



Alaska Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806
Telephone: (907) 465-2550 ** E-mail: license@alaska.gov

BIENNIAL OCCUPATIONAL THERAPIST AND
OCCUPATIONAL THERAPY ASSISTANT LICENSE RENEWAL

July 1, 2008 — June 30, 2010

RENEWAL DUE DATE: The processing time for correct and complete renewal applications is three to four weeks after receipt. Plan accordingly and submit your renewal application timely.

IT IS TIME TO RENEW YOUR OCCUPATIONAL THERAPY OR OCCUPATIONAL THERAPY ASSISTANT LICENSE

Your license to practice occupational therapy in the State of Alaska expires on June 30, 2008. There is no grace period. To renew your license for the period from July 1, 2008 through June 30, 2010, return this signed application to the above address with a check or money order payable to the State of Alaska. This is the only renewal that you will be mailed. Incomplete applications or insufficient fees will result in your renewal being rejected.

CHECK APPROPRIATE LICENSE STATUS BOX



- Occupational Therapist\$230.00
Occupational Therapy Assistant.....\$180.00
Prorated Occupational Therapist - License #1848 and above.....\$115.00
Prorated Occupational Therapy Assistant - License #1848 and above\$ 90.00
(Verify your license number by locating the number on the above address label)

License Number

Name: Last First Middle

Corrected Mailing Address (complete only if your address is different than the address label shown above).

Street or P.O. Box City State ZIP Code

Daytime Telephone Number: E-mail Address:

Social Security Number: Date of Birth:

PROFESSIONAL FITNESS: Since the date of your last application for an occupational therapist or occupational therapy assistant license:

- 1. Have you had your license denied, revoked, suspended, surrendered, placed on probation, or been subject of any restriction, censure, reprimand, or other disciplinary action in any jurisdiction?
2. Have you been convicted of any criminal offense other than a minor traffic violation?
3. Are you now or have you experienced or been treated for bipolar disorder, schizophrenia, paranoia, a psychotic disorder, substance abuse, depression (except for situational or reactive depression) or any other mental or emotional illness which may impair or interfere with your ability to practice as an occupational therapist or occupational therapy assistant?
4. Are you now or have you been addicted to or excessively or illegally used alcohol or a controlled substance?
5. Have you experienced a physical disability which may impair or interfere with your ability to practice as an occupational therapist or occupational therapy assistant?

If you answered "Yes" to any of the above questions, please fully explain dates and circumstances on a separate piece of paper, and send any supporting documents that are applicable (court records, etc.). "Yes" answers may not automatically result in license denial.

PROFESSIONAL PRACTICE:

I provided at least 60 hours of Professional Occupational Therapy services at this location:

Address:

Supervisor: Dates of Employment:

CONTINUING COMPETENCY: Your license cannot be renewed unless you have met the continuing education/competency requirements in Article 6 of 12 AAC 54 (see attached regulations). You may not claim hours for education not yet "successfully completed" as of the date of submitting this application. Per 12 AAC 02.960(j) "successfully completed" means C.E. credit has been awarded.

Do not submit copies of continuing education certificates with this renewal form unless specifically directed under "Late Renewal Applicants".

RANDOM AUDIT: A percentage of license renewal applications will be randomly selected for audit. If selected, you must submit copies of certificates or other acceptable proof that you satisfied the continued competency requirements as you have stated on this renewal application. You are required to save your documents for at least three years so you can respond to audits. Licensees unable to comply with the audit are subject to disciplinary license action.

NOTE: CERTIFICATION COURSES SUCH AS CPR AND FIRST AID ARE NOT ACCEPTABLE FOR CE CREDIT HOURS

STATEMENT OF COMPLIANCE
BY CHECKING THE APPROPRIATE BOX BELOW, YOU ARE CERTIFYING YOUR COMPLIANCE WITH THE CONTINUING
COMPETENCY REQUIREMENTS IN ARTICLE 6 OF 12 AAC 54

If your renewal application is POSTMARKED BY JUNE 30, 2008, complete this section:

(Read carefully and check the box below that fits your situation)

LICENSE #s 001-1847 - I certify that I have successfully completed the required hours of continuing education required for the license being renewed (24 hours for occupational therapist or 12 hours for occupational therapy assistant) **and** provided the required 60 hours of occupational therapy services (or allowed alternatives to occupational therapy services) in accordance with 12 AAC 54 during the concluding licensing period of July 1, 2006 through June 30, 2008.

