Chapter OT 3

BIENNIAL LICENSE RENEWAL

OT 3.01 Authority and purpose. The rules in this chapter are adopted by the board under the authority of ss. 15.085 (5) (b), 227.11 (2), and 448.965, Stats., to govern biennial renewal requirements for occupational therapists and occupational therapy assistants.

History: CR 02–026: cr. Register December 2002 No. 564, eff. 1–1–03; CR 20–016: am. Register July 2021 No. 787, eff. 8–1–21.

OT 3.02 Renewal required; method of renewal. Each licensee shall renew biennially with the board. Each licensee shall submit a completed renewal application and the required renewal fee to the department by the date specified in s. 440.08 (2) (a) 52. or 53., Stats., as applicable. The board shall notify a licensee within 30 business days of receipt of a completed renewal application whether renewal is approved or denied.

History: CR 02–026: cr. Register December 2002 No. 564, eff. 1–1–03; CR 13–109: am. Register September 2014 No. 705, eff. 10–1–14; CR 20–016: am. Register July 2021 No. 787, eff. 8–1–21.

OT 3.03 Initial renewal. A licensee who is initially granted and issued a license shall renew the license as provided under s. OT 3.02 by the date specified in s. 440.08 (2) (a) 52. or 53., Stats., as applicable.

History: CR 02–026: cr. Register December 2002 No. 564, eff. 1–1–03; CR 20–016: am. Register July 2021 No. 787, eff. 8–1–21.

OT 3.04 Renewal prohibited. The license of an occupational therapist or occupational therapy assistant who has not complied with the provisions of s. OT 3.06 and s. 448.967 (2), Stats., may not be renewed.

History: CR 02–026: cr. Register December 2002 No. 564, eff. 1–1–03; CR 20–016: am. Register July 2021 No. 787, eff. 8–1–21.

OT 3.05 Late renewal and reinstatement. Failure to renew as required under s. OT 3.02 shall cause a license to expire. A licensee who allows a license to expire may apply to the board for late renewal or reinstatement of the license by completing one of the following:

(1) LATE RENEWAL WITHIN 5 YEARS. If a licensee applies for renewal within 5 years after the renewal date, the license shall be renewed upon submission of the completed application and fee required under s. OT 3.02, payment of the late fee under s. 440.08 (3) (a), Stats., and fulfillment of the continuing education requirements under s. OT 3.06.

(2) LATE RENEWAL AFTER 5 YEARS. If a licensee applies for renewal more than 5 years after the renewal date, the board shall make such inquiry as it finds necessary to determine whether the applicant is competent to practice under the license in this state. Subject to s. 440.08 (3) (b), Stats., the board shall impose any reasonable conditions on the renewal of the license, including oral examination, as the board deems appropriate. All applicants under this subsection shall be required to pass the open book examination on statutes and rules, which is the same examination given to initial applicants. Except as provided under sub. (3) (a), this subsection does not apply to licensees who have unmet disciplinary requirements or whose licenses have been denied at renewal, surrendered, or revoked.

(3) REINSTATEMENT. A licensee who has unmet disciplinary requirements and failed to renew within 5 years of the renewal date or whose license has been denied at renewal, surrendered, or revoked, may apply to have the license reinstated. An application for reinstatement shall include all of the following:

(a) Evidence of completion of the requirements under sub. (2).

(b) Evidence of completion of disciplinary requirements, if applicable.

(c) Evidence of rehabilitation or change in circumstances warranting reinstatement of the license.

History: CR 02–026: cr. Register December 2002 No. 564, eff. 1–1–03; CR 13–109: am. (intro.) Register September 2014 No. 705, eff. 10–1–14; correction in (intro.) under s. 35.17, Stats. Register September 2014 No. 705; CR 15–053: am. (title), (intro.), cr. (1) (title), am. (2), cr. (3) Register August 2016 No. 728, eff. 9–1–16; CR 20–016: am. (intro.), (1), (2), (3) (intro.), (a) Register July 2021 No. 787, eff. 8–1–21.

OT 3.06 Continuing education. The purpose and intent of continuing education in occupational therapy is to assure the public of the expectation and obligation that practitioners maintain currency, knowledge levels and professional competence. Occupational therapists and occupational therapy assistants shall complete continuing education as follows:

(1) Each holder of a license as an occupational therapist shall, at the time of applying for renewal of the license, certify that the licensee has completed at least 24 points of acceptable continuing education during the 2−year period immediately preceding the renewal date under s. 440.08 (2) (a) 52., Stats.

