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**IDAPA 24  
TITLE 06  
CHAPTER 01**

**24.06.01 - RULES FOR THE LICENSURE OF OCCUPATIONAL THERAPISTS  
AND OCCUPATIONAL THERAPY ASSISTANTS**

**000. LEGAL AUTHORITY.**

Pursuant to Section 54-3717(2), Idaho Code, the Occupational Therapy Licensure Board of Idaho is authorized to promulgate rules that implement the provisions of Chapter 37, Title 54, Idaho Code. (3-29-10)

**001. TITLE AND SCOPE.**

These rules shall be cited as IDAPA 24.06.01, "Rules for the Licensure of Occupational Therapists and Occupational Therapy Assistants." (7-1-93)

**002. WRITTEN INTERPRETATIONS -- AGENCY GUIDELINES.**

Written interpretations of these rules in the form of explanatory comments accompanying the notice of proposed rulemaking that originally proposed the rules and review of comments submitted in the rulemaking process in the adoption of these rules are available for review and copying at cost from the Bureau of Occupational Licenses, 1109 Main Street, Suite 220, Box 83720, Boise, Idaho 83702-0063. (3-29-10)

**003. ADMINISTRATIVE APPEAL.**

All contested cases shall be governed by the provisions of IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General," and the Administrative Procedure Act, Title 67, Chapter 52, Idaho Code. (4-2-03)

**004. INCORPORATION BY REFERENCE.**

The "PDU Activities Chart" on pages 14-17 of the document titled National Board for Certification in Occupational Therapy (NBCOT), Inc. Certification Renewal Handbook, 2009, as published by the NBCOT, Inc. and copyrighted to NBCOT, Inc. in 2009, which is referenced in Subsection 250.1.b. of these rules. All documents incorporated by reference are available at the Board's office and through the Board's website. (3-29-10)

**005. ADDRESS AND STREET ADDRESS OF THE OCCUPATIONAL THERAPY LICENSURE BOARD OF IDAHO.**

The office of the Occupational Therapy Licensure Board of Idaho is located within the Bureau of Occupational Licenses, 700 W. State Street, Boise, Idaho 83702. The Bureau is open between the hours of 8:00 a.m. and 5:00 p.m. each day except Saturdays, Sundays and holidays. The telephone number of the Board is (208) 334-3233. The Board's fax number is (208) 334-3945. The Board's fax number is (208) 334-3945. The Board's e-mail address is [oct@ibol.idaho.gov](mailto:oct@ibol.idaho.gov). The Board's official website is <http://www.ibol.idaho.gov>. (3-29-10)

**006. PUBLIC RECORD ACT COMPLIANCE.**

These rules have been promulgated according to the provisions of Title 67, Chapter 52, Idaho Code and are public records. (4-2-03)

**007. -- 009. (RESERVED)**

**010. DEFINITIONS.**

- 01. Association.** The Idaho Occupational Therapy Association. (1-5-88)
- 02. Board.** The Occupational Therapy Licensure Board of Idaho. (1-5-88)
- 03. Bureau.** The Idaho Bureau of Occupational Licenses. (7-1-09)
- 04. Occupational Therapy.** The care and services provided by or under the direction and supervision of an occupational therapist. (3-29-10)
- 05. Occupational Therapist.** A person licensed to practice occupational therapy. (4-2-03)

**06. Occupational Therapy Assistant.** A person licensed to practice occupational therapy, and who works under the supervision of an occupational therapist. (3-29-10)

**07. Graduate Occupational Therapist.** A person who holds a certificate of graduation from an approved occupational therapy curriculum, who has submitted a completed application for certification by examination, and who may practice occupational therapy in association with and under the supervision of an occupational therapist and under authority of a Limited Permit. (3-29-10)

**08. Graduate Occupational Therapy Assistant.** A person who holds a certificate of graduation from an approved occupational therapy assistant curriculum, has submitted a completed application for licensure by examination and is performing the duties of occupational therapy assistant in association with and under the supervision of an occupational therapist and under the authority of a Limited Permit. (3-29-10)

