



**Louisiana Occupational Therapy Association
Approved Provider Program
Program Description and Criteria**

Program Description

The Louisiana Occupational Therapy Association (LOTA) Approved Provider Program (APP) authorizes continuing education (CE) providers to issue LOTA continuing education hours (CE hours). These CE hours are pre-approved by the Louisiana State Board of Medical Examiners (LSBME, Title 46, Professional and Occupational Standards, Part XLV: Medical Professions Subchapter H, Continuing Professional Education

§1969 The APP assures that continuing education offered by Approved Providers is relevant to occupational therapy practitioners in the state of Louisiana and corresponds with criteria for continuing education described by the Louisiana State Board of Medical Examiners (Occupational Therapy Rules §1965, §1967, §1969).

A prospective Approved Provider must submit an application to LOTA. Applications will be reviewed by at least three members of the LOTA APP committee. Each member of the APP review committee shall be a licensed occupational therapy practitioner and shall be appointed by the LOTA president to serve a three year term consistent with that of the president. The Committee is charged with the responsibility of reviewing applications of prospective Approved Providers, review of materials submitted to LOTA by Approved Providers to assure quality of offerings, and with randomly auditing Approved Providers. Continuing education providers who meet the organizational criteria stated hereafter in this document and agree to adhere to the following program guidelines will receive the designation of Approved Provider by LOTA. Approved Providers are expected to demonstrate thorough record keeping and to submit certain documents to the LOTA APP Committee, as described in the following criteria. In addition, Approved Providers may be audited. Courses offered by Approved Providers will be posted on the LOTA website in advance. The approved provider status is granted for one year and is subject to renewal.

Qualifications of Approved Providers

An Approved Provider is an organization or entity that has applied to LOTA APP, has met the criteria for Approved Provider status, has been approved, and has been issued an Approved Provider number. Exempt providers include: accredited schools and their affiliated bodies.

An Approved Provider may be a(n):

- Related trade associations

- Health facility
- Government agency
- Continuing education corporation

- Individual who arranges continuing education programs with instructors who meet LOTA APP criteria

ORGANIZATIONAL CRITERIA

Criterion One: Structure

Approved Provider has an organizational structure that supports the development and execution of continuing education activities.

Criterion Two: Responsibility

Approved Provider has identified an individual responsible for reviewing that LOTA approved provider criteria are met in each continuing education event presented. If the individual who administers the CE program is not an occupational therapy practitioner, the Approved Provider must ensure that an occupational therapy practitioner serves as a consultant to the Approved Provider. Support provided by the LOTA APP Committee does not fulfill the requirement of an occupational therapy consultant.

COURSE ADMINISTRATION CRITERIA

Criterion Three: System for issuing LOTA CE hours

The approved provider has a system in place to identify learners who meet requirements for satisfactory completion

- Satisfactory completion requirements that can include attendance requirements, pre-post tests or return skill demonstration are established prior to the beginning of the activity. All continuing education hours will be reported pursuant to LSBME Occupational Therapy Rules Chapter § 1973

- Requirements for performance levels should be based on the intended learning outcomes.

- When attendance is part of the satisfactory completion, attendance requirements should be established and documented through sign-in sheets or other methods of tracking attendance. These sheets should be retained in the approved provider records.

- Approved Providers are required to issue a record of course completion (e.g., letters of certification of attendance, certificates, grade slips, transcripts) to each attendee. These records of course completion must include:
 - o Name of licensee

 - o Course Title

- o Approved Provider name and address
 - o Approved Provider number
 - o Date of course
 - o Number of hours of continuing education credit
 - o Verification of course by instructor, Approved Provider or provider designee
- Approved Providers are issued a template of a LOTA certificate of completion that must be used for courses. This certificate may be used in conjunction with any of the Approved Providers certificates currently in use for courses that meet the LOTA APP Program Description and Criteria.

Criterion Four: Record Keeping

Approved Providers are required to obtain and maintain the following materials in an organized manner for seven years:

- Signatures of attendees on LOTA approved sign in sheets. (Sign in sheet template is issued to Approved Providers.)
- Course brochures or web page copies. Promotional materials for courses shall read, [Approved Provider Name] is an Approved Provider for the Louisiana Occupational Therapy Association, # _____ from [date] to [date]. The assignment of LOTA CE hours does not imply endorsement of specific course content, products or clinical procedures by LOTA.
- Course outlines and handouts
- Course description
- Learning objectives
- Content focus (Domain or Process of Occupational Therapy)
- Documentation of instructor qualifications
- Workshop attendee evaluation surveys.

Approved Providers will maintain confidentiality of learner records.

Criterion Five: Approved Provider Reporting

Approved Providers are required to submit the following materials to LOTA:

- Full course information provided one month in advance of each course.

