**Section 1315.145 Continuing Education**

a) Continuing Education (CE) Hour Requirements

Continuing education requirements under this Section are intended to help safeguard public health, safety, welfare, and quality outcomes. CE must be related to a licensee's current or anticipated roles and responsibilities in occupational therapy and must directly or indirectly serve to protect the public by enhancing the licensee's continuing competence.

1) Every occupational therapist and occupational therapy assistant shall complete 24 contact hours of CE relevant to the practice of occupational therapy during each prerenewal period as a condition of renewal. A prerenewal period is the 24 months preceding December 31 in the year of the renewal. 24 contact hours of CE is equivalent to 12 units of Continued Competency Activities (CCA) (2 contact hours = 1 unit).

2) In each renewal period, one contact hour shall include a course in ethics.

3) In each renewal period, one contact hour shall include a course in sexual harassment prevention training (see 20 ILCS 2105/2105-15.5 and 68 Ill. Adm. Code 1130.400).

4) In each renewal period, one contact hour shall include a course on implicit bias awareness training (see 20 ILCS 2105/2105-15.7 and 68 Ill. Adm. Code 1130.500).

5) In each renewal period, one contact hour shall include a course on dementia recognition training, which shall only apply to licensees *who provide health care services to, and have direct patient interactions with, adult populations age 26 or older in the practice of* the licensee's *profession.* [20 ILCS 2105/2105-365]

6) A CE contact hour equals 50 minutes. After completion of the initial CE hour, credit may be given in one-half hour increments.

7) Courses that are part of the curriculum of an accredited university, college or other educational institution shall be allotted CE credit at the rate of 15 CE hours for each semester hour or 10 CE hours for each quarter hour of school credit awarded. There is no restriction on the amount of CE hours that can be earned in this manner per renewal period.

8) A renewal applicant is not required to comply with CE requirements for the first renewal following the original issuance of the license.

9) Individuals licensed in Illinois but residing and practicing in other states must comply with the CE requirements set forth in this Section.

10) CE credit hours used to satisfy the CE requirements of another state may be submitted for approval for fulfillment of the CE requirements of the State of Illinois if they meet the requirements for CE in Illinois.

11) Credit shall not be given for courses taken in Illinois from unapproved sponsors.

b) Approved Continuing Education

1) All CE activities shall:

A) Be relevant to the advancement, extension and enhancement of professional clinical skills and scientific knowledge in the practice of occupational therapy or fulfilling the other professional roles of an occupational therapist or occupational therapy assistant;

B) Provide experiences that contain scientific integrity, relevant subject matter and course materials; and

C) Be developed and presented by persons with education and/or experience in the subject matter of the program.

2) Regardless of delivery method, all CE hours must be earned by verified attendance or participation in a program that is offered by an approved CE sponsor who meets the requirements set forth in subsection (d), or by other CE activities set forth in subsection (c). This includes distance learning CE courses. Distance learning courses include, but are not limited to, web‑based courses, webinars, moderated teleconferences or audio cassettes, CDs or videos of professional presentations offered by approved sponsors.

c) CE may also be earned from the following activities:

1) Independent Study

A) Independent study activities include, but are not limited to, reading books or journal articles.

B) A licensee may earn contact hours spent in an independent study activity with a maximum of 4 contact hours per renewal period.

C) Documentation shall include title, author, publisher, time spent, and date of completion. A licensee shall include a statement that describes how the activity relates to a licensee's current or anticipated roles and responsibilities.

2) Professional Study Group

A) A licensee may earn up to 12 contact hours per renewal period participating in a professional study group or online study group designed to advance knowledge through active participation.

B) Documentation shall include goals and objectives, summary of the discussion, and dates, times and results of the study group.

3) Mentorship/Participation as a Mentor/Mentee

A) Participation in a formalized mentorship agreement with a mentor as defined by a signed contract between the mentor and mentee that outlines specific goals and objectives and designates the plan of activities that are to be met by the mentee.

B) A mentor/mentee may earn contact hours spent in activities directly related to achievement of goals and objectives with a maximum of 8 contact hours per renewal period.

C) Documentation shall include name of mentor and mentee, copy of signed contract, dates, hours spent in and focus of mentorship activities, and outcomes of mentorship agreement.

4) Fieldwork Educator

A) A licensee, as the primary clinical fieldwork educator for a Level I/Level II OT or OTA fieldwork student or OT/OTA students completing clinical assignments for academic courses, may earn 1 contact hour per week of supervision for each student supervised. A licensee may earn a maximum of 12 contact hours for student supervision per renewal period.

B) Documentation shall include verification provided by the school to the fieldwork educator with the name of student, school, and dates of fieldwork or the signature page of the completed student evaluation form. Evaluation scores and comments should be deleted or blocked out.

C) If student supervision is provided by more than one OT or OTA, each OT or OTA may claim only the hours actually spent in supervision.

5) Doctoral Capstone Experience Mentorship

A) A licensee, as the primary capstone mentor for the doctoral capstone experience for an entry-level Occupational Therapy Doctorate (OTD) student may earn 1 contact hour per week of mentorship for each student supervised. A licensee may earn a maximum of 14 contact hours for student capstone mentorship per renewal period.

