

GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY
Teleconference Minutes
September 27, 2013 * 10:00a.m.

The Georgia Board of Occupational Therapy met via teleconference on Friday, September 27, 2013. The following members were present:

Board Members Present

Donna Domyslawski, OTR/L, Chair
Rachele Branson, OTR/L, Vice Chair
Robert Cooper, OTR/L
Specialist Brent Little, OTR/L
Mary Louise Austin, Consumer Member

Administrative Staff Present:

Adrienne Price, Executive Director
Wanda Jaffe, Licensing Supervisor
Tamara Elliott, Board Support

Janet Jackson, Assistant Attorney General

Ms. Domyslawski established a quorum and called the meeting to order at 10:04am

OPEN SESSION

Agenda: Approved as amended

Public Rules Hearing

671-3-.08 Renewal of License/Penalties/Continuing Education Requirements
Ms. Branson motioned, Ms. Austin seconded and the Board voted unanimously in favor of the motion to adopt rule 671-3-.08 Renewal of License/Penalties/Continuing Education Requirements.

**NOTICE OF INTENT TO ADOPT A PROPOSED AMENDMENT TO THE GEORGIA
BOARD OF OCCUPATIONAL THERAPY
CHAPTER 671-3 LICENSE REQUIREMENTS, RULE 671-3-.08 RENEWAL OF
LICENSE/PENALTIES/CONTINUING EDUCATION REQUIREMENTS AND NOTICE OF PUBLIC HEARING TO**

ALL INTERESTED PERSONS AND PARTIES:

Notice is hereby given that pursuant to the authority set forth below, the Georgia Board of Occupational Therapy (hereinafter "Board") proposes an amendment to Rule Chapter 671-3 License Requirements, Rule 671-3-.08, renewal of License/Penalties/Continuing Education Requirements (hereinafter "proposed rule amendment").

This notice, together with an exact copy of the proposed rule amendment and a synopsis of the proposed rule amendment, is being mailed to all persons who have requested, in writing, that they be placed on a mailing list. A copy of this notice, an exact copy of the proposed rule amendment, and a synopsis of the proposed rule amendment may be reviewed during normal business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, except official State holidays, at the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. These documents will also be available for review on the Board website at www.sos.state.ga.us/plb/ot or by contacting the Board office at 478-207-2440.

A public teleconference hearing is scheduled to begin at **10:00am on Friday, September 27, 2013**, in the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia, 31217 to provide the public an opportunity to comment upon and provide input into the proposed rule amendment.

At the public hearing anyone may present data, make a statement, comment or offer a viewpoint or argument whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be submitted for the official record. Oral statements should be concise and will be limited to five (5) minutes per person. Written comments are welcomed. Such written comments must be legible and signed, should contain contact information from the maker (address, telephone number and/or facsimile number, etc.) and be actually received in the office prior to the close of business (5:00 p.m. EDT) on Friday,

September 20, 2013. Written comments should be addressed to Lisa W. Durden, Director, Secretary of State, Professional Licensing Boards Division, Georgia Board of Occupational Therapy, 237 Coliseum Drive, Macon, Georgia 31217; Fax (866) 888-7127.

The Board will consider the proposed rule amendment for adoption at its meeting scheduled to begin at **10:05 a.m., Friday, September 27, 2013** at the Georgia Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. According to the Department of Law, State of Georgia, the Board has the authority to adopt the proposed rule amendment to 671-3-.08 pursuant to authority contained in O.C.G.A. §§ 43-1-4, 43-1-19, 43-1-25, 43-28-7, 43-28-8, 43-28-13 and 43-28-14

At its conference call meeting Friday, August 16, 2013, the Board voted that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A. §§ 43-1-4, 43-1-19, 43-1-25, 43-28-7, 43-28-8, 43-28-13 and 43-28-14.