**09. Aide in the Delivery of Occupational Therapy Services.** Also referred to in these rules as an "aide," is a person who is not licensed by the Board and who provides supportive services to occupational therapists and occupational therapy assistants. An aide shall function only under the guidance, responsibility and direct line of sight supervision of the licensed occupational therapist or an occupational therapy assistant who is appropriately supervised by an occupational therapist. The aide provides only specifically selected client related or non-client tasks for which the aide has been trained and has demonstrated competence. (3-29-10)

**10. Good Standing.** The individual's license, certification, or registration is not currently suspended or revoked by any state regulatory entity. (3-29-10)

**11. NBCOT.** The National Board for Certification in Occupational Therapy, Inc., is a not-for-profit credentialing agency that provides certification for the occupational therapy profession. (3-29-10)

**011. SUPERVISION.**

An occupational therapist shall supervise and be responsible for the patient care given by occupational therapy assistants, graduate occupational therapists, graduate occupational therapy assistants, student occupational therapists, student occupational therapy assistants, and aides. (3-29-10)

**01. Skill Levels.** The following skill levels apply to occupational therapy assistants, graduate occupational therapists, graduate occupational therapy assistants, student occupational therapists, student occupational therapy assistants and aides: (4-7-11)

**a.** Entry Level - Working on initial skill development (zero to one (0-1) year experience) or working in a new area of practice; (3-29-10)

**b.** Intermediate Level - Increased independence and mastery of basic roles and functions. Demonstrates ability to respond to new situations based on previous experience (generally one to five (1-5) years' experience); (3-29-10)

**c.** Advanced Level - Refinement of skills with the ability to understand complex issues and respond accordingly. (3-29-10)

**02. Supervision Levels.** The following supervision levels apply to occupational therapy assistants, graduate occupational therapists, graduate occupational therapy assistants, student occupational therapists, student occupational therapy assistants and aides: (4-7-11)

**a.** Direct Line of Site Supervision - An occupational therapist or occupational therapy assistant must provide direct line of site supervision to an aide; (3-29-10)

**b.** Direct Supervision - Daily, direct contact at the site of work with the supervisor physically present at all times within the facility when the supervisee renders care and requires the supervisor to co-sign all documentation that is completed by the supervisee. This supervision is the minimal level of supervision required for students, for entry or intermediate level occupational therapy assistants applying deep thermal and electrotherapeutic

modalities, and for advanced level occupational therapy assistants who apply such modalities while lacking the education and training required in Subsection 012.01 of these rules; (4-7-11)

**c.** Close Supervision - Daily, direct contact at the site of work. The occupational therapist provides direction in developing the plan of treatment and periodically inspects the actual implementation of the plan. This supervision is the minimal level of supervision required for entry level occupational therapy assistants and graduate occupational therapy assistants; (4-7-11)

**d.** Routine Supervision - Requires direct contact at least every two (2) weeks at the site of work, with interim supervision occurring by other methods, such as by telephone or written communication. This supervision is the minimal level of supervision required for graduate occupational therapists and intermediate level occupational therapy assistant. It also is the minimum level of supervision required for advanced level occupational therapy assistants applying deep thermal and electrotherapeutic modalities while possessing the education and training specified in Subsection 012.01 of these rules; (4-7-11)

**e.** General Supervision - Initial direction and periodic review of the following: service delivery, update of treatment plans, and treatment outcomes. The supervisor need not at all times be present at the premises where the occupational therapy assistant is performing the professional services. However, not less than monthly direct contact must be provided, with supervision available as needed by other methods. This supervision is the minimal level of supervision required for an intermediate to advanced occupational therapy assistant. (3-29-10)

**03. Supervision Ratios.** An occupational therapist may supervise up to three (3) full-time occupational therapy assistants, but never more than two (2) entry level occupational therapy assistants. The total number of supervised occupational therapy assistants, non-licensed occupational therapy personnel (including any graduate occupational therapists, graduate occupational therapy assistants, student occupational therapy, student occupational therapy assistants, and aides), and occupational therapists in training to provide deep thermal, electrotherapeutic modalities and wound care may not exceed five (5) without prior Board approval. The Board may permit the supervision of a greater number by an occupational therapist if, in the Board's opinion, there would be adequate supervision and the public's health and safety would be served. It is the supervising occupational therapist's responsibility to notify the Board of any circumstances requiring approval of a greater number and to submit a written plan for resolution of the situation. (4-7-11)

