

GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY
Rules Committee WebEx Meeting Minutes
Monday, August 12, 2024 – 12:00 p.m.

The Georgia State Board of Occupational Therapy Rules Committee met via WebEx on Monday, August 12, 2024. The following Committee members were present:

Committee Members Present

Robert McClellan, OTR/L, Committee Chair
Rachele Branson, OTR/L, Committee Member

Committee Members Absent

Pamela Reddick-Collins, OTR/L, Vice Chair

Visitors Present

Kristen Neville, State Affairs Manager, American Occupational Therapy Association (AOTA)

Administrative Staff Present

Adrienne Price, Executive Director
Meagan Doss, Licensing Supervisor
Michelle Hornaday, Board Support Specialist

Attorney General's Office

No Assistant Attorney General present.

Call to Order Mr. McClellan called the Committee meeting to order at 12:05 p.m.

OPEN SESSION

Committee Meeting Agenda The Committee accepted the agenda as presented by acclamation.

Discussion – Board Rules

The Committee was charged to further discuss the issues applicants run into when having to fulfill the references requirement and to propose amendments to the rules that will alleviate any unnecessary burdens relevant to this requirement in order to streamline the application process. The Committee recommended amendments to BR 671-3-.02. References. Amended., BR 671-3-.09. Reinstatement of a License, and Board Policy 5. The following recommendations were made.

1. BR 671-3-.02. References. Amended.

Ga. Comp. R. & Regs. r. 671-3-.02 References. Amended

Georgia Administrative Code

Department 671. GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY

Chapter 671-3. LICENSE REQUIREMENTS

Current through Rules and Regulations filed through June 27, 2024

Rule 671-3-.02. Verification of Employment

- (1) Applicants who have practiced in the field of occupational therapy within five years prior to the date the application must provide a verification of employment on the appropriate board form.
- (2) An applicant who has previously practiced in the field of occupational therapy but has not practiced within five (5) years prior to the date the application, must submit the following:
 - (a) Form A (Supervised Clinical Experience) indicating who will provide 320 hours of supervised clinical experience with a description of the training for Board approval. Upon approval by the Board a limited permit will be issued.

- (b) Upon completion of the supervised clinical experience, an applicant must submit Form B (Certification of Completion of Supervised Clinical Experience) verifying the 320 hours of clinical experience under the supervision of a licensed occupational therapist, pursuant to Rule [671-3-.06](#), for Board approval.

Cite as Ga. Comp. R. & Regs. R. 671-3-.02

Authority: O.C.G.A. §§ [43-1-3](#), [43-1-19](#), [43-1-25](#), [43-28-7](#), [43-28-9](#), [43-28-10](#).

History. Original Rule entitled "References" was filed on July 15, 1977; effective August 4, 1977.

Repealed: New Rule of same title adopted. F. May 25, 2010; eff. June 14, 2010.

Amended: New title "Reference. Amended." F. June 1, 2017; eff. June 21, 2017.

The Committee determined that the Board should no longer require references when a verification of employment accomplishes the same goal which is to ensure candidates have the qualifications and experience to practice safely. The purpose of the proposed amendment is to remove inconsistencies, outdated practices, and potential barriers to licensure for the applicant. The changes will enable applicants to submit their application in a timelier fashion as they will no longer have to seek references and verifications of employment. The changes make the application process less burdensome, financially and in measure of time.

Multiple variations were reviewed for each rule, and the Committee determined that the amendments as presented are the best option as they not only eliminate what is now a duplicative requirement, but they also clarify what one must do if they have previously held a license but have not practiced within five years.

Comments from stakeholders, to include applicants and employers, were considered. Applicants and employers over time have expressed the difficulty they have faced in obtaining references and/or providing references as well as the need to have to submit a petition for rule waiver or variance when they are unable to obtain them.

The rule amendments will positively impact all applicants eliminating the need to obtain three additional documents from three different individuals to submit an application for a license to practice Occupational Therapy in the State of Georgia. The economic impact aside from the cost of a notary for the verification of employment form which is currently required is negligible.

2. BR 671-3-.09. Reinstatement of a License

Ga. Comp. R. & Regs. r. 671-3-.09 Reinstatement of a License

Georgia Administrative Code

Department 671. GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY

Chapter 671-3. LICENSE REQUIREMENTS

Current through Rules and Regulations filed through June 27, 2024

Rule 671-3-.09. Reinstatement of a License

- (1) Reinstatement of an expired license is within the discretion of the Board.
- (2) A license may be reinstated by submission of the following:
 - (a) Application for Reinstatement with appropriate fee; and
 - (b) Documentation of the completion of twenty-four (24) continuing education hours in accordance with Board rule [671-3-.08 Renewal of License/Penalties/Continuing Education Requirements](#) obtained within the two (2) year period prior to the date of the application.
 - (c) Verification of current license in another state, if applicable; and

- (d) Verification of Employment verifying last date of practice in Occupational Therapy, on the Board form, completed by the employer.
- (3) An applicant for reinstatement of a license who has **not** practiced within five (5) years must also submit the following:
- (a) Form A (Supervised Clinical Experience) indicating who will provide 320 hours of supervised clinical experience with a description of the training for Board approval. Upon approval by the Board a limited permit will be issued.
 - (b) Upon completion of the supervised clinical experience, an applicant must submit Form B (Certification of Completion of Supervised Clinical Experience) verifying the 320 hours of clinical experience under the supervision of a licensed occupational therapist, pursuant to Rule [671-3-.06](#), for Board approval.