Additionally, at its conference call meeting Friday, August 16, 2013, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§ 43-1-4, 43-1-19, 43-1-25, 43-28-7, 43-28-8, 43-28-13 and 43-28-14 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(3)(A), (B), (C), and (D). The formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed in the field of Occupational Therapy.

For further information, contact the Board office at (478) 207-2440.

This notice is given in compliance with Section 4(a)(1) of the Georgia Administrative Procedures Act (O.C.G.A. §50-13-4).

**SYNOPSIS OF PROPOSED CHANGES TO THE GEORGIA BOARD OF OCCUPATIONAL THERAPY
RULE FOR CHAPTER 671-3 LICENSE REQUIREMENTS, RULE 671-3-.08 RENEWAL OF
LICENSE/PENALTIES/CONTINUING EDUCATION REQUIREMENTS**

Purpose: The purpose of this rule amendment is to adjust and clarify the number, type and documentation of Continuing Education Hours required to renew a license.

Main Features: The rule amendment for example provides for an increase in the number of “general” CE’s, explains “general” CE’s, clarifies the number of face-to-face CE Hours required and specifies the effective date of these changes begins before March 31, 2014.

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENT TO THE
GEORGIA BOARD OF OCCUPATIONAL THERAPY RULE FOR CHAPTER 671-3 LICENSE
REQUIREMENTS, RULE 671-3-.08 RENEWAL OF LICENSE/PENALTIES/CONTINUING EDUCATION
REQUIREMENTS**

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]

671-3-.08 Renewal of License/Penalties/Continuing Education Requirements. Amended.

(1) A license issued by the Board shall expire on March 31st of even numbered years. The license may be renewed upon submission of the renewal application and payment of the required fee, provided all requirements have been met. Refer to fee schedule.

(2) A license that is not renewed on or before March 31st of the renewal year shall be deemed lapsed. An application for reinstatement shall be required as provided for in Rule 671-3-.09 in order to seek reinstatement of a lapsed license to practice in this State. Practicing with an expired license is prohibited by law and practice during this period may result in disciplinary action for unlicensed practice.

~~(3) Before or on March 31, 2014 and for renewal cycles after that date, the continuing education requirement contained in this rule will be required for the renewal or reinstatement of a license. Except as otherwise provided, each licensee is required to complete a minimum of twenty-four (24) continuing education hours prior to the expiration date of the license. At least sixteen hours must be related to direct "hands on" patient care (dpc). Up to 8 hours may be in related areas such as administration, supervision, education, documentation, quality assurance, ethics, research methods, professional presentations, and providing Level II field work supervision. Acceptable professional continuing education activities shall include activities relevant to occupational therapy practice that can be deemed to update or enhance knowledge and skills required for competent performance beyond entry level occupational therapy. A continuing education hour is defined as actual time spent in instruction or organized learning experiences excluding meals, breaks, welcome/introductions, and business meetings.~~

(a) Continuing Education (CE) hours obtained from January 1st until March 31st of an even numbered year will can be counted toward the following biennium renewal period rather than the current biennium renewal period if the licensee has obtained all hours required for renewal by December 31st of the prior odd numbered year.

~~(b) Direct patient care continuing education includes attendance at live presentations such as workshops, seminars, conferences or formal academic course work. Up to four (4) hours can be obtained by means of in-service Educational programs, electronic or web based courses, formal self-study courses or computer learning activities. See Rule 671-3-08(7) for documentation requirements. At least fourteen (14) hours of the required twenty-four (24) continuing education hours must be related to direct "hands on" patient care. This includes occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information.~~

~~(c) General continuing education includes up to four (4) hours for each of the following activities including independent study, mentorship, Level II field work supervision, published professional writing, instructional presentations, research, grants, professional meetings and related activities and up to four (4) hours can be by means of in-service educational programs, electronic or web based courses, formal self-study courses, satellite broadcasts or computer learning activities. A maximum of six (6) hours of the required twenty-four (24) continuing education hours can be in "General" continuing education n. This includes areas related to administration, supervision, documentation, quality assurance and research.~~

~~(d) Of the twenty-four (24) hours, no more than eight (8) continuing education hours may be in self study and no more than four (4) hours in the area of general continuing education. A maximum of four (4) hours of the required twenty-four (24) continuing education hours may be used for Level II field work supervision published professional writing and instructional presentations.~~

(e) Each licensee must complete a minimum of two (2) hours of continuing education of the required twenty-four (24) Continuing education hours in the ethics of occupational therapy practice.

