

**NBCOT**<sup>®</sup> | National Board for  
Certification in  
Occupational Therapy

Occupational Therapist Registered OTR<sup>®</sup>  
Certified Occupational Therapy Assistant COTA<sup>®</sup>

# Certification Renewal Handbook

NBCOT<sup>®</sup> Certification  
Programs are accredited by



# Certification Renewal Handbook

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AOTCB/NBCOT Certification Renewal - ID46 rev 012522

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# INTRODUCTION

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

NBCOT strives to serve the public interest in its diversity by advancing just, equitable, and inclusive client care and professional practice through evidence-based certification practices and the validation of knowledge essential for effective and safe practice in occupational therapy. NBCOT envisions certified occupational therapy professionals providing just, equitable, inclusive, and 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).

## NBCOT MISSION STATEMENT

*NBCOT strives to serve the public interest in its diversity by advancing just, equitable, and inclusive client care and professional practice through evidence-based certification practices and the validation of knowledge essential for effective and safe practice in occupational therapy.*

## 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](http://www.nbcot.org), email [recert@nbcot.org](mailto:recert@nbcot.org), or phone (301) 990-7979.

## CERTIFICATION RENEWAL

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Initial certification is just the beginning of your professional journey with NBCOT. Underpinning our mission to serve the public interest, it is our belief that certification is a lifelong tool for the continuous professional development of the certified occupational therapy practitioner. We are a resource for your professional development throughout your career, offering you the tools you need to advance your competence and prepare for new professional challenges. Certification renewal recognizes that the Occupational Therapist Registered (OTR®) or Certified Occupational Therapy Assistant (COTA®) has met a national standard for professionalism and promotes continued professional development. We believe that continually supporting your practice has long-term benefits for all stakeholders.

The certification renewal requirement and tools were developed using the *NBCOT Ongoing Professional Practice Content Outline* with input from key stakeholder groups including practitioners, employers, and regulators.

## YOUR CREDENTIAL STATUS

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**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 OTR or 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 submit a *Retired in Good Standing* request. Once the request has been processed, retired certificants can identify themselves to the public as an OTR, Retired or COTA, Retired. These individuals can use "OTR, Retired" or "COTA, Retired" after their name.

**Expired:** Individuals who do not satisfy the NBCOT certification renewal requirement by their scheduled renewal date are Expired and CANNOT 1) identify themselves to the public as an OTR or COTA or 2) use the OTR or COTA credential after their name.

# WHEN TO RENEW YOUR CERTIFICATION

Certificants who complete all certification renewal requirements by their scheduled renewal date will be granted Active in Good Standing certification status for a 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 Expired. An individual who has an Expired certification cannot use the OTR or COTA certification marks.

## CERTIFICATION RENEWAL REQUIREMENTS & TOOLS

### ACCRUING THE CERTIFICATION RENEWAL REQUIREMENTS

Certificants must accrue at least 36 units during their renewal cycle. Units can be obtained through a combination of competency assessment units (CAUs) and professional development units (PDUs). Accepted activity types are listed on the [Certification Renewal Activities Chart](#).

Certificants who renewed their certification in 2019 are permitted to carry over up to 10 units earned during their 2016–2019 renewal cycle, provided that the 10 units were in excess of the 36 units required for their 2019 certification renewal.

If audited, certificants must provide documentation from the previous cycle (2016–2019) to show the excess units being carried forward.

### HOW TO CONVERT UNITS 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 through their MyNBCOT account under Renewal Log.

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) <b>with an assessment component at the end of the program</b> (scored test, project, paper) provided by AOTA; AOTA-approved providers; IACET-authorized providers; or regionally accredited colleges or universities	=	1.25 PDU
1 Competency Assessment Unit (CAU)	=	1 Contact Hour or 1 PDU

\*Please Note: NBCOT adheres to the CEU definition defined by the International Association for Continuing Education and Training (IACET) of 1 CEU = 10 Contact Hours.

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 (CAUs) 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 Navigator through their MyNBCOT account on [www.nbcot.org](http://www.nbcot.org). Occupational therapists and therapy assistants can use the tool suite to prepare for certification renewal, accrue CAU, and stay current in their practice areas year-round.

Navigator highlights 15 different primary practice areas:

- ★ Acute Care
- ★ Administration and/or Management
- ★ Developmental Disability
- ★ Geriatrics/Productive Aging
- ★ Health and Wellness
- ★ Home Health
- ★ Mental Health
- ★ OT Education and/or Research
- ★ Orthopedics
- ★ Pediatrics (clinic-based, early intervention)
- ★ Pediatrics (school system)
- ★ Rehabilitation (inpatient)
- ★ Rehabilitation (outpatient)
- ★ Skilled Nursing
- ★ Work and Industry

### Navigator Tools:

- ★ Case Simulations
- ★ Management Challenge
- ★ Mini Practice Quizzes
- ★ Orthotic Builder
- ★ OT Knowledge Library
- ★ Physical Agent Modalities (PAMs)
- ★ PICO
- ★ Practice Assessments

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

### DID YOU KNOW?

*Units earned through Navigator are also accepted by the **following states** toward their licensure renewal requirements.*

## NBCOT CERTIFICANT ATTESTATION

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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.