**04. Record Keeping.** The occupational therapy assistant, graduate occupational therapist, and graduate occupational therapy assistant must maintain on file at the job site signed documentation reflecting supervision activities. This supervision documentation must contain the following: date of supervision, means of communication, and information discussed. Both the supervising occupational therapist and the person being supervised must sign each entry. (4-7-11)

**05. Occupational Therapy Assistants.** Occupational Therapy Assistants may deliver occupational therapy services under the supervision of occupational therapists as follows. The occupational therapy assistant: (3-29-10)

**a.** May only select, implement, and modify therapeutic activities and interventions that are consistent with client goals, the requirements of the practice setting, and the occupational therapy assistant's demonstrated competency levels; (3-29-10)

**b.** Must not initiate a treatment program until the occupational therapist has evaluated the client and planned treatment for the client, or discharge the client from a treatment program without supervision from the occupational therapist; (3-29-10)

**c.** Must not perform an evaluation, but may contribute to the evaluation process with the supervision of the occupational therapist; (3-29-10)

**d.** May participate in the screening process by collecting data, such as records, by general observation and by conducting a general interview, and may communicate the information gathered to the occupational therapist; (3-29-10)

**e.** May track the need for reassessment, report changes in status that might warrant reassessment or referral, and administer the reassessment under the supervision of the occupational therapist; (3-29-10)

**f.** Must immediately discontinue any specific treatment procedure which appears harmful to the client, and so notify the occupational therapist; (3-29-10)

**g.** Is responsible for knowing about the client's targeted occupational therapy outcomes and for providing information and documentation related to outcome achievement; (3-29-10)

**h.** May implement outcome measurements and provide needed client discharge resources. (3-29-10)

**06. Aides.** Aides do not provide skilled occupational therapy services. An aide is trained by an occupational therapist or an occupational therapy assistant to perform specifically delegated tasks. The occupational therapist is responsible for the overall use and actions of the aide. An aide first must demonstrate competency to be able to perform the assigned, delegated client and non-client tasks. The occupational therapist must oversee the development, documentation, and implementation of a plan to supervise and routinely assess the ability of the occupational therapy aide to carry out non-client and client-related tasks. The occupational therapy assistant may contribute to the development and documentation of this plan. An aide shall function only under the direct line of sight supervision of an occupational therapist or occupational therapy assistant. An aide may provide: (3-29-10)

**a.** Non-client-related tasks, including clerical and maintenance activities and preparation of the work area or equipment. (3-29-10)

**b.** Client-related, routine tasks during which the aide may interact with the client. The following conditions must exist when an occupational therapist or occupational therapy assistant delegates a selected client-related task to the aide: (3-29-10)

**i.** The outcome anticipated for the delegated task is predictable. (3-29-10)

**ii.** The client and environment are stable and will not require that judgment, interpretations, or adaptations be made by the aide. (3-29-10)

**iii.** The client has demonstrated some previous performance ability in executing the task. (3-29-10)

**iv.** The task routine and process have been clearly established. (3-29-10)

**v.** The aide has been trained and is able to demonstrate competency in carrying out the task and in using any necessary equipment. (3-29-10)

**vi.** The aide has been instructed on how to specifically carry out the delegated task with the specific client. (3-29-10)

**vii.** The aide knows the precautions, signs, and symptoms for the particular client that would indicate the need to seek assistance from the occupational therapist or occupational therapy assistant. (3-29-10)

**c.** The supervision of the aide needs to be documented for every client-related activity performed by an aide. Documentation must include information about frequency and methods of supervision used, the content of supervision, and the names and credentials of all persons participating in the supervisory process. (3-29-10)

