDU) CONVERSION CHART		
1 contact hour (not to include meals or breaks)	=	1 PDU
1 clock hour (not to include meals or breaks)	=	1 PDU
0.1 Continuing Education Unit (CEU)	=	1 PDU
One contact hour earned through successfully completed education (workshops, seminars, online courses, or conferences) with an assessment component at the end of the program (scored test, project, paper) provided by AOTA; AOTA-approved providers; IACET-authorized providers; or regionally accredited colleges or universities	=	1.25 PDU

The Navigator is a virtual platform housing a web-based assessment delivery engine and certificant dashboard. The platform is designed to interface with a series of tools to support certificants' continued competency. Through the platform, certificants can identify and access resources related to specific practice areas, receive feedback and track performance on an array of assessment tools, and organize documentation of completed continuing competency.

NBCOT enables occupational therapy professionals to earn Competency Assessment Units (CAU) toward their certification renewal requirements. These interactive tools are also designed to help employers facilitate the ongoing continuing competency and certification process of their occupational therapists and therapy assistants.

Certificants can access the Navigator through the MyNBCOT portal on www.nbcot.org. The tool suite can help prepare occupational therapists and therapy assistants for certification renewal, accrue CAU, and stay current in their practice areas year-round.

Navigator highlights 12 different primary practice areas:

- ★ Orthopedics
- ★ School-based
- ★ Rehab Inpatient
- ★ Skilled Nursing
- ★ Mental Health
- ★ Home Health
- ★ Rehab Outpatient
- ★ Education/Research
- ★ Work & Industry
- ★ Admin/Management
- ★ Health & Wellness
- ★ Pediatrics

Navigator Tools:

- Self-Reflection Questionnaire
- Case Simulations
- Mini Practice Quizzes
- OT Knowledge Library
- PICO

At the end of every tool, a customized feedback report and recommended reading list is shown.

Coming Soon—Check out www.nbcot.org/navigator for more information

- Management Challenge
- Physical Agent Modalities

NBCOT CERTIFICANT ATTESTATION

Below is the complete attestation statement to which a certificant must agree and sign in order to renew their certification.

By my signature, I attest that the information I submit in this application and in any required accompanying or subsequent documentation is true and accurate to the best of my knowledge. Additionally, I understand that persons who apply for certification as an OCCUPATIONAL THERAPIST REGISTERED OTR® or CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA®, or persons who have been certified by NBCOT, are subject to NBCOT's Procedures for the Enforcement of the NBCOT's Candidate/Certificant Code of Conduct.

I understand NBCOT reserves the right to not accept or delay approval of this application. I also understand that I may be subject to audit at any time and that NBCOT reserves the right to take action for failure to comply with the audit procedures.

In order to maintain my certification, I understand that from time-to-time NBCOT may amend its requirements, policies, and procedures to include: initial certification, certification renewal, and Procedures for the Enforcement of the Candidate/Certificant Code of Conduct.

During my renewal cycle, I agree to notify NBCOT in writing immediately if I fail to comply with the Candidate/Certificant Code of Conduct.

I also agree to notify NBCOT in writing of any address or name change(s) within thirty (30) days after the change becomes effective. If requested to do so, NBCOT may verify my certification status.

I attest that I have completed all certification renewal requirements.

NBCOT PRACTICE STANDARDS/CODE OF CONDUCT

NBCOT has a responsibility to promote and maintain standards of professional conduct in the practice of occupational therapy. In order to protect the public, those applying for NBCOT certification must abide by the Practice Standards/Code of Conduct.

Certificants or certification applicants who do not meet code of conduct standards are subject to the Procedures for the Enforcement of the NBCOT Practice Standards/Code of Conduct. These procedures enable NBCOT to protect the rights of candidates and certificants while upholding NBCOT's responsibilities as a certifying agency to the public.

NBCOT® PRACTICE STANDARDS/ CODE OF CONDUCT

Preamble

The National Board for Certification in Occupational Therapy, Inc. ("NBCOT," formerly known as "AOTCB") is a professional organization that supports and promotes occupational therapy practitioner certification. This Candidate/Certificant Code of Conduct enables NBCOT to define and clarify the professional responsibilities for present and future NBCOT certificants, i.e., OCCUPATIONAL THERAPIST REGISTERED OTR® (OTR) henceforth OTR, and CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA® (COTA) henceforth COTA.

