

# NBCOT<sup>®</sup> CERTIFICATION RENEWAL ACTIVITIES CHART

## Competency Assessment Units

ID55 rev090617

ID#	Activity	CAU Value	Max units per 3-year cycle	Verification Documentation
1	In the NBCOT Navigator, take a multiple-choice Mini Practice Quiz to assess knowledge of contemporary practice grounded by evidence-based literature	0.5 unit per quiz	6 units	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
2	In the NBCOT Navigator, complete a Case Simulation and assess practice knowledge by interacting with a virtual occupational therapy case scenario.	0.5 unit per case	6 units	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
3	In the NBCOT Navigator, assess broad areas of occupational therapy knowledge used in practice with the OT Knowledge Library, a stylized matching tool.	0.25 unit per tool	2 units	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
4	In the NBCOT Navigator, complete a PICO exercise to assess implementation of the PICO (Patient/Problem, Intervention, Comparison, Outcome) process in order to integrate evidence-based research into practice.	0.5 unit per PICO exercise	2 units	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
5	In the NBCOT Navigator, select and administer the most appropriate PAM as part of the client's intervention plan, based on the presenting condition, past medical history, and the physician's referral.	0.25 unit per tool	2 units	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
6	In the NBCOT Navigator, use Management Challenge to assess your skills to manage the day-to-day operations of an outpatient rehabilitation facility, all while juggling the demands of scheduling, staffing, billing, and unexpected events.	1 unit per tool	6 units	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
7	In the NBCOT Navigator, use Orthotic Builder to select the optimal orthosis and make best-practice fabrication decisions to support recovery from a range of hand injuries and conditions.	0.5 unit per tool	2 units	Certificate completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
8	Assess specific practice-related professional skills using the NBCOT Self-Assessment tool(s), or similar professional skills assessment tool (e.g., AOTA or employer-based professional development tool).	1 unit per tool	7 units (for 7 Self-assessment tools)	Print score report from the Self-Assessment, or provide a copy of completed tool from another provider(s).
9	Develop a Professional Development Continuing-Competency Plan based on the results of professional skills assessments.	1 unit	1 unit	Use results of Self-Assessment tool(s) (see above) to develop goals relating to competence/skills.

## Professional Development Activities

ID#	Activity	PDU Value	Max units per 3-year cycle	Verification Documentation
<b>PROFESSIONAL SERVICE</b>				
10	Volunteer for an organization, population or individual that adds to the overall development of one's practice roles.	5 hours = 1 unit	18 units	Verification of hours and outcomes of volunteer service. Volunteering Guidelines & Log available at <a href="http://www.nbcot.org">www.nbcot.org</a> .
11	Peer review of practice-related research article or textbook.	5 units per review	18 units	Letter from publishing organization
12	Mentor an OT colleague or other professional to improve skills of the protégé, including role as a disciplinary monitor. (Mentor must be currently certified with NBCOT.)	2 hours = 1 unit	18 units	Goals, objectives and analysis of mentee performance. Mentoring Guidelines & Log available at <a href="http://www.nbcot.org">www.nbcot.org</a> .
<b>WORKSHOPS/COURSES/INDEPENDENT LEARNING</b>				
13	Attend employer-provided workplace continuing education (may include CPR training). <i>Does not include new staff orientation and/or annual mandatory workplace trainings (e.g., annual policy review and corporate compliance).</i> The same workshop may be claimed <b>only once</b> for PDU.	1 hour = 1 unit	36 units	A certificate of attendance or a letter from the sponsor/employer verifying contact hours or CEU, dates, event title, attendee name and workshop agenda (if available). <i>Sign-in sheets will not be accepted as sole proof of attendance.</i>
14	Attend workshops, seminars, lectures, professional conferences or online courses that are approved by one of the following: <ul style="list-style-type: none"> <li>Regionally-accredited college university</li> <li>State regulatory board for licensure renewal</li> <li>Continuing-education providers (e.g., state associations, continuing-education companies)</li> <li>Third-party entity</li> </ul> <p>The same workshop may be claimed <b>only once</b> for PDU.</p>	1 hour = 1 unit	36 units	A certificate of attendance or a letter from the sponsor/employer verifying contact hours or CEU, dates, event title, attendee name and workshop agenda (if available). <i>Sign-in sheets will not be accepted as sole proof of attendance.</i>
15	Successfully complete education (e.g., workshops, seminars, lectures, online courses or conference) with an assessment component at the end of the program (e.g., scored test, project, paper) provided by: <ul style="list-style-type: none"> <li>AOTA;</li> <li>AOTA-approved providers;</li> <li>IACET-authorized providers;</li> <li>Regionally-accredited colleges/universities.</li> </ul>	1 hour = 1.25 units	36 units	A certification of attendance or a letter from the education provider (AOTA, AOTA-approved providers, IACET-authorized providers or regionally-accredited colleges/universities) verifying dates, event title, attendee name, agenda and successful completion of assessment component at the end of the program (e.g., scored test, project, paper).