B) Documentation shall include verification provided by the school to the capstone mentor with the name of student, school, and dates of the capstone experience or the signature page of the completed student evaluation form. Evaluation scores and comments must not be provided.

C) Only the hours actually spent in supervision by each individual mentor may be claimed with a maximum of 14 hours.

6) Professional Writing

A) First time publication of a professional or non-professional book, chapter, or article. A licensee may earn a maximum per renewal period as follows:

i) 18 hours as an author of a book;

ii) 12 hours as an author of a chapter;

iii) 12 hours as an author of an article in a professional publication;

iv) 6 hours as an author of an article in a non-professional publication;

v) 12 hours as an editor of a book.

B) Documentation shall consist of full reference for publication including: title, author, editor, and date of publication, or copy of acceptance letter if not yet published.

7) Presentation and Instruction

A) First time or significantly revised presentation of an academic course or workshop, seminar, in-service, electronic or Web-based course. Speeches made at luncheons or banquets or any other presentation not within the guidelines of this Part are not eligible for CE credit.

B) A licensee who serves as an instructor, speaker or discussion leader of a CE program will be allowed CE course credit for actual presentation time, plus actual preparation time of up to two hours for each hour of presentation. Preparation time shall not be allowed for presentations of the same course and will only be allowed for additional study or research. In no case shall credit for actual time of presentation and preparation be given for more than 12 hours during any renewal period.

C) Documentation shall include a copy of official program/schedule/syllabus, including presentation title, date, hours of presentation, and type of audience, or verification of the presentation signed by the sponsor.

8) Research

A) Development of or participation in a research project or development of an evidence based project.

B) A licensee may earn credit for hours spent working on a research project or evidence based project, for a maximum of 12 hours per renewal period.

C) Documentation includes verification from the primary investigator indicating the name of the research project or evidence based project, dates of participation, major hypotheses or objectives of the project, and licensee's role in the project.

9) Grants

A) Development of a grant proposal.

B) A licensee may earn credit for hours working on a grant proposal for a maximum of 12 hours per renewal period.

C) Documentation includes name of grant proposal, name of grant source, purpose and objectives of the project, and verification from the grant author regarding licensee's role in the development of the grant if not the author.

10) Professional Meetings and Activities

A) Participation in board or committee work with agencies or organizations in professionally related community based programs to promote and enhance the practice of occupational therapy.

B) A licensee may earn 2 contact hours per appointment on a committee or board for one year for a maximum of 8 hours per renewal period.

C) Documentation includes name of committee or board, name of agency or organization, purpose of service, and description of licensee's role. Participation must be validated by an officer or representative of the organization or committee.

11) Volunteer Service

A) Provide volunteer services that utilize occupational therapy skills and experiences to enhance and/or better the lives of organizations, populations, communities or individuals.

B) A licensee may earn 2 contact hours per 5 hours of volunteer service, for a maximum of 12 hours per renewal period.

C) Documentation includes the name of the agency or organization, purpose of the service, and a description of the licensee's role with dates, hours and outcomes of volunteer service. Participation must be validated by an officer or representative of the organization or agency.

12) Advanced Competence Recognition/Specialty Certification

A) Advanced recognition and/or specialty certification from a nationally recognized certifying body or approved provider.

B) A licensee may earn 12 contact hours for each advanced competence recognition or specialty certification credential earned during a renewal period.

C) Documentation includes certificate of completion or other documentation that identifies satisfactory completion of requirements for obtaining advanced competence or specialty certification.

D) American Occupational Therapy Association (AOTA) approved post-professional clinical residency or fellowship. A licensee may earn 1 contact hour for every 2 hours spent in a clinical residency or fellowship, for a maximum of 24 hours per renewal period.

d) Continuing Education Sponsors and Programs

1) Approved sponsor, as used in this Section, shall mean:

A) American Occupational Therapy Association (AOTA) and its affiliates;

B) American Physical Therapy Association (APTA) and the Illinois Physical Therapy Association (IPTA);

C) AOTA approved sponsors;

D) American Speech and Hearing Association (ASHA) and the Illinois Speech and Hearing Association (ISHA);

E) American Medical Association (AMA) and the Illinois State Medical Society (ISMS) and their affiliates;

F) Colleges, universities, community colleges or institutions with occupational therapy or occupational therapy assistant education programs accredited by the American Council for Occupational Therapy Education (ACOTE).

G) Regionally accredited colleges and universities;

H) American Society of Hand Therapists;

I) Licensed hospitals;

J) State agencies;

K) Educational institutions that provide occupational therapy services, including, but not limited to, public or private primary and secondary schools;

L) Educational associations that offer continuing education opportunities such as the National Educational Association (NEA), Illinois Education Association (IEA);

M) Illinois State Board of Education (ISBE); and

N) Any other person, firm, association, corporation, or group that has been approved and authorized by the Division pursuant to subsection (d)(8) upon the recommendation of the Board to coordinate and present CE courses or programs.