**012. DEEP THERMAL AND ELECTROTHERAPEUTIC MODALITIES, AND WOUND CARE.**

**01. Qualifications.** Except as provided in Subsection 012.02 of these rules, a person may not utilize occupational therapy techniques involving deep thermal, electrotherapeutic modalities or perform wound care management unless the person is licensed by the Board as an occupational therapist and certified by the Hand Therapy Commission. In lieu of being certified by the Hand Therapy Commission, the person must have obtained education and training as described in Paragraphs 012.01.a. through 012.01.c. of this rule. (4-7-11)

**a.** If the person utilizes techniques involving deep thermal, electrotherapeutic modalities, the person must have successfully completed three (3) continuing education units in the application of deep thermal and electrotherapeutic modalities, along with one hundred sixty (160) hours of supervised, on-the-job or clinical internship or affiliation training pertaining to such modalities. (4-7-11)

**b.** If the person manages wound care, the person must have successfully completed one and one-half (1.5) continuing education units in wound care management, along with one hundred sixty (160) hours of supervised, on-the-job or clinical internship or affiliation training pertaining to wound care management. (4-7-11)

**c.** If the person utilizes both deep thermal, electrotherapeutic modalities and manages wound care, the person's supervised training for each may have overlapped, so that the one hundred sixty (160) hours for each were obtained concurrently through the same supervised, on-the-job or clinical internship or affiliation. (4-7-11)

**02. Obtaining Education and Supervised Training.** A student occupational therapist, graduate occupational therapist, and an occupational therapist may utilize deep thermal, electrotherapeutic modalities or manage wound care while working towards obtaining the education and supervised training described in Section 012 of these rules. The supervisor must provide at least direct supervision to the student occupational therapist, and at least routine supervision to the graduate occupational therapist or occupational therapist. An occupational therapy assistant may apply deep thermal and electrotherapeutic modalities under routine supervision if the occupational therapy assistant has obtained an advanced level of skill as described in Subsection 011.01 of these rules and the education and training described in Subsection 012.01 of these rules. Otherwise, the occupational therapy assistant must work under direct supervision while applying such modalities. (4-7-11)

**03. Supervised Training by Qualified Individual.** The supervised training described in Section 012 of these rules must be provided by an occupational therapist who is qualified as specified in this Subsection 012.01, or by another type of licensed health care practitioner whose education, training, and scope of practice enable the practitioner to competently supervise the person as to the modalities utilized and wound care management provided. (4-7-11)

**013. -- 019. (RESERVED)**

**020. GENERAL QUALIFICATIONS FOR LICENSURE.**

**01. Applicant.** An applicant must be of good moral character. The Board may refuse licensure if it finds the applicant has engaged in conduct prohibited by Section 54-3713, Idaho Code; provided, the Board shall take into consideration the rehabilitation of the applicant and other mitigating circumstances. (3-29-10)

**02. Education.** Each applicant shall provide evidence of successful completion of the academic requirements of an educational program in occupational therapy that is accredited by the American Occupational Therapy Association's Accreditation Council for Occupational Therapy Education (ACOTE), or by a predecessor or successor organization recognized by the United States Secretary of Education, the Council for Higher Education Accreditation, or both. (3-29-10)

**03. Experience.** Each applicant shall submit evidence of having successfully completed a period of supervised fieldwork experience acceptable to the board, which fieldwork shall be: (4-2-03)

**a.** For an occupational therapist, a minimum of six (6) months of supervised fieldwork experience; or (4-2-03)

**b.** For an occupational therapy assistant, a minimum of four (4) months of supervised fieldwork experience. (3-29-10)

**04. Examination.** Each applicant shall either pass an examination required by the Board or shall be entitled to apply for licensure by endorsement or limited permit. (1-5-88)

**a.** The written examination shall be the examination conducted by the National Board for Certification in Occupational Therapy, Inc. (NBCOT) and the passing score shall be the passing score established by

the NBCOT. (4-2-03)

**b.** An applicant for licensure by examination who fails to pass the examination on two (2) attempts must submit a new application as specified in Subsection 021.01. (3-29-10)

**05. Good Standing.** An applicant must be in good standing as defined in these rules. (3-29-10)

**06. Application Expiration.** An application upon which the applicant takes no further action will be held for no longer than one (1) year. (1-5-88)

