

# NBCOT® CERTIFICATION RENEWAL ACTIVITIES

ID 55 rev120424

## Competency Assessment Units

A certificant can earn up to 36 CAU by completing any combination of tools in the NBCOT Navigator®.

ID#	Activity	CAU Value	Max units per 3-year cycle	Verification Documentation
1	In the NBCOT Navigator, take the <b>Ethics Case Simulation</b> to assess knowledge of real-world examples of ethical violations.	1.25 units		Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
2	In the NBCOT Navigator, take a <b>Microcredential</b> to demonstrate knowledge in a focused area of practice.	1.5 – 2 units (depending on microcredential)		Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
3	In the NBCOT Navigator, take a multiple-choice <b>Mini Practice Quiz</b> to assess knowledge of contemporary practice grounded by evidence-based literature.	0.5 unit per quiz		Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
4	In the NBCOT Navigator, complete a <b>Case Simulation</b> and assess practice knowledge by interacting with a virtual client.	0.5 unit per case		Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
5	In the NBCOT Navigator, assess broad areas of occupational therapy knowledge used in practice with the <b>OT Knowledge Library</b> , a stylized matching tool.	0.25 unit per tool		Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
6	In the NBCOT Navigator, select and administer the most appropriate <b>PAM</b> as part of the client's intervention plan, based on the presenting condition, past medical history, and the physician's referral. <i>(For OTR only.)</i>	0.25 per tool		Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
7	In the NBCOT Navigator, use <b>Orthotic Builder</b> 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		Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)

8	Assess specific practice-related professional skills using the <a href="#">NBCOT Self-Assessment</a> tool(s), or similar professional skills assessment tool. <i>The same assessment may only be claimed once per renewal cycle.</i>	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

### Professional Service

ID#	Activity	PDU Value	Max units per 3-year period	Verification Documentation
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**A certificant can earn a maximum of 12 units from Fieldwork Supervision.**

10	Level I fieldwork direct supervision. Must not be one's primary role.	1 unit per student	6 units	Letter of verification or certificate from school that includes dates of fieldwork and name of fieldwork student.
11	Level II fieldwork direct supervision. Must not be one's primary role.	1 unit per 1 week of supervision per student supervised	12 units	Letter of verification or certificate from school that includes the dates of fieldwork. <b>DO NOT submit student evaluation forms as verification.</b> Co-supervision is acceptable; record dates and times when providing direct student supervision. 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 providing direct supervision.

12	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	12 units	Letter of verification or certificate from school that includes the dates of fieldwork. <b>DO NOT submit student evaluation forms as verification.</b> Co-supervision is acceptable; record dates and times when providing direct student supervision. 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 providing direct supervision.
13	Entry-level OTD capstone mentorship.	1 unit per 1 week of mentorship per student	14 units	A bio sketch that outlines evidence of the mentor's expertise in the area of the student's capstone experience, a description of the capstone experience plan and objectives; and a letter or certificate from the school that includes the dates of the mentorship experience and hours of supervision provided.
14	Volunteer for an organization, population, or individual that adds to the overall development of one's professional practice or leadership role.	5 hours = 1 unit	6 units	Letter from the organization verifying hours and outcomes of volunteer service along with completed Volunteering Log available <a href="#">here</a> .
15	Peer review of practice-related research article or textbook.	5 units per review	18 units	Letter from publishing organization that includes your name, title of publication, and date review was completed.
16	Mentor an OT colleague or other professional to improve skills of the protégé, including role as a disciplinary monitor. <b>(Mentor must be currently certified with NBCOT.)</b>	2 hours = 1 unit	18 units	Goals, objectives, and analysis of mentee performance. Mentoring Guidelines & Log available <a href="#">here</a> .

## Workshops/Courses/Independent Learning

ID#	Activity	PDU Value	Max units per 3-year period	Verification Documentation
17	Attend employer-provided workplace continuing education (may include CPR training). Does not include new staff orientation and/or annual mandatory workplace trainings (e.g., HIPAA, Fire Safety, Resident Rights). The same course/activity may be claimed <b>only once</b> for PDU per renewal cycle.	1 hour = 1 unit		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>Please do not submit sign-in sheets as they will not be accepted.</i>
18	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> The same workshop may be claimed <b>only once</b> for PDU per renewal cycle.	1 hour = 1 unit		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>Please do not submit sign-in sheets as they will not be accepted.</i>
19	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).  The same workshop may be claimed <b>only once</b> for PDU per renewal cycle.	1 hour = 1.25 units		A certificate of attendance or a letter from the provider verifying contact hours or CEU, date(s), event title, attendee name, agenda, and indicates successful completion of assessment component at the end of the program (e.g., scored test, project, paper).
20	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		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 <a href="#">here</a> .

21	Successfully complete academic coursework. Course must relate to practice area.	1 credit hour per semester = 10 units		Official transcript with registrar's seal from accredited college/university. Transcript should be in a sealed envelope with "RENEWAL" noted on the exterior. <b>Transcript should only be submitted if requested by NBCOT, if audited, or when submitting a Reinstatement application.</b>
22	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 <a href="#">here</a> .
23	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 <a href="#">here</a> .

## Knowledge Dissemination

ID#	Activity	PDU Value	Max units per 3-year period	Verification Documentation
24	Serve as the primary or co-presenter at a state, national, or international workshop, seminar, or conference. One-time presentation per topic per renewal cycle. Time spent on preparation cannot be included.	1 hour = 2 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.
25	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 per renewal cycle. 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.
26	Serve as adjunct faculty, teaching practice area-related academic course per semester. Must not be one's primary role. One-time per course title per renewal cycle. Time spent on preparation cannot be included. For a one-time lecture, use PDU ID #27.	1 credit hour = 1 unit	6 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.

27	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 per renewal cycle. 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.
28	Primary or co-presenter 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 per renewal cycle. Time spent on preparation cannot be included.	1 hour = 1 unit	18 units	Copy of presentation OR program listing. Documentation must include the presenter's name, presentation date/time/location and the contact person for the organization.
29	Primary or co-author of practice area-related article in a <i>non-peer-reviewed</i> professional publication (e.g., <i>OT Practice</i> , <i>SIS Quarterly</i> , <i>Advance</i> ).	1 article = 5 units		Copy of published article.
30	Primary or co-author of practice area-related article in a <i>peer-reviewed</i> professional publication (e.g., journal or research paper).	1 article = 10 units		Copy of published article.
31	Primary or co-author of practice area-related article in lay publication (e.g., community newspaper, newsletter).	1 article = 2 units		Copy of published article.
32	Primary or co-author of chapter in practice area-related professional textbook.	1 chapter = 10 units		Copy of published article OR letter from editor.
33	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.