2) Entities seeking a license as a CE sponsor pursuant to subsection (d)(1)(N) shall file a sponsor application, along with the required fee set forth in Section 1315.130. (State agencies, State colleges and State universities in Illinois shall be exempt from paying this fee.) The applicant shall certify to the following:

A) That all courses and programs offered by the sponsor for CE credit will comply with the criteria in subsection (d) and all other criteria in this Section. The applicant shall be required to submit a sample 3 hour CE program with course materials, presenter qualifications and course outline for review prior to being approved as a CE sponsor;

B) That the sponsor will be responsible for verifying attendance at each course or program, and provide a certification of attendance as set forth in subsection (d)(7); and

C) That, upon request by the Division, the sponsor will submit evidence necessary to establish compliance with this Section. This evidence shall be required when the Division has reason to believe that there is not full compliance with the statute and this Part and that this information is necessary to ensure compliance.

3) Each sponsor shall submit by December 31 of each odd numbered year a sponsor application along with the renewal fee set forth in Section 1315.130. With the application, the sponsor shall be required to submit to the Division a list of all courses and programs offered in the prerenewal period, which includes a course description and location, date and time the course was offered.

4) Each CE program shall provide a mechanism for written evaluation of the program and instructor by the participants. The evaluation forms shall be kept for 5 years and shall be made available to the Division upon written request.

5) All courses and programs shall:

A) Contribute to the advancement, extension and enhancement of professional clinical skills and scientific knowledge in the practice of occupational therapy;

B) Provide experiences that contain scientific integrity, relevant subject matter and course materials; and

C) Be developed and presented by persons with education and/or experience in the subject matter of the program.

6) All programs given by approved sponsors shall be open to all licenseesand not be limited to the members of a single organization or group and shall specify the number of CE hours that may be applied toward Illinois CE requirements for licensure renewal.

7) Certificate of Attendance

A) It shall be the responsibility of the sponsor to provide each participant in a program with a certificate of attendance signed by the sponsor. The sponsor's certificate of attendance shall contain:

i) The name and address and license number of the sponsor;

ii) The name of the participant and his/her license number;

iii) A detailed statement of the subject matter;

iv) The number of hours actually attended in each topic;

v) The date of the program; and

vi) Signature of the sponsor.

B) The sponsor shall maintain these records for not less than five years.

8) The sponsor shall be responsible for assuring verified continued attendance at each program. No renewal applicant shall receive credit for time not actually spent attending the program.

9) Upon the failure of a sponsor to comply with any of the foregoing requirements, the Division, after notice to the sponsor and hearing before and recommendation by the Board pursuant to the Administrative Hearing Rules (see 68 Ill. Adm. Code 1110), shall thereafter refuse to accept CE credit for attendance at or participation in any of that sponsor's CE programs until the Division receives reasonably satisfactory assurances of compliance with this Section.

e) Continuing Education Earned in Other Jurisdictions

1) If a licensee has earned CE hours in another jurisdiction from a nonapproved sponsor for which the licensee will be claiming credit toward full compliance in Illinois, that applicant shall submit an application along with a $20 processing fee prior to taking the program or 90 days prior to the expiration date of the license. The Board shall review and recommend approval or disapproval of this program using the criteria set forth in this Section.

2) If a licensee fails to submit an out-of-state CE approval form within the required time, late approval may be obtained by submitting the application with the $20 processing fee plus a $10 per hour late fee not to exceed $150. The Board shall review and recommend approval or disapproval of this program using the criteria set forth in this Section.

f) Certification of Compliance with CE Requirements

1) Each renewal applicant shall certify, on the renewal application, full compliance with CE requirements set forth in subsection (a).

2) The Division may require additional evidence demonstrating compliance with the CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance.

3) When there appears to be a lack of compliance with CE requirements, an applicant will be notified and may request an interview with the Board, at which time the Board may refer the case for disciplinary proceedings.

g) Waiver of CE Requirements

1) Any renewal applicant seeking renewal of a license without having fully complied with these CE requirements shall file with the Division a renewal application, the renewal fee set forth in Section 1315.130, a statement setting forth the facts concerning the non-compliance, and a request for waiver of the CE requirements on the basis of these facts. If the Division, upon the written recommendation of the Board, finds from the affidavit or any other evidence submitted that good cause has been shown for granting a waiver, the Division shall waive enforcement of these requirements for the renewal period for which the applicant has applied.

2) Good cause shall be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable prerenewal period because of:

A) Full-time service in the armed forces of the United States of America during a substantial part of such period; or

B) Extreme hardship, which shall be determined on an individual basis by the Board and shall be limited to documentation of:

i) An incapacitating illness documented by a currently licensed physician;

ii) A physical inability to travel to the sites of approved programs; or

iii) Any other similar extenuating circumstances.

3) If an interview with the Board is requested at the time the request for the waiver is filed with the Division, the renewal applicant shall be given at least 20 days written notice of the date, time and place of the interview by certified mail, return receipt requested.

4) Any renewal applicant who submits a request for waiver pursuant to subsection (g)(1) shall be deemed to be in good standing until the Division's final decision on the application has been made.

(Source: Amended at 48 Ill. Reg. 5980, effective April 5, 2024)