**021. APPLICATION FOR LICENSURE.**

**01. Licensure by Examination.** Each applicant for licensure by examination shall submit a completed written application to the Board, on forms prescribed by the Board, together with the application fee. The application shall be verified and under oath and shall require the following information: (7-1-99)

**a.** A certificate of graduation from an approved occupational therapy curriculum; or an approved occupational therapy assistant's curriculum accredited by the American Occupational Therapy Association's Accreditation Council for Occupational Therapy Education, or an accrediting agency recognized by the United States Secretary of Education, the Council for Higher Education Accreditation, or both; (4-2-03)

**b.** The disclosure of any criminal conviction or charges against the applicant other than minor traffic offenses; (1-5-88)

**c.** The disclosure of any disciplinary action against the applicant by any state professional regulatory agency or professional organization; (1-5-88)

**d.** The disclosure of the issuance or denial of registration or licensure by any state or district regulatory body; (4-2-03)

**e.** Not less than two (2) certificates of recommendation from persons having personal knowledge of the applicant's character; (1-5-88)

**f.** One (1), three by four inch (3" x 4") or smaller unmounted photograph of the applicant's head and shoulders, taken not more than one (1) year before the application date; (3-29-10)

**g.** Such other information as deemed necessary for the Board to identify and evaluate the applicant's credentials; and (1-5-88)

**h.** A copy of the application to write the qualifying exam and the date the examination is scheduled. (1-5-88)

**02. Licensure by Endorsement.** An applicant may be eligible for licensure without examination if he or she meets all of the other qualifications prescribed in Section 54-3709, Idaho Code, and also holds a current valid license or registration from some other state, territory or district of the United States, or certified by the National Board for Certification in Occupational Therapy providing they meet Idaho standards and are equivalent to the requirements for licensure pursuant to these rules. (3-29-10)

**a.** Each applicant for licensure by endorsement shall submit a completed written application to the Board on forms prescribed by the Board, together with the application fee. The application shall be verified, under oath, and contain the specific information in Subsection 021.01.a. through 021.01.g. of these rules. (3-29-10)

**b.** Proof of such licensure or registration shall be verified in a manner acceptable to the Board. (1-5-88)

**03. Limited Permit.** The Board may issue a Limited Permit to a graduate occupational therapist or graduate occupational therapy assistant who meets the requirements set forth by Sections 54-3706(1) and 54-3706(2),

Idaho Code, who has not yet passed the examination as required in Paragraph 020.04.a. of these rules. (3-29-10)

**a.** Each person applying for a limited permit must submit a completed written application to the Board on forms prescribed by the Board, together with the required fee. (3-29-10)

**b.** A Limited Permit shall only allow a person to practice occupational therapy in association with and under the supervision of a licensed occupational therapist. (1-5-88)

**c.** A Limited Permit shall be valid only until the person is granted or denied a license under Section 54-3710, Idaho Code, or until the results of the examination are available to the Board, whichever occurs first; provided however, a Limited Permit shall not be effective for more than six (6) months from the date of issue. (3-29-10)

**d.** A Limited Permit may only be renewed once. (1-5-88)

**04. Temporary License.** The Board may issue a temporary license to a person applying for licensure as an occupational therapist or an occupational therapy assistant if the person is currently licensed and in good standing to practice in another jurisdiction and meets that jurisdiction's requirements for licensure by endorsement. (3-29-10)

**a.** Each person applying for temporary licensure must submit a completed written application to the Board on forms prescribed by the Board, together with the required fee. (3-29-10)

**b.** A temporary license shall automatically expire once the Board has processed the person's application for licensure and issued or denied the applied-for license, or in six (6) months after the date on which the Board issued the temporary license, whichever is sooner. (3-29-10)

**05. Personal Interview.** The Board may, at its discretion, require the applicant to appear for a personal interview. (1-5-88)

**06. Occupational Therapists Practicing in Idaho on Effective Date of These Rules.** All persons practicing occupational therapy in Idaho and holding American Occupational Therapy Certification Board (AOTCB) registration on January 5, 1988, shall qualify for license by endorsement. (3-29-10)