Cite as Ga. Comp. R. & Regs. R. 671-3-.09

Authority: O.C.G.A. Secs. [43-1-19](#), [43-1-25](#), [43-28-7](#), [43-28-13](#), [43-28-14](#).

History. Original Rule entitled "Restored License" adopted. F. July 15, 1977; eff. August 4, 1977.

Repealed: New Rule of same title adopted. F. July 1, 1982; eff. July 21, 1982.

Repealed: New Rule of same title adopted. F. July 11, 1984; eff. July 31, 1984.

Repealed: New Rule of same title adopted. F. Apr. 14, 1988; eff. May 4, 1988.

Amended: F. May 13, 1991; eff. June 2, 1991.

Repealed: New Rule of same title adopted. F. Jan. 28, 1994; eff. Feb. 17, 1994.

Repealed: New Rule of same title adopted. F. Dec. 2, 2002; eff. Dec. 22, 2002.

Repealed: New Rule of same title adopted. F. May 4, 2005; eff. May 24, 2005.

Repealed: New Rule of same title adopted. F. Aug. 4, 2006; eff. Aug. 24, 2006.

Amended: F. Mar. 25, 2008; eff. Apr. 14, 2008.

Repealed: New Rule of same title adopted. F. May 25, 2010; eff. June 14, 2010.

Repealed: New Rule entitled "Reinstatement of a License. Amended" adopted. F. Feb. 22, 2012; eff. Mar. 13, 2012.

The Committee determined BR 671-3-.09. Reinstatement of a License, should also be amended for the same purposes as listed above. The economic impact is the same as well as there will be less forms for the applicant to submit for licensure.

Discussion – Policy A5

POLICY A5

Category:	Applications	Policy: ■
Title:	Staff Approval of Applications for Licensure and Renewal Related to Criminal Offenses	Procedure: ■

Statutory Basis: OCGA §§43-1-19(a)(j);43-28-7; 43-28-8; 43-28-8.1; 43-28-9; 43-28-10; 43-28-11; 43-28-12; 43-28-14

Rule Basis: BR 671-3-.01through 671-3-12; 671-6-.01 through 671-6-.03

The Georgia State Board of Occupational Therapy grants administrative authority to Board staff to utilize the following guidelines to issue licenses by applications/examination, reciprocity, reinstatement, and renewal when the applicant has reported an arrest and/or conviction. Applications that do not fall within the parameters indicated below will be referred to the Board Cognizant and/or the Board for consideration.

OFFENSE	FREQUENCY	OTHER	ACTION
DUI	One Time	No active probation / No active parole	If conviction is older than five years proceed with licensure with a letter of concern Alcohol.
Bad Checks, Municipal Ordinance Violations, Driving with Suspended/Revoked License	One Time	No probation / No parole	If conviction is older than five years proceed with licensure with a letter of concern Criminal.
Petit Theft, Shoplifting, Non-Violent Property Crimes (not related to drugs)	One Time	No probation / No parole	If conviction is older than five years proceed with licensure letter of concern Criminal.
Marijuana Possession of Less than One Ounce	One Time	No probation / No parole	If conviction is older than five years proceed with licensure letter of concern Criminal.
Misdemeanor Offenses with the Exception of Drug Related Misdemeanor Crimes	One Time	No probation / No parole	If conviction is older than five years proceed with licensure letter of concern Criminal.
Any offenses of a sexual nature	NO LIMIT	N/A	Must be presented to the Board.
Any felony offense	NO LIMIT	N/A	Must be presented to the Board.
Applicants with multiple offenses	NO LIMIT	N/A	Must be presented to the Board.

HISTORY: Policy adopted at the May 17, 2013 meeting; Amended February 7, 2014, Amended August 16, 2024.

The Committee reviewed Policy 5 and determined that it was necessary to amend the policy to provide additional administrative authority to Board staff on applications that reveal criminal history within a designated period since the incident occurred. Such authority will allow for more efficient processing of applications in cases that fall within the guidelines provided by the Board.

Multiple variations were considered, and the version presented clarifies which application types that staff may process without additional Board intervention. The amendment will affect all applicants by increasing efficiency and processing times. They will benefit employers as well as applicants will be able to move through the application process swift. It creates a larger pool of potential hires.

There is a positive economic impact for all licensees allowing them to be licensed faster and get to work quicker.

The Committee voted by acclamation to refer BR 671-3-.02. References. Amended, BR 671-3-.09. Reinstatement of a License, and Policy A5 to full Board for their review during the August 16, 2024 WebEx meeting.

Adjournment No further business was discussed, and the Committee meeting adjourned at 1:11 p.m.

Minutes recorded by: Michelle Hornaday, Board Support Specialist
Minutes reviewed and edited by: Meagan Doss, Licensing Supervisor & Adrienne Price, Executive Director
Minutes approved on: August 16, 2024

RACHELE BRANSON
BOARD CHAIR

ADRIENNE PRICE
EXECUTIVE DIRECTOR

ROBERT McCLELLAN
COMMITTEE CHAIR