16	Read peer-reviewed, practice-related professional journal article and/or textbook chapter, and write a report describing the implications for improving skills in one's specific role. Cannot claim for PDU purposes if the textbook is required for academic coursework/audited course.	2 articles or 2 chapters = 1 unit	36 units	Annotated bibliography AND a report with analysis of how the article/textbook has assisted with improving skills in one's role. Journal/Textbook Reading form is available at <a href="http://www.nbcot.org">www.nbcot.org</a> .
17	Successfully complete academic coursework. Course must relate to practice area.	1 credit hour per semester = 10 units	36 units	Official transcript with registrar's seal from accredited college/university. Transcript should be in a sealed envelope with 'RENEWAL' noted on the exterior. Send transcript with your renewal application. <i>DO NOT SEND TRANSCRIPT SEPARATELY.</i>
18	Receive mentoring from a currently-certified occupational therapy practitioner or other professional in good standing to improve the skills of the protégé.	2 hours = 1 unit	18 units	Goals and objectives established in collaboration with the mentor and self-analysis of performance. Mentoring Guidelines & Log available at <a href="http://www.nbcot.org">www.nbcot.org</a> .
19	Participate in a professional study group/online study group designed to advance knowledge through active participation.	2 hours = 1 unit	18 units	Group attendance records verifying time spent, study group goals and analysis of goal attainment and learning. Study Group Report form available at <a href="http://www.nbcot.org">www.nbcot.org</a> .
<b>PRESENTING</b>				
20	Serve as the primary or co-presenter at a state, national or international workshop, seminar or conference. One-time presentation per topic. Time spent on preparation cannot be included.	1 hour = 2 units	36 units	Copy or presentation OR copy of program listing. Presenter name, presentation times or length of session and title of the presentation must be indicated on the documentation.
21	Serve as the primary or co-presenter for a poster presentation at a state, national or international workshop, seminar or conference. One-time presentation per topic. Time spent on preparation cannot be included.	2 units per poster	18 units	Copy of presentation OR copy of program listing. Presenter name, presentation times or length of session and title of the presentation must be indicated on the documentation.
22	Serve as adjunct faculty, teaching practice area-related academic course per semester. Must not be one's primary role. One-time per course title. Time spent on preparation cannot be included. For a one-time lecture, use PDU ID #21.	1 credit hour = 6 units	36 units	Letter of verification from school that includes dates, lecture/course title, length of session and course/lecture goals and objectives or a copy of the course syllabus.
23	Provide professional in-service training, instruction, or guest lecture as a primary or co-presenter for occupational therapists, occupational therapy assistants or related professionals. One-time presentation per topic. Time spent on preparation cannot be included.	1 hour = 1 unit	18 units	Copy of attendance record and outline of presentation, or letter from supervisor on letterhead verifying the presenter's name and the date/time/length of the presentation.

24	Primary or co-presenter providing for a local organization/association/group on practice area-related topic (e.g., energy conservation, back care and prevention of injury). One-time presentation per topic. Time spent on preparation cannot be included.	1 hour = 1 unit	18 units	Copy of presentation OR program listing. Documentation must include that presenter name, presentation date/time/location and the contact person for the organization.
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### FIELDWORK SUPERVISION

25	Level I fieldwork direct supervision. Must not be one's primary role.	1 unit per student	18 units	Letter of verification or certificate from school that includes dates of fieldwork and name of fieldwork student.
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26	Level II fieldwork direct supervision. Must not be one's primary role.	1 unit per 1 week of supervision per student supervised	18 units	Letter of verification or certificate from school that includes the dates of fieldwork. DO NOT submit student evaluation form as verification. Co-supervision is acceptable; record dates and times when acting as primary student supervisor. Supervision of more than one student at a time is acceptable; record dates and times of supervision provided to each student. Apply appropriate PDU value based on time spent supervising.
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27	Entry-level or post-doctoral advanced fieldwork direct supervision. Must not be one's primary role.	1 unit per 1 week of supervision per student supervised	18 units	Letter of verification or certificate from school that includes the dates of fieldwork. DO NOT submit student evaluation form as verification. Co-supervision is acceptable; record dates and times when acting as primary student supervisor. Supervision of more than one student at a time is acceptable; record dates and times of supervision provided to each student. Apply appropriate PDU value based on time spent supervising.
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### PUBLISHING

28	Primary or co-author of practice area-related article in <u>non-peer-reviewed</u> professional publication (e.g., <i>OT Practice</i> , <i>SIS Quarterly</i> , <i>Advance</i> ).	1 article = 5 units	36 units	Copy of published article.
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29	Primary or co-author of practice area-related article in <u>peer-reviewed</u> professional publication (e.g., journal or research paper).	1 article = 10 units	36 units	Copy of published article.
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30	Primary or co-author of practice area-related article in lay publication (e.g., community newspaper, newsletter).	1 article = 2 units	36 units	Copy of published article.
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31	Primary or co-author of chapter in practice area-related professional textbook.	1 chapter = 10 units	36 units	Copy of published chapter OR letter from editor.
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32	Primary or co-primary investigator in extensive scholarly research activities or outcome studies, or externally-funded service/training projects associated with grants or post-graduate studies.	10 units per study	18 units	Grant funding number OR abstract/executive summary OR copy of the completed research/study that indicates certificant as primary/co-primary investigator.
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