## **022. LICENSE EXPIRATION AND RENEWAL.**

**01. Expiration Date.** An individual's license expires on the individual's birth date. The individual must annually renew the license before the individual's birth date in accordance with Section 67-2614, Idaho Code. Licenses not so renewed will be cancelled in accordance with Section 67-2614, Idaho Code. (3-29-10)

**02. Reinstatement.** A license cancelled for failure to renew may be reinstated in accordance with Section 67-2614, Idaho Code. Reinstatement of a license from inactive to active status is governed by Section 030. (4-7-11)

**03. Application for Renewal.** In order to renew a license, a licensee must submit a timely, completed, Board-approved renewal application form and pay the required renewal fees. (3-29-10)

## **023. -- 024. (RESERVED)**

## **025. CONTINUING EDUCATION.**

In order to protect public health and safety and promote the public welfare, the Board has adopted the following continuing education requirement consisting of both continuing education units (CEUs) and professional development units (PDUs): (3-29-10)

**01. Requirement.** Every two (2) years, a licensee must complete at least two (2) CEUs recommended by the Idaho Occupational Therapy Association and approved by the Board, along with at least ten (10) Board-approved professional development units (PDUs). The licensee's initial two (2) year period shall begin on the date on



which this Board issues the licensee a license and end on the date on which the licensee submits the licensee's second renewal application. Thereafter, the two (2) year period shall begin to run from the date of each renewal application in which the licensee was required to verify the completion of continuing education. (3-29-10)

**a.** A CEU is a measurement of the licensee's participation in a Board-approved continuing education activity. One (1) CEU requires ten (10) contact hours of participation in a Board-approved continuing education program, excluding meals and breaks. One (1) contact hour equals one (1) clock hour for purpose of obtaining CEUs. (3-29-10)

**b.** A PDU is a measurement of the licensee's participation in a professional development activity. One (1) contact hour of participation in Board-approved professional development activity equals one (1) PDU, one (1) academic credit equals ten (10) PDUs, and one (1) CEU equals ten (10) PDUs. If a licensee counts a CEU towards fulfilling the PDU requirement in a given two-year (2) period, the CEU unit will not count towards fulfilling the CEU requirement. Accepted PDU activities and their associated PDU values are set forth in the PDU Activities Chart at pages 14-17 of the NBCOT Certification Renewal Handbook, 2009 edition as incorporated by reference in Section 004. (3-29-10)

**02. Verification.** The licensee must verify to the Board, as part of the annual license renewal process, that the licensee is in compliance with the continuing education requirement. (3-29-10)

**03. Courses and Activities.** At least one (1) CEU and five (5) PDUs must directly relate to the delivery of occupational therapy services. The remaining PDUs and CEUs must be germane to the practice of occupational therapy and relate to other areas of a licensee's practice. A licensee may take online or home study courses, as long as a course completion certificate is provided. (3-29-10)

**a.** CEUs and PDUs acceptable to the Board include, but are not limited to, programs or activities sponsored by the American Occupational Therapy Association (AOTA) or the Idaho Occupational Therapy Association (IOTA); post-professional coursework completed through any approved or accredited educational institution that is not part of a course of study leading to an academic degree; or otherwise meet all of the following criteria: (3-29-10)

i. The program or activity contributes directly to professional knowledge, skill, and ability; (3-29-10)

ii. The program or activity relates directly to the practice of occupational therapy; and (3-29-10)

iii. The program or activity must be objectively measurable in terms of the hours involved. (3-29-10)

**b.** Partial credit will not be given for CEUs and PDUs. (3-29-10)

**c.** The delivery of occupational therapy services may include: models, theories or frameworks that relate to client/patient care in preventing or minimizing impairment, enabling function within the person/environment or community context. (3-29-10)

**d.** Other activities may include, but are not limited to, occupation based theory assessment/interview techniques, intervention strategies, and community/environment as related to one's practice (3-29-10)

**04. Carry Over and Duplication.** CEUs and PDUs cannot be carried over to the next reporting period. The same course taken more than once during a reporting cycle will only be counted once. (3-29-10)