I agree to disclose any criminal, legal, or other disciplinary matters within sixty (60) days of any such matter per the NBCOT 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

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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 code of conduct.

Certificants or certification applicants who do not meet the code of conduct standards are subject to the *Procedures for the Enforcement of the NBCOT 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 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 standards of personal and professional conduct required for eligibility for both initial and continued certification, i.e., OCCUPATIONAL THERAPIST REGISTERED OTR® (OTR) henceforth OTR, and CERTIFIED OCCUPATIONAL THERAPY ASSISTANT COTA® (COTA) henceforth COTA. Where the term "certificant" is used, the term "applicant or candidate" is included in its scope.

It is vital that NBCOT certifiants 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 certifiants 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.

## Principle 1

Certifiants shall provide accurate, truthful, and timely representations to NBCOT, including, but not limited to:

- The submission of information on the exam application, certification renewal applications, or the renewal audit form;
- Answers to character review questions and, once certified, the disclosure of any criminal, legal, or other disciplinary matters within 60 days of any such matter;
- The submission of information requested by NBCOT for alleged violations of NBCOT's policies, requirements and standards. Certifiants shall cooperate with NBCOT concerning investigations and requests for relevant information; and
- The submission of information regarding his/her credential(s), professional license(s) and/or education.

## Principle 2

Certifiants shall abide by all exam-related security policies including, but not limited to those involving copying or removing exam content and accessing prohibited devices or materials during their exam.

## Principle 3

Certifiants 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

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

## Principle 5

Certifiants shall not have been convicted of a serious crime.

## Principle 6

Certifiants 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

Certifiants 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

Certifiants 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

Certifiants 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.

# THE RENEWAL APPLICATION

The application consists of five sections:

- **Background information**—The certificant must enter all information requested related to their background. They may also request a name change, if needed.
- **Character review**—The certificant must answer all of the questions listed under the character review section. If a certificant answers "Yes" to any of the questions, they will be contacted for additional information as a review must be completed before the renewal application may be approved.
- **Renewal information**—The certificant must verify that they have completed the renewal requirements within the last three years. They will also need to choose **one** primary area of practice and indicate the number of units that directly relate to that area. If the certificant has a minimum of 24 units that directly relate to their Practice Area of Emphasis (PAE)\*, they will have the option to have it printed on their certificate.

*\*Please note, recording a Practice Area of Emphasis on the certificate does not connote a specialty certification or advanced practitioner certification.*



- **Practice information**—The certificant will answer questions pertaining to their practice.
- **Signature and attestation**—The certificant must read, sign, and date the [attestation statement](#).

## HOW TO RENEW YOUR CERTIFICATION

### RENEWING WITHIN RENEWAL YEAR

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

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.

## THE REINSTATEMENT PROCESS

Certificants who do not renew their certification within their renewal year must apply for reinstatement and be approved prior to using the OTR or COTA credential.

### Renewing Within One Missed Renewal Period

**Sally renewed her certification on time in 2015. At the end of 2017, Sally elects to take a career break and decides not to renew her certification when it is due in 2018. In January 2021, she wishes to renew her certification. To renew, she would have to do the following:**

- Attain at least 30 units within the last three years from any category listed under the Professional Development Activities section of the of the [NBCOT Certification Renewal Activities Chart](#).
- Complete the **General Practice Self-Assessment** and print off the score report page.
- Submit the completed *Reinstatement of Certification Application* and chart, the Self-Assessment score page, copies of verification documentation that support the activities listed on the chart, and the fee of \$125.
- After the application, documentation, and payment have been received, NBCOT will grant access to the NBCOT Navigator®.
- Complete six competency assessment units (CAUs) through Navigator.
- Once the six CAUs have been completed, the application will be reviewed.

### Renewing After Two Missed Renewal Periods

**Brian does not renew his certification when it is due in 2018. In July 2022, Brian wishes to renew his certification. To renew, he would have to do the following:**

- Attain at least 12 units from ID #s 20, 21, and/or 23 on the [Certification Renewal Activities Chart](#).
- Attain at least 12 units from any of the categories listed under the Professional Development Activities section on the [Certification Renewal Activities Chart](#).
- Submit a completed *Reinstatement of Certification Renewal Application* and reinstatement chart, copies of verification documentation that support the activities listed on the chart, and the fee of \$175.
- After the application, documentation, and payment have been received, NBCOT will grant access to the NBCOT Navigator®.
- Complete 12 competency assessment units (CAUs) through Navigator.
- Once the 12 CAUs have been completed, the application will be reviewed.