It is vital that NBCOT certificants conduct their work in a professional manner to earn and maintain the confidence and respect of recipients of occupational therapy, colleagues, employers, students, and the public.

As certified professionals in the field of occupational therapy, NBCOT certificants will at all times act with integrity and adhere to high standards for personal and professional conduct, accept responsibility for their actions, both personally and professionally, continually seek to enhance their professional capabilities, practice with competence, fairness and honesty, abide by all federal, state, and local laws and regulations, and encourage others to act in a professional manner consistent with the Practice Standards and responsibilities set forth below.

Where the term "certificant" is used, the term "applicant or candidate" is included in its scope.

Principle 1

Certificants shall provide accurate and truthful representations to NBCOT concerning all information related to aspects of the Certification Program, including, but not limited to:

- The submission of information on the exam application, certification renewal applications, or the renewal audit form;
- Abiding by all exam related security policies;
- The submission of information requested by NBCOT for alleged violations of NBCOT's policies, requirements and standards or
- The submission of information regarding his/her credential(s), professional license(s) and/or education.

Principle 2

Certificants who are the subject of a qualifications and compliance review shall cooperate with NBCOT concerning investigations and requests for relevant information.

Principle 3

Certificants shall be accurate, truthful, and complete in any and all communications, direct or indirect, with any client, employer, regulatory agency, or other parties as they relate to their professional work, education, professional credentials, research and contributions to the field of occupational therapy.

Principle 4

Certificants shall comply with state and/or federal laws, regulations, and statutes governing the practice of occupational therapy.

Principle 5

Certificants shall not have been convicted of a crime, the circumstances of which substantially relate to the practice of occupational therapy or indicate an inability to engage in the practice of occupational therapy safely, and/or competently.

Principle 6

Certificants shall not engage in behavior or conduct, lawful or otherwise that causes them to be, or reasonably perceived to be, a threat or potential threat to the health, well-being, or safety of recipients or potential recipients of occupational therapy services.

Principle 7

Certificants shall not engage in the practice of occupational therapy while one's ability to practice is impaired due to chemical (i.e., legal and/or illegal) drug or alcohol abuse.

Principle 8

Certificants shall not electronically post personal health information or anything, including photos, that may reveal a patient's/client's identity or personal or therapeutic relationship. (All statements, regardless of intent, about a patient/client can potentially contain sufficient information for a member of a community to recognize the patient/client thus, violating the state and/or federal law (i.e. Health Insurance Portability and Accountability Act (HIPAA)).

Principle 9

Certificants shall not misuse NBCOT's intellectual property, certification marks, logos, or other copyrighted materials. This includes all NBCOT exam preparation tools, website or exam content. Disclosure of practice test questions or examination material content, including examination questions, is strictly prohibited.

Approved
June 2002
Revised
February
2003

Revised
June 2006
Revised
October
2008

Revised
January
2010

Revised
November
2011

Revised
October
2013

Revised
February
2014

Revised
March 2014

Revised
October
2016

THE RENEWAL APPLICATION

Certificants may either renew online or by mail using the paper application.

The online renewal application can be accessed through the MyNBCOT portal. First-time users of the MyNBCOT portal will need to register for an account before they can access the renewal application.

Certificants who are renewing using the paper application can download one from the NBCOT website.

THE REINSTATEMENT PROCESS

Renewing Within One Missed Renewal Period

Sally renews her certification on time in 2011. At the end of 2013, Sally elects to take a career break and decides not to renew her certification when it's due in 2014. In January 2017, she wishes to renew her certification. In order to renew, she would have to do the following:

- Submit a completed *Reinstatement of Certification Renewal Application*, which is available online through MyNBCOT
- Submit proof of completing the 36 units within the last three years
- Provide proof of satisfactory completion of the NBCOT OTR® and COTA® General Practice Self-Assessment Tool

Renewing Outside One or More Missed Renewal Periods

Brian does not renew his certification when it was due in 2014. In June 2017, he wishes to renew his certification. In order to renew, he would have to do the following:

- Submit a completed *Reinstatement of Certification Renewal Application*, which is available online through MyNBCOT
- Submit proof of completing 12 units from PDU ID #s 11, 12 and/or 14 as stated on the Certification Renewal Activities Chart
- Submit proof of completing 18 PDU from any activities listed on the Certification Renewal Activities Chart
- Complete 6 CAU including the Self-Reflection through the Navigator

Once the reinstatement application is approved, certificants should allow up to six (6) weeks to receive their certificate.