~~(f) Definitions:~~

~~1. Continuing Education Hour: For purposes of these rules, a continuing education hour is defined as actual time spent in instruction or organized learning experience excluding meals, breaks, welcome/introductions, and business meetings.~~

~~2. Direct Hands On: For purposes of these rules direct "hands on" patients are include occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information.~~

(f) At least twelve (12) of the required twenty-four (24) continuing education hours must be obtained by attendance at live presentations such as workshops, seminars, conferences or formal academic coursework.

(g) A maximum of twelve (12) of the required twenty-four (24) continuing education hours may be obtained by electronic or web based courses, formal self-study courses, satellite broadcasts, computer learning activities, webinars, or viewing videotapes in a professional setting.

(4) An individual who is applying for licensure in Georgia for the first time (never having held a Georgia OT or OTA license) and who is licensed during the second year of the biennium renewal period is not required to meet continuing education requirements for that initial renewal period only.

(5) Prior approval of continuing education courses is not required. Each licensee randomly selected for a CE audit must submit to the Board supporting documentation as specified in this rule.

~~(6) Acceptable professional continuing education activities shall include activities relevant to occupational therapy practice that can be deemed to update or enhance knowledge and skills required for competent performance beyond general entry level occupational therapy and that include a verifiable way to document time spent in the learning activity. Procedures for verifying to the Board that the continuing education requirements for licensure renewal have been met:~~

~~(a) Respond appropriately to questions on renewal of license application;~~

~~(b) Retain continuing education documentation in personal files and submit to the Board if selected for a continuing education audit;~~

~~(c) Documentation as specified in Board Rule 671-3-.08(7) must be maintained by the licensee for no less than three (3) years from the beginning date of the licensure period.~~

(7) Documentation of continuing education which the Board deems as acceptable proof of completion includes the following:

(a) For continuing education courses that include attendance and participation at a live presentation such as a workshop, seminar, conference or in-service educational program:

~~1. A certificate of completion or similar documentation signed by program official and a program description including sponsor, course title, date, program objective/learning outcomes, content description, agenda or schedule. ; or, and~~

~~2. A program description including sponsor, course title, date(s), program objectives/learning outcomes, content description, and agenda or schedule. A shortened description may be accepted for programs specifically exempted by the Board such as AOTA and GOTA Conferences; and .~~

~~(b) Formal self-study, viewing of videotapes in a professional setting, satellite broadcasts, or computer learning activities that must include: For "General" continuing education under Board Rule 671-3-.08(3)(c), if obtained at a conference, workshop or live presentation, required documentation is as noted above. All other must include:~~

~~1. Verified instructional time by the course sponsor; a certificate of completion or similar documentation signed by program official; and Explanation of the relationship of the activity to occupational therapy and your professional growth.~~

~~2. A program description including sponsor, course title, date, program objective/learning outcomes, content description.~~

~~(c) For general education under 671-3-.08(3)(b) documentation must include:~~

~~1. How activity relates to occupational therapy;~~

~~2. Date(s) and clock hours of the activity;~~

~~3. Other information as may be requested.~~

~~(d) For Level II Field work Supervision involving serving as the primary clinical field work educator for Level II~~

occupational therapy or occupational therapy assistant fieldwork students:

1. A description of the fieldwork including name and type of facility, name of the fieldwork educator and times spent in direct supervision of the student; and,

2. Verification provided by the school to the fieldwork educator with the name of the student, school and dates of fieldwork or the signature page of the completed student evaluation form with evaluation scores and comments blocked out; and .