(2) Each holder of a license as an occupational therapy assistant shall, at the time of applying for renewal of the license, certify that the licensee has completed at least 24 points of acceptable continuing education during the 2−year period immediately preceding the renewal date under s. 440.08 (2) (a) 53., Stats.

(3) At least 12 points of the continuing education required under subs. (1) and (2) shall be accumulated through 2 or more professional development activities listed under Table OT 3.06 that are related to occupational therapy. The remainder of the continuing education required under subs. (1) and (2) shall be accumulated through courses, programs, or other educational activities related to the licensee's practice. In Table OT 3.06, "contact hour" means not less than 50 minutes of actual professional activity.

TABLE OT 3.06	
PROFESSIONAL DEVELOPMENT ACTIVITIES	**PROFESSIONAL DEVELOPMENT POINTS**
(a) Attendance at academic credit courses.	4 points per academic credit.
(b) Attendance at seminars, workshops, lectures, professional conferences, interactive on–line courses, video courses, and webinars approved by the Wisconsin Occupational Therapy Association, the American Occupational Therapy Association, or National Board for Certification in Occupational Therapy.	1 point per contact hour of attendance.
(c) Satisfactory completion of a self–study course approved by the American Occupational Therapy Association or other related recognized professional associations.	4 points per continuing education unit.
(d) Review of an American Occupational Therapy Association continuing education article and successful completion of the associated examination.	1 point per article.
(e) Attendance at employer–provided continuing education, including video and non–interactive online courses.	1 point per contact hour of attendance.
(f) Initial completion of board certification in physical rehabilitation, mental health, pediatrics, or gerontology from the American Occupational Therapy Association, or certification in neurorehabilitation, pediatrics, hand therapy, neuro–developmental treatment, case management, and rehabilitation counseling.	12 points.
(fm) Specialty certification in low vision; driving and community mobility; school system; environmental modification; or feeding, eating, and swallowing from the American Occupational Therapy Association.	10 points.
(g) Authorship of a book in occupational therapy or a related professional area.	12 points.
(h) Publication of one or more chapters of a book in occupational therapy or a related professional area.	6 points.
(i) Publication of an article in a non–peer–reviewed publication, such as OT Practice, SIS Quarterly, and Advance.	4 points.
(j) Publication of an article in peer–reviewed professional publications, including journals, book chapters, and research papers.	6 points.
(k) Development of alternative media materials, including computer software, programs and video instructional material.	6 points.
(L) Development of a quality assurance study for clinical program improvement.	6 points.
(m) Clinical or theoretical research as the principal researcher where an abstract is prepared.	12 points.
(n) Professional presentations. **Note:** No additional points are given for subsequent presentations of the same content.	2 points per contact hour. No additional points are given for subsequent presentations of the same content.
(o) Providing or pursuing professional mentoring for skill advancement in occupational therapy.	1 point for each 2 contact hours.
(p) Student fieldwork supervision – Level I fieldwork.	2 points.
(q) Student fieldwork supervision – Level II fieldwork.	8 points.
(r) Reimbursement or ethics courses.	1 point per contact hour.

(4) Certificates of completion or other evidence of compliance with this section shall be retained by each license holder for at least 2 years following the biennium in which the continuing education was completed.

(5) The board shall audit any licensee who is under investigation by the board for alleged misconduct for compliance with this section.

(6) During the time between initial licensure and commencement of a full 2−year licensure period, new licensees shall not be required to meet continuing education requirements.

(7) A licensee may apply to the board for a postponement or waiver of the requirements of this section on the grounds of prolonged illness, disability, or other grounds constituting hardship. The board shall consider each request individually on its merits and may grant a postponement, partial waiver, or total waiver of the requirements.

History: CR 02−026: cr. Register December 2002 No. 564, eff. 1−1−03; CR 06−115: cr. (6) and (7) Register May 2007 No. 617, eff. 6−1−07; CR 13−109: cr. (r) Table Register September 2014 No. 705, eff. 10−1−14; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register August 2016 No. 728; CR 20−016: am. (1) to (3), cr. Table (title), am. Table rows (c), (d), (f), (n), (p), (q), (4), (5) Register July 2021 No. 787, eff. 8−1−21; **CR 22−028: am. (3), Table rows (b), (f), cr. Table row (fm) Register July 2023 No. 811, eff. 8−1−23.**