If the reinstatement application is not approved, NBCOT will notify the certificant within 20 business days of receipt of the application. The certificant will be advised of the deficiencies and the measures available for rectifying them. The status of the application can also be viewed online through the MyNBCOT portal.

A reinstatement application is valid for four (4) months from its initial submission date. **Applicants who do not address deficiencies within that time will need to submit a new reinstatement application and fee in order to complete the renewal process. The original application fee is nonrefundable.**

FEE SCHEDULE AT A GLANCE

Online Certification Renewal Fee	\$65
Paper Certification Renewal Fee	\$75
Late Fee (applications submitted AFTER March 31st of the scheduled renewal year)*	\$25
Reinstatement of Certification Renewal Application Fee (within 1 missed renewal cycle)	\$115
Reinstatement of Certification Renewal Application Fee (outside 1 missed renewal cycle)	\$150
Returned Check Fee	\$35
Credit Card Challenge Fee	\$35
Application Withdrawal Processing Fee	\$40

*All fees are non refundable. Certificants submitting their renewal application AFTER the scheduled renewal date will automatically be charged a late fee. It is the certificant's responsibility to know their certification renewal date.

AFTER YOU RENEW

Certificants should allow up to three to four (3-4) weeks from the date their application is processed to receive their certificate and wallet card in the mail. Certificants may check their renewal status online by logging into their MyNBCOT account. Certificants who do not receive their certificate within six (6) weeks should email NBCOT at recert@nbcot.org. The email should include the certificant's full name, certification number, the type of application submitted (online or paper), and the payment method used to renew. **Certificants must contact NBCOT within two (2) months of renewing their certification in order to be reissued a certificate at no cost. Certificants who do not contact NBCOT within this time will need to request a duplicate certificate by logging into their MyNBCOT account.**

CERTIFICATION RENEWAL AUDIT

All OTR and COTA certificants who renew their NBCOT certification are subject to a random audit of their compliance with the professional development requirements. The number of certificants audited will be sufficient to provide a 95% confidence level regarding the renewal rate of OTR and COTA certificants. To complete the audit successfully, the certificant must submit evidence of attaining 36 PDU. Certificants should maintain all of their PDU documentation for one (1) full year after renewing their certification in the event that they are audited.

Any certificant who is selected and does not successfully complete the audit will have their certification status changed to Noncompliant-Inactive. Noncompliant-Inactive certification means an individual cannot use the OCCUPATIONAL THERAPIST REGISTERED® OTR or CERTIFIED OCCUPATIONAL THERAPY ASSISTANT® COTA certification marks. In order to regain certification, a reinstatement application would need to be submitted. (See page 8.)

ACTIVE-DUTY MILITARY PERSONNEL

Active-duty military personnel who experience difficulties fulfilling the NBCOT certification renewal requirement while serving on long-term deployments overseas are urged to contact the NBCOT Certification Renewal Department for assistance at recert@nbcot.org.

APPEALS PROCEDURE

If, upon submitting a renewal application, NBCOT determines that an applicant has not met the certification renewal requirements—including the submission of incomplete or non-recognized PDU—the applicant has the right to appeal. Within 30 days from receipt of the non-renewal notification, the applicant may submit a letter of appeal. The letter must outline the grounds for the appeal, including the reason(s) why the application should be recognized and accepted by NBCOT.

Appeals should be sent via traceable mail (i.e., certified, UPS, FedEx) to:

NBCOT, Inc.
Attn: Certification Renewal Appeal
12 South Summit Avenue, Suite 100
Gaithersburg, MD 20877

CERTIFICATION INFORMATION AND UPDATES

In order to stay informed about the latest certification renewal information, it is the certificant's responsibility to keep their mailing and email addresses updated with NBCOT. Any changes to contact information can be updated through the certificant's MyNBCOT account.

STILL HAVE QUESTIONS?

Additional information and resources on the certification renewal process can be found at www.nbcot.org under the Certificants tab. Any additional questions can be directed to recert@nbcot.org.

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