Course information will include:

- Course promotional materials
 - Instructor vitae or resume
 - Course description/abstract
 - Course learning objectives
 - Content focus (should reflect current OT practice and framework terminology)
 - Course educational level
 - Course schedule including breaks
- Respond to audit requests and submit Approved Provider evaluation surveys annually

Criterion Six: Copyright, Intellectual Property Rights and Release of Information

The Approved Provider must ensure that instructors have either created materials themselves, have credited concepts or have the owner's permission to reproduce materials presented in its original form. Credit for intellectual property rights should be stated on all course learning materials.

Criterion Seven: Cancellation Policy

Approved Provider must state the mechanism by which a participant may cancel registration and request a refund of course registration.

Approved Provider must state the circumstances under which a course may be cancelled and refund/compensation is provided. This will be provided in course informational brochure.

Criterion Eight: Audits

Approved Providers will participate in audits of their continuing education activities.

Materials submitted per Criterion Five contribute to the ongoing review process of Approved Provider CE activities by the LOTA APP Committee.

The APP Committee of LOTA will audit Approved Provider records, course information, instructor's qualifications, and related activities on a random basis. The Approved Provider status may be revoked for violations of the Approved Provider Program criteria. In the event of a violation, the provider will receive a letter identifying the nature of the violation as determined by the review committee. The decision of the committee is final and no refunds will be issued. The provider must then wait one year before re-applying for APP status.

EDUCATIONAL PLANNING, IMPLEMENTATION, & EVALUATION CRITERIA

Criterion Nine: Instructional Personnel

Approved provider must submit each instructor's current Curriculum Vitae or Resume. If an instructor has a record of a disciplinary action from a licensing board within the past three years (i.e., LSBME Occupational Therapy Rules §1953, §1955), then he or she may be disqualified from teaching a course designated with LOTA Approved Provider status.

The primary instructor must hold a current, valid license, registration, or certificate in the area related to the subject matter of the course.

In addition, the Approved Providers are responsible for ensuring that instructors meet at least two of the three of the following criteria:

- A master's degree or higher degree from an educational institution in an area related to the subject matter of the course
- Recorded experience in teaching subject matter of the course
- Training, certification, or at least two years experience in an area related to the subject matter of the course

If a potential instructor does not meet the above criteria, an instructor of record who does meet the criteria must be identified as instructor of record. The instructor of record must be actively involved in mentoring the instructor during course preparation.

Criterion Ten: Learning Objectives

For each course the Approved Provider has clear and concise written statements of intended learning objectives that are observable and/or measurable and communicated to learners before and during the activity.

Learning objectives are written statements which:

- Provide a framework for activity planning;
- Are the basis for selection of content and instructional strategies;
- Are participant-centered (e.g., .By the end of this program, learners will be able to..) and describe to learners exactly what knowledge, skills, and/or attitudes they are expected to accomplish/demonstrate as a result of the learning activity;
- Are the basis for providing periodic feedback, measuring progress, and final assessment of learning;
- Are appropriate in number for the planned activity.

Criterion Eleven: Target Audience

The Approved Provider defines the potential learners/target audience and educational level for each continuing education activity and includes this information in promotional efforts.

The Approved Provider will determine the educational level of the coursework. Coursework will be categorized using the following AOTA criteria:

- Introductory-Information for practitioners with little or no knowledge of the subject matter. The information provides general introductory information.
- Intermediate-Information for practitioners with a general knowledge of current practice trends and literature related to the subject matter. The information increases understanding and competent application of the subject matter.
- Advanced-Information for practitioners with a comprehensive understanding of the subject matter based on current theories and standards of practice as well as current literature and research. The information involves recent advances, trends, and/or research applications.

Criterion Twelve: Promotional Materials

Promotional materials must include:

- Course descriptions
- Learning objectives
- Content focus and level of CE activity

- Instructor Credentials
- Brief Schedule
- Intended Audience
- Continuing Education Credit Hours
- Cancellation Policy
- Registration Form
- Location
- LOTA Approved Provider Statement



Louisiana Occupational Therapy Association
Continuing Education Approved Provider Program Application

Please print or type all information

Date: _____

Name of organization: _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Web Address (URL): _____

Type of organization: (*Circle One*) Profit Non-Profit Educational

I am a: First Time Applicant Renewal

Contact person: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

I agree to follow the rules of the Louisiana Occupational Therapy Association Continuing Education Approved Provider Program. Failure to adhere to the program rules will result in loss of Approved Provider status.

Print name: _____

Signature: _____ Date: _____

Title: _____

Annual Approved Provider Fee: \$250.00 per year

Payment method: (*Circle One*) Check Credit Card

Credit Card Number: _____ Exp Date: _____

Authorized Signature: _____

Billing Address for Credit Card: _____

Please print name of authorized signature exactly as it appears on credit card: _____

Please send this form with payment to:

LOTA

P O Box 14806

Baton Rouge, LA 70898

Questions? Call LOTA: 225-291-2806