

Approved Provider Program



Occupational Therapy (OT) Consultant Agreement

Guidelines

The OT Consultant serves an important role in ensuring that professional development (PD) activities awarding AOTA CEUs are specifically relevant to occupational therapy practice and evidence-based. If a PD activity does not address the relevance of that content to occupational therapy, the activity must not be awarded AOTA CEUs.

The OT Consultant agrees to perform the following tasks for any learning activity that is awarded AOTA CEUs:

- Maintain licensure, remain in good-standing, and current in the scope of OT practice, Occupational Therapy Practice Framework, and evidence.
- Identify at least 1 and up to 3 appropriate AOTA APP Categories for each PD activity, indicating the relevance to occupational therapy.
- Review PD activities in terms of their relevance to OT and evidence-based foundation, including course description, learning outcomes, target audience, educational level, in-depth course outline, and any additional information needed to determine if the course should be awarded AOTA CEUs.
- Ensure that each activity addresses OT relevance by using one or more of the following methods:
 - Require presenters to address relevance to OT within the presentation.
 - Require learners to identify how they will utilize the new knowledge and skills within their OT practice during the PD activity and on the learning outcome assessment.
 - Incorporate discussion groups, case examples, homework, or similar structured activities that facilitate incorporating knowledge and skills into OT relevant practice.
 - Discuss or demonstrate the unique/specific contribution of occupational therapy.
 - Employ meaningful methods that facilitate reflection and integration of the material within the appropriate scope of OT practice.
- Be involved in planning and developing future courses that are targeted for OT practitioners.
- Review summary evaluations (e.g. post-evaluation and learning outcome assessment data) from OT practitioners to determine if each activity meets the needs of OT learners, and provide recommendations for improvement.
- Assist in needs assessment methods, implementation, and review of findings as they pertain to OT practitioners.

Signature of CE Administrator

Signature of OT Consultant

Printed/Typed Name

Printed Name

Title

OT License #

Date

Title

Date

Note: *My electronic (typed) signature on this document constitutes my legal signature in accordance with 21 CFR Part 11: Electronic Records; Electronic Signatures Act.*