The Reinstatement of Certification Renewal application is available to Expired certificants in their **MyNBCOT account**.

Beginning January 1, 2027, any individual who has allowed their certification to lapse for three or more cycles must complete the following steps to reinstate their certification with NBCOT:

- Submit a completed Reinstatement of Certification Examination application and the fee of \$515.
- Undergo a background check.
- Pass the current entry-level NBCOT certification examination.

A reinstatement application is valid for four months from date of initial submission. NBCOT will notify the certificant within 20 business days of receipt of the completed application on the status. If the application is not approved, the certificant will be advised of the deficiencies and the measures available for rectifying them. Applicants who do not address the deficiencies within that time will need to submit a new reinstatement application and fee in order to complete the renewal process. **Note: The original application fee is non-refundable.**

## FEE SCHEDULE AT A GLANCE

Online Certification Renewal Fee	\$65
Paper Certification Renewal Fee	\$75
Late Fee (applications submitted AFTER March 31 of the scheduled renewal year)*	\$25
Reinstatement of Certification Renewal Application Fee (within one missed renewal cycle)	\$125
Reinstatement of Certification Renewal Application Fee (outside one missed renewal cycle)	\$175
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 YOUR CERTIFICATION

Certificants should allow up to three to four 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 weeks should email NBCOT at [recert@nbcot.org](mailto: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 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

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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 units. Certificants should maintain all of their documentation for one 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 Expired. Expired certification means an individual cannot use the OTR or COTA certification marks. In order to regain certification, a reinstatement application would need to be submitted. (See [page 9](#).)

## ACTIVE-DUTY MILITARY PERSONNEL

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

## SPECIAL CIRCUMSTANCE

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Certification renewal candidates who have experienced exceptional personal or medical circumstances impacting the ability to accrue units during the renewal cycle should contact NBCOT before March 31 of their renewal year. NBCOT will review requests for renewal with special circumstance on a case-by-case basis. Please send an email to [recert@nbcot.org](mailto:recert@nbcot.org) with a brief explanation outlining the reason(s) for your request.

## APPEALS PROCEDURE

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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) 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**  
**One Bank Street, Suite 300**  
**Gaithersburg, MD 20878**

## CERTIFICATION INFORMATION AND UPDATES

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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 should be updated through the certificant's MyNBCOT account.

## STILL HAVE QUESTIONS?

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Additional information and resources on the certification renewal process can be found at [www.nbcot.org](http://www.nbcot.org) under the Certificants tab. Any additional questions can be directed to [recert@nbcot.org](mailto:recert@nbcot.org).

# APPENDIX

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## CERTIFICATION RENEWAL ACTIVITIES CHART

# 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 <b>Ethics Case Simulation</b> 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 <b>OTR Practice Assessment</b> 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 <b>COTA Practice Assessment</b> 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 <b>Mini Practice Quiz</b> 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 <b>Case Simulation</b> 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 <b>OT Knowledge Library</b> , 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 <b>PICO</b> exercise to assess implementation of the PICO ( <b>P</b> atient/ <b>P</b> roblem, <b>I</b> ntervention, <b>C</b> omparison, <b>O</b> 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 <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	1.25 units	Certificate of completion provided through Navigator. (Units will be automatically entered into Certification Renewal Log.)



9	In the NBCOT Navigator, used <b>Management Challenge</b> 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 <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	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 <b>NBCOT Self-Assessment</b> 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) <i>(see above)</i> 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. <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.

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. <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.
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 <a href="http://www.nbcot.org">www.nbcot.org</a> .
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 <a href="http://www.nbcot.org">www.nbcot.org</a> .

## 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 <b>only once</b> 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"> <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	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"> <li>• AOTA;</li> <li>• AOTA-approved providers;</li> <li>• IACET-authorized providers;</li> <li>• Regionally accredited colleges/universities.</li> </ul> <p>The same workshop may be claimed <b>only once</b> 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	<p>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.</p>	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> .
23	<p>Successfully complete academic coursework. Course must relate to practice area.</p>	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. <b>Transcript should only be submitted only if requested by NBCOT, if audited, or when submitting a Reinstatement application.</b>
24	<p>Receive mentoring from a currently certified occupational therapy practitioner or other professional in good standing to improve the skills of the protégé.</p>	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> .
25	<p>Participate in a professional study group/online study group designed to advance knowledge through active participation.</p>	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>Knowledge Dissemination</b>				
26	<p>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.</p>	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	<p>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.</p>	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.

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