~~2. A description of the fieldwork including name and type of facility, name of the fieldwork educator and times spent in direct supervision of the student.~~

~~(e) For professional presentations to include first time or significantly revised presentation or an academic class session, workshop, seminar, in-service or professional meeting program session:~~

(d) For published professional writing and instructional presentations [Board Rule 671-3-.08(3)(d)] including first time or significantly revised presentations or an academic class session, workshop, seminar, in-service or professional meeting program session:

1. Presentation description including location, title, date, hours of presentation, general content description, and type of audience; and, Verification of presentation or formal thank you note signed by the sponsor or program official; and

~~2. Verification of presentation or formal thank you note signed by the sponsor or program official. Presentation description including location, title, date, hours of presentation, general content description, and type of audience.~~

(e) Documentation of electronic or web based course, formal self-study courses, satellite broadcasts, computer learning activities or viewing of videotapes in a professional setting must include:

1. Verified instructional time by the course sponsor, a certificate of completion or similar documentation signed by the program official; and,

2. A program description including sponsor, course title, date(s), program objectives/learning outcomes, and content description.

(f) Continuing education listings should be documented on the appropriate board form, available on the Board website (www.sos.ga.gov/plb/ot).

~~(8) Procedure for verifying to the Board that the continuing education requirements for licensure renewal have been met~~

~~(a) Respond appropriately to renewal questionnaire.~~

~~(b) Retain documentation in personal files and submit to the Board if selected for audit.~~

~~(c) Documentation as specified in 671-3-.08(7) must be maintained by the licensee for no less than three (3) years from the beginning date of the licensure period.~~

Authority: O.C.G.A. §§ 43-1-4, 43-1-19, 43-1-25, 43-28-7, 43-28-8, 43-28-13 and 43-28-14.

Open Session Minutes: August 16, 2013 Board Open Minutes Table for next scheduled Board meeting.

Licenses to Ratify Ms. Branson motioned, Ms. Austin seconded and the Board voted unanimously in favor of the motion to approve the ratified list of licenses from August 16, 2013 – September 20, 2013.

Terri Ferrell: Rule Waiver Petition Ms. Branson motioned, Mr. Little seconded and the Board voted unanimously in favor of the motion to approve Terri Ferrell petition for rule waiver. Board chair Ms. Domyslawski, stated she wants to contact petitioner to determine when the limited permit should be issued.

Correspondence from Kim Bruce Table for next scheduled Board meeting.

Mr. Branson motioned, Ms. Austin seconded, and the Board voted to enter into Executive Session in accordance with O.C.G.A. §43-1-2(k) (1) (2), O.C. G.A. §43-1-2 (k) (4), O.C.G.A. §43-1-19 (h) (2) & (4) and O.C.G.A. §50-14-2(1) to receive and review information pertaining to applications Voting in favor of the motion were those present who included Board Members: Ms. Domyslawski, Ms. Branson, Mr. Cooper, Mr. Little, and Ms. Austin.

At the conclusion of Executive Session on Friday, September 27, 2013, Ms. Domyslawski declared the meeting to be “open” pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq. No votes were obtained during Executive Session.

Executive Minutes: August 16, 2013 Board Executive Minutes Table for next scheduled Board meeting

Applicant Interview: E.W. Ms. Branson motioned, Mr. Cooper seconded and the Board voted unanimously in favor of the motion to deny telephone interview, grant in person interview, and extend application for three months.

No more business was discussed and the meeting adjourned at 10:21 a.m.

Minutes recorded by: Tamara Elliott, Board Support Specialist
Minutes reviewed and edited by: Wanda Jaffe, Licensing Supervisor
Minutes approved on: November 8, 2013

DONNA DOMYSLAWSKI
BOARD CHAIR

ADRIENNE PRICE
EXECUTIVE DIRECTOR