

NBCOT® CERTIFICATION RENEWAL ACTIVITIES

ID 55 rev113021

Competency Assessment Units

ID#	Activity	CAU Value	Max units per 3-year cycle	Verification Documentation
1	In the NBCOT Navigator, take the Ethics Case Simulation to assess knowledge of real-world examples of ethical violations.	1.25 units	1.25 units	Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
2	In the NBCOT Navigator, take an OTR Practice Assessment to demonstrate knowledge in a focused area of practice.	1.5 – 2 units (depending on assessment)	5.5 units	Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
3	In the NBCOT Navigator, take a COTA Practice Assessment to demonstrate knowledge in a focused area of practice.	1.5 – 2 units (depending on assessment)	5 units	Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
4	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 of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
5	In the NBCOT Navigator, complete a Case Simulation and assess practice knowledge by interacting with a virtual client.	0.5 unit per case	9 units	Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
6	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	4 units	Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
7	In the NBCOT Navigator, complete a PICO exercise to assess implementation of the PICO (P atient/ P roblem, I ntervention, C omparison, O utcome) process in order to integrate evidence-based research into practice.	0.5 unit per PICO exercise	2 units	Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
8	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. <i>(For OTR only.)</i>	0.25 per tool	1.25 units	Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)

9	In the NBCOT Navigator, used Management Challenge to assess your skills to manage the day-to-day operations of an outpatient rehabilitation facility, including the demands of scheduling, staffing, billing, and unexpected events. <i>(For OTR only.)</i>	1 unit per tool	1 unit	Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
10	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	4 units	Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)
11	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). <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).
12	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
13	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.
14	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 forms as verification. 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.

15	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 forms as verification. 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.
16	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	18 units	Letter from an organization verifying hours and outcomes of volunteer service along with completed Volunteering Log available at www.nbcot.org .
17	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.
18	Mentor an OT colleague or other professional to improve skills of the protégé, including role as a disciplinary monitor. (<i>Mentor must be currently certified with NBCOT.</i>)	2 hours = 1 unit	18 units	Goals, objectives, and analysis of mentee performance. Mentoring Guidelines & Log available at www.nbcot.org .

Workshops/Courses/Independent Learning

19	Attend employer-provided workplace continuing education (may include CPR training). Does not include new staff orientation and/or annual mandatory workplace trainings (e.g., HIPPA, Fire Safety, Resident Rights). The same course/activity may be claimed only once for PDU per renewal cycle.	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>Please do not submit sign-in sheets as they will not be accepted.</i>
20	Attend workshops, seminars, lectures, professional conferences, or online courses that are approved by one of the following: <ul style="list-style-type: none"> Regionally accredited college/university State regulatory board for licensure renewal Continuing-education providers (e.g., state associations, continuing-education companies) Third party entity The same workshop may be claimed only once for PDU per renewal cycle.	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>Please do not submit sign-in sheets as they will not be accepted.</i>

21	<p>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:</p> <ul style="list-style-type: none"> • AOTA; • AOTA-approved providers; • IACET-authorized providers; • Regionally accredited colleges/universities. <p>The same workshop may be claimed only once for PDU per renewal cycle.</p>	1 hour = 1.25 units	36 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).
22	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 www.nbcot.org .
23	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. <i>Transcript should only be submitted only if requested by NBCOT, if audited, or when submitting a Reinstatement application.</i>
24	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 www.nbcot.org .
25	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 www.nbcot.org .

Knowledge Dissemination

26	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	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.
27	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.

28	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 #26.	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.
29	Provide professional in-service training, instruction, or guest lecture as a primary or co-presenter for 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.
30	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 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.
31	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	36 units	Copy of published article.
32	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	36 units	Copy of published article.
33	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.
34	Primary or co-author of chapter in practice area-related professional textbook.	1 chapter = 10 units	36 units	Copy of published OR letter from editor.
35	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.