**05. Documentation.** A licensee need not submit documentation of CEUs and PDUs when the licensee renews a license. However, a licensee must maintain documentation verifying that the licensee has completed the continuing education requirement for a period of four (4) years. A licensee must submit the verification documentation to the Board if the licensee is audited by the Board. A percentage of occupational therapists and certified occupational therapy assistants will be audited every year. (3-29-10)

**a.** Documentation for all activities must include licensee's name, date of activity or when course was completed, provider name, course title, description of course/activity, and number of PDUs and CEUs. (3-29-10)

- b.** Records showing participation in each professional development activity must be maintained by the licensee. Acceptable documentation for specific activities includes: (3-29-10)
- i.** Continuing education course work. The required documentation for this activity is a certificate or documentation of attendance. (3-29-10)
  - ii.** In-service training. The required documentation for this activity is a certificate or documentation of attendance. (3-29-10)
  - iii.** Professional conference or workshop. The required documentation for this activity is a certificate or documentation of attendance. (3-29-10)
  - iv.** Course work offered by an accredited college or university, provided that the course work is taken after the licensee has obtained a degree in occupational therapy, and the course work provides skills and knowledge beyond entry-level skills or knowledge. The required documentation for this activity is a transcript. (3-29-10)
  - v.** Publications. The required documentation for this activity is a copy of the publication. (3-29-10)
  - vi.** Presentations. The required documentation for this activity is a copy of the presentation or program listing. Any particular presentation may be reported only once per reporting period. (3-29-10)
  - vii.** Interactive online courses. The required documentation for this activity is a certificate or documentation of completion. (3-29-10)
  - viii.** Development of instructional materials incorporating alternative media such as video, audio and/or software programs to advance professional skills of others. The required documentation for this activity is a program description. The media/software materials must be available if requested during audit process. (3-29-10)
  - ix.** Professional manuscript review. The required documentation for this activity is a letter from publishing organization verifying review of manuscript. A maximum of ten (10) hours is allowed per reporting period for this category. (3-29-10)
  - x.** Guest lecturer for occupational therapy related academic course work (academia not primary role). The required documentation for this activity is a letter or other documentation from instructor. (3-29-10)
  - xi.** Serving on a professional board, committee, disciplinary panel, or association. The required documentation for this activity is a letter or other documentation from the organization. A maximum of ten (10) hours is allowed per reporting period for this category. (3-29-10)
  - xii.** Self study of cassette, tape, video tape, or other multimedia device, or book. The required documentation for this activity is a two (2) page synopsis of each item written by the licensee. A maximum of ten (10) hours is allowed per reporting period for this category. (3-29-10)
  - xiii.** Level II fieldwork direct supervision of an occupational therapy student or occupational therapy assistant student by site designated supervisor(s). The required documentation for this activity is a name of student(s), letter of verification from school, and dates of fieldwork. A maximum of ten (10) hours per supervisor is allowed per reporting period for this category. (3-29-10)

**06. Exemptions.** A licensee may request an exemption from the continuing education requirement for a particular two-year (2) period under the following circumstances. The licensee must provide any information requested by the Board to assist in substantiating the licensee's need for a claimed exemption: (3-29-10)

- a.** During the continuing education period the licensee was residing in another country for one (1) year or longer, reasonably preventing completion of the continuing competency requirements; (3-29-10)
- b.** The licensee was absent from Idaho because of military service for a period of one (1) year or

longer during the continuing education period, preventing completion of the continuing competency requirements; or (3-29-10)

c. The licensee should be exempt from the continuing competency requirements for reasons of health or other good cause. (3-29-10)

**026. -- 029. (RESERVED)**

**030. INACTIVE STATUS.**

**01. Request for Inactive Status.** Occupational Therapists and Occupational Therapy Assistants requesting an inactive status during the renewal of their active license must submit a written request and pay the established fee. (4-7-11)

**02. Inactive License Status.** (4-7-11)

a. Licensees may not practice in Idaho while on inactive status. (4-7-11)

b. All continuing education requirements will be waived for any year or portion thereof that a licensee maintains an inactive license and is not actively practicing or supervising in Idaho, subject to Subsection 030.03 of these rules. (4-7-11)

c. Inactive license renewal notices and licenses will be marked "Inactive." (4-7-11)