LICENSE #s 1848 and above (licensed less than 12 full months) - I certify that I have successfully completed the hours of continuing education required for the license being renewed (12 hours for occupational therapist or 6 hours for occupational therapy assistant) **and** provided the required 60 hours of occupational therapy services (or allowed alternatives to occupational therapy services) in accordance with 12 AAC 54 between July 1, 2007 through June 30, 2008.

LATE RENEWAL APPLICANTS

If your renewal application is POSTMARKED AFTER JUNE 30, 2008, complete this section:

(Read carefully and check the box below that fits your situation)

Even though I am submitting my application after June 30, 2008, I successfully completed the continuing education and required hours of professional practice during the concluding licensing period of July 1, 2006 through June 30, 2008, and have checked the appropriate box above to certify the method in which I meet the continuing education requirements. (Note: be sure to check the appropriate box above that meets your situation.)

I certify that I did not complete the continuing competency requirements during the concluding licensing period of July 1, 2006 through June 30, 2008. However, as allowed under 12 AAC 02.965 I successfully completed the required continuing education on or after July 1, 2008 but prior to submitting this renewal application and have attached copies of the certificates verifying I completed this education.

NOTE: If any of the situations described above do not fit your situation, attach a letter of explanation.

By my signature below, I certify that the information furnished in this application is true and correct. If audited, I understand that I must provide documentation that verifies I meet the continuing education and occupational therapy services activity as claimed.

Signature

Date: _____

WARNING: AS 08.84.140. Penalty for fraud in obtaining license.

A person who willfully makes a false oath or affirmation or who attempts to obtain a license by a fraudulent representation is guilty of a class B misdemeanor.

Did you sign, date, check each box as required and complete all required sections of this form?

This form will be rejected if not properly completed.

NAME CHANGE	If you have had a legal name change since your last license was issued, enclose a certified true copy of the legal document (marriage certificate, divorce decree, etc.) as proof of the change.
EXPIRED LICENSES	There is no "inactive" license status. If you choose not to renew your license before it expires, you may renew the license at a later date only after satisfying the requirements in Article 6 or 8 of 12 AAC 54. Licenses which have expired more than five years cannot be renewed.
SOCIAL SECURITY NUMBERS	In accordance with AS 08.01.100, the department is not authorized to renew a license, unless the applicant's social security number has been provided to the department. If you do not have a United States Social Security Number, contact the division.
PAYMENT OF CHILD SUPPORT AND STUDENT LOANS	If the Alaska Commission on Postsecondary Education has determined you are in loan default, or if the Alaska Child Support Services Division has determined you are in arrears on child support, you will be issued a nonrenewable, temporary certificate valid for 150 days. Contact Child Support Enforcement at (907) 269-6657 if your last name begins with A through M; contact (907) 269-6845 if your last name begins with N through Z, or 1-800-478-3300 to resolve payment issues. Contact the Post-Secondary Education office at 1-888-441-2961 to resolve payment issues.
PUBLIC INFORMATION	Please be aware that all information on this renewal form will be available to the public, unless required to be kept confidential by state or federal law. Licensee information, including mailing addresses, is available on the division's website at www.commerce.state.ak.us/occ under "Professional License Search."
BUSINESS LICENSES	Renewal applications for business licenses are processed separately. For more information about business licenses, call (907) 465-2550.

NOTIFICATION OF PROPOSED REGULATION CHANGES

If you would like to receive notice of all proposed State Physical Therapy and Occupational Therapy Board regulation changes, please send a written request adding your name to the State Physical Therapy and Occupational Therapy Board Interested Parties List to:

REGULATIONS SPECIALIST
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, Alaska 99811-0806

ARTICLE 6.
OCCUPATIONAL THERAPY LICENSE RENEWAL
AND CONTINUING COMPETENCY REQUIREMENTS.

Section

- 700. Occupational therapy license renewal requirements**
- 705. Required continuing occupational therapy professional practice and alternatives**
- 710. Occupational therapy continuing education requirements**
- 715. Approved occupational therapy courses and activities**
- 720. Audit of occupational therapy continuing competency requirements**

12 AAC 54.700. OCCUPATIONAL THERAPY LICENSE RENEWAL REQUIREMENTS. An applicant for renewal of an occupational therapist license or an occupational therapy assistant license shall submit

- (1) a complete renewal application on a form prescribed by the board;
- (2) the license renewal fee established in 12 AAC 02.320;
- (3) proof of continuing competency by submitting documentation verifying that the applicant has completed
 - (A) the continuing occupational therapy professional practice requirements or an alternative under 12 AAC 54.705; and
 - (B) the continuing education contact hours required under 12 AAC 54.710; and
- (4) a completed jurisprudence questionnaire prepared by the board covering the provisions of AS 08.84 and this chapter.

12 AAC 54.705. REQUIRED CONTINUING OCCUPATIONAL THERAPY PROFESSIONAL PRACTICE AND ALTERNATIVES.

- (a) An applicant for renewal of an occupational therapist or occupational therapy assistant license shall document
 - (1) having provided occupational therapy services for at least 60 hours during the concluding licensing period; or
 - (2) successful completion during the concluding licensing period of one of the following:
 - (A) the applicable of the following certification examinations sponsored by the National Board for Certification in Occupational Therapy:
 - (i) for an occupational therapist, the Certification Examination for Occupational Therapist, Registered; or
 - (ii) for an occupational therapy assistant, the Certification Examination for Certified Occupational Therapy Assistant;
 - (B) in addition to the contact hours of continuing education required under 12 AAC 54.710, 40 contact hours of continuing education that is consistent with the requirements of 12 AAC 54.710 - 12 AAC 54.720;
 - (C) a review course sponsored by a school of occupational therapy approved by the American Occupational Therapy Association; or
 - (D) an occupational therapy internship of 150 hours approved by the board.

(b) If an applicant for renewal is uncertain whether the applicant's work or volunteer experience will constitute occupational therapy services under this section, the applicant may request board approval before submitting the application for license renewal.

(c) In this section, "occupational therapy services" includes work and volunteer service under a position title other than occupational therapist or occupational therapy assistant if the applicant documents that the position required the use of occupational therapy skills recognized by the board.

Editor's note: Information on certification examinations in occupational therapy may be obtained from the National Board for Certification in Occupational Therapy, 800 South Frederick Avenue, Suite 200, Gaithersburg, MD 20877-4150. Information on approved schools of occupational therapy may be obtained from the American Occupational Therapy Association, P. O. Box 31220, Bethesda, MD 20824.

12 AAC 54.710 OCCUPATIONAL THERAPY CONTINUING EDUCATION REQUIREMENTS. (a) An applicant for renewal of an occupational therapist license who has been licensed for

(1) 12 months or more of the concluding licensing period must have completed 24 contact hours during that licensing period;

(2) less than 12 months of the concluding licensing period must have completed 12 contact hours of continuing education during that licensing period.

(b) An applicant for renewal of an occupational therapy assistant license who has been licensed for

(1) 12 months or more of the concluding licensing period must have completed 12 contact hours of continuing education during that licensing period;

(2) less than 12 months of the concluding licensing period must have completed six contact hours of continuing education during that licensing period.

(c) For the purposes of this section,

(1) one "contact hour" equals a minimum of 50 minutes of instruction;

(2) one continuing education unit awarded by a professional health care association equals 10 contact hours;

(3) one academic semester credit hour equals 15 contact hours; and

(4) one academic quarter credit hour equals 10 contact hours.

(d) *Repealed 5/21/97.*

(e) An applicant for renewal is responsible for maintaining adequate and detailed records of all continuing education contact hours claimed and shall make the records available to the board upon request under 12 AAC 54.720. Records must be retained for three years from the date the contact hours were obtained.

12 AAC 54.715. APPROVED OCCUPATIONAL THERAPY COURSES AND ACTIVITIES. (a) The following continuing education activities are approved for continuing education credit if they meet the requirements of (c) of this section:

(1) courses recognized by the

(A) Alaska Occupational Therapy Association;

(B) American Occupational Therapy Association;

(C) World Federation of Occupational Therapy;

(D) the National Board of Certification in Occupational Therapy (NBCOT);

(E) other state occupational therapy associations; or

(F) other state occupational therapy licensing boards;

(2) continuing education activities sponsored by a professional organization or university approved by the Alaska Occupational Therapy Association or the American Occupational Therapy Association.

(b) If an applicant for renewal is uncertain whether a particular continuing education opportunity will meet the standards of this section, the applicant may request board approval before claiming those contact hours.

(c) To be accepted by the board, a continuing education course or activity must contribute directly to the professional competency of an occupational therapist or occupational therapy assistant and must be directly related to the skills and knowledge required to implement the principles and methods of occupational therapy.

12 AAC 54.720. AUDIT OF OCCUPATIONAL THERAPY CONTINUING COMPETENCY REQUIREMENTS. (a) After each renewal period the board will, in its discretion, audit renewal applications to monitor compliance with the continuing competency requirements of 12 AAC 54.700 - 12 AAC 54.720.

(b) A licensee selected for audit shall, within 30 days after the date of notification, submit documentation that verifies completion of the contact hours claimed under 12 AAC 54.710 and occupational therapy service hours or an alternative required under 12 AAC 54.705.

(c) Refusal to cooperate with an audit will be considered an admission of an attempt to obtain a license by material misrepresentation under AS 08.84.120(a)(1).

Name: _____

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
State Physical Therapy and Occupational Therapy Board
P.O. Box 110806
Juneau, Alaska 99811-0806
E-mail: license@alaska.gov

**JURISPRUDENCE QUESTIONNAIRE
FOR OCCUPATIONAL THERAPY APPLICANTS**

All renewal applicants must complete the following questionnaire. The most current version of the Board's statute and regulation booklet may be downloaded from www.commerce.state.ak.us/occ/pphy.htm. If you are unable to access the booklet on the Board's website, contact the Division and a copy will be mailed to you.

The questions cover the provisions of AS 08.84 and 12 AAC 54 (the board's specific statutes and regulations). **Portions of AS 08.01 (centralized statutes) may also be referenced.** The answers to the questions will be found by reviewing the statute and regulation booklet published by the board. Please use the booklet to determine the correct answer for each question. Check correct answers and cite the statute or regulation where the answer is found. The questionnaire will not be graded. If you fail to mark an answer or cite the law your application for licensure will be considered incomplete and the questionnaire will be returned to you for completion.

Mark the letter of the best answer for all items

AND

Cite the statute or regulation from which you obtained your answer

1. A board may take the following actions singularly or in combination as a disciplinary action
 - a. permanently revoke a license → Cite Statute AS 08.84. _____
 - b. suspend a license for a specified period of time → Cite Statute AS 08.01. _____
 - c. impose a civil fine not to exceed \$5,000.00
 - d. all of the above

2. An individual who practices without the appropriate license (including practicing with a lapsed license) is guilty of a
 - a. class A misdemeanor → Cite Statute AS 08.84. _____
 - b. felony
 - c. class B misdemeanor
 - d. class C misdemeanor

3. The Board of Physical Therapy and Occupational Therapy consists of 7 members: One physician licensed in Alaska, three Alaska licensed physical therapists or two Alaska licensed physical therapists and one Alaska licensed physical therapy assistant, two Alaska licensed occupational therapists or one Alaska licensed occupational therapist and one Alaska licensed occupational therapy assistant and one lay person with no direct financial interest in the health care industry.
 - a. true → Cite Statute AS 08.84. _____
 - b. false

4. The scope of practice for an occupational therapist or occupational therapy assistant includes the practice of medicine, osteopathy, chiropractic, or other methods of healing.
 - a. true → Cite Statute AS 08.84. _____
 - b. false

Name: _____

5. Can a licensee continue to treat patients once their license has lapsed, been suspended or revoked?
- a. yes → Cite Statute AS 08.84. _____
- b. no
6. Records of continuing education must be retained from the date of completion for
- a. 3 years → Cite Regulation 12 AAC 54. _____
- b. 7 years
- c. 2 years
- d. 5 years
7. It is the responsibility of the _____ to notify the Division of Corporations, Business and Professional Licensing when a change in address occurs for a licensee.
- a. employer → Cite Regulation 12 AAC 54. _____
- b. direct supervisor
- c. licensee
- d. all of the above
8. A licensee selected for audit of continuing competency requirements shall submit substantiating documentation within _____ after the date of notification by the division.
- a. 60 days → Cite Regulation 12 AAC 54. _____
- b. 30 days
- c. 90 days
- d. 120 days
9. The license or permit or a copy of the license or permit must be _____.
- a. kept with the practicing therapist at all times → Cite Regulation 12 AAC 54. _____
- b. posted somewhere in the place of business
- c. posted in a conspicuous location in the licensee's primary place of business
- d. kept in the personnel file of the licensee or permit holder
10. An occupational therapist or occupational therapy assistant licensee that wishes to renew their license must be able to provide proof of earning _____ hours of continuing education.
- | <u>OT</u> | <u>OTA</u> | → Cite Regulation 12 AAC 54. _____ |
|-----------|------------|------------------------------------|
| a. 20 | a. 24 | |
| b. 16 | b. 20 | |
| c. 24 | c. 10 | |
| d. 28 | d. 12 | |

Name: _____

11. An occupational therapy assistant shall be supervised by an occupational therapist. The minimum times per month the supervising therapist must be physically present while the assistant implements a treatment plan with a patient is
- a. three times per month → Cite Regulation 12 AAC 54. _____
 - b. once per month
 - c. four times per month
 - d. two times per month
12. To maintain current licensure in this state, licensees shall document having provided occupational therapy services for at least _____ hours during the concluding licensing period.
- a. 120 → Cite Regulation 12 AAC 54. _____
 - b. 60
 - c. 320
 - d. 180
13. An occupational therapist or occupational therapy assistant applicant by examination who holds a temporary permit must practice under the supervision of a licensed occupational therapist.
- a. true → Cite Regulation 12 AAC 54. _____
 - b. false
14. To be accepted by the board, a continuing education course or activity must contribute directly to the professional competency of an occupational therapist or occupational therapy assistant and must be directly related to the skills and knowledge required to implement the principles and methods of occupational therapy.
- a. true → Cite Regulation 12 AAC 54. _____
 - b. false
15. Occupational Therapists must adhere to the "Occupational Therapy Code of Ethics" published by the American Occupational Therapy Association.
- a. true → Cite Regulation 12 AAC 54. _____
 - b. false
16. Occupational Therapy Assistants must adhere to the "Occupational Therapy Code of Ethics" published by the American Occupational Therapy Association.
- a. true → Cite Regulation 12 AAC 54. _____
 - b. false

Name: _____

17. Refusal to cooperate with a continuing education audit will be considered an admission of an attempt to obtain a license by material misrepresentation.
- a. true → Cite Regulation 12 AAC 54. _____
b. false
18. In order for an occupational therapist or occupational therapy assistant to obtain licensure, they must provide proof of initial certification with:
- a. AOTA → Cite Regulation 12 AAC 54. _____
b. WFOT
c. NBCOT
d. AkOTA
19. An occupational therapist applicant who has been issued a temporary permit prior to taking the national examination may continue to practice under that temporary permit even if the occupational therapist applicant fails the examination.
- a. true → Cite Statute AS 08.84. _____
b. false
20. The Board of Physical Therapy and Occupational Therapy must meet at least
- a. four times per year → Cite Regulation 12 AAC 54. _____
b. six times per year
c. as often as necessary to conduct business
d. two times per year
21. Failure to cite the statute or regulation in the right hand column for each of the question 1 through 20 will result in the following:
- a. Your application will be incomplete.
b. Your application will be returned to you for completion.
c. Your license will not be renewed until your application is complete.
d. You will not be able to treat patients until your application is complete and your license is issued.
e. All of the Above.

DID YOU REMEMBER TO CHECK EACH ANSWER AND TO CITE THE APPROPRIATE STATUTE OR REGULATION?



State of Alaska
 Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional Licensing
 PO Box 110806, Juneau, Alaska 99811-0806
 Phone: (907) 465-2550
 Fax: (907) 465-2974

OFFICE USE ONLY

CREDIT CARD PAYMENT

For security purposes, please **do not email** credit card information. Fax or mail this form to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

Name of Applicant or Licensee: _____
Corporate or Individual (first, middle, last)

License Number (if applicable): _____

Type of License: _____

I wish to make payment by credit card for the following:
(check all that apply)

- | | Amount |
|---|--------|
| <input type="checkbox"/> Application fee | _____ |
| <input type="checkbox"/> License (or renewal) fee | _____ |
| <input type="checkbox"/> Fine | _____ |
| <input type="checkbox"/> Other (specify): _____ | _____ |

Total: _____

Print Name on Credit Card: _____

Complete Mailing Address: _____

Telephone Number: _____

Signature of Credit Card Holder: _____

Credit Card Type (check one): VISA MASTERCARD

Card Number: _____

Please provide the 3-digit security code number from the back of the card: _____

Expiration Date: _____