**03. Reinstatement to Full Licensure from Inactive Status.** An inactive licensee may reinstate to active status by submitting a completed, Board-approved application and paying the appropriate fee. The licensee's application must demonstrate, to the Board's satisfaction, that during the two (2) years immediately preceding the application, the licensee completed at least two (2) CEUs recommended by the Idaho Occupational Therapy Association and approved by the Board, along with at least ten (10) Board-approved professional development units (PDUs), as specified in Section 025 of these rules. (4-7-11)

**031. (RESERVED)**

**032. DENIAL OR REFUSAL TO RENEW, SUSPENSION OR REVOCATION OF LICENSE.**

**01. Disciplinary Authority.** A new application may be denied or renewal refused, and every person licensed pursuant to Title 54, Chapter 37, Idaho Code and these rules is subject to discipline, pursuant to the procedures and powers established by and set forth in Section 54-3713, Idaho Code, IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General," and the Administrative Procedure Act, Title 67, Chapter 52, Idaho Code. (3-29-10)

**02. Grounds for Discipline.** In addition to the grounds set forth in Section 54-3713, Idaho Code, applicants may be denied or refused licensure and licensees are subject to discipline upon the following grounds, including but not limited to: (3-29-10)

a. Obtaining a license by means of fraud, misrepresentation, or concealment of material facts; (1-5-88)

b. Being guilty of unprofessional conduct or violating the Code of Ethics governing said licensees, including the provision of health care which fails to meet the standard of health care provided by other qualified licensees in the same community or similar communities, taking into account the licensee's training, experience and the degree of expertise to which he holds himself out to the public; (1-5-88)

c. Being convicted of a felony by a court or competent jurisdiction; (1-5-88)

d. The unauthorized practice of medicine; (1-5-88)

**e.** Violating any provisions of this act or any of the rules promulgated by the Board under the authority of the act; or (1-5-88)

**f.** Failure to properly supervise persons as required in these rules. (3-29-10)

**03. Penalties.** In addition to any other disciplinary sanctions the Board may impose against a licensee, the Board may impose a fine of up to one thousand dollars (\$1,000) per violation, or in such greater amount as the Board may deem necessary to deprive the licensee of any economic advantage gained by the licensee through the conduct that resulted in discipline and that reimburses the Board for costs of the investigation and disciplinary proceedings. (3-29-10)

**033. -- 040. (RESERVED)**

**041. FEES.**

**01. Fees.** Necessary fees shall accompany applications. Fees shall not be refundable. (3-29-10)

**02. Initial Licensure.** The fee for initial licensure of occupational therapists shall be one hundred fifteen dollars (\$115) and the fee for occupational therapy assistants shall be eighty-five dollars (\$85). (3-29-10)

**03. Limited Permit or Temporary License.** The fee for a limited permit or temporary license shall be thirty dollars (\$30). (3-29-10)

**04. Active License Renewal Fee.** The annual renewal fee for an active license shall be seventy dollars (\$70) for occupational therapists and fifty dollars (\$50) for occupational therapy assistants. (4-7-11)

**05. Reinstatement Fee.** The fee to reinstate a lapsed license shall be thirty-five dollars (\$35). (3-29-10)

**06. Inactive License Renewal Fee.** The annual renewal fee for an inactive license shall be fifty dollars (\$50) for occupational therapists and occupational therapy assistants. (4-7-11)

**07. Inactive to Active License Fee.** The fee for reinstating an inactive license to an active license is the difference between the current inactive and active license renewal fees. (4-7-11)

**042. -- 999. (RESERVED)**

**APPENDIX A  
OCCUPATIONAL THERAPY CODE OF ETHICS  
PREAMBLE**

All Occupational Therapists, Occupational Therapy Assistants, Graduate Occupational Therapists, Graduate Occupational Therapy Assistants, and Occupational Therapy Aides are responsible for maintaining and promoting the ethical practice of occupational therapy. Occupational therapy personnel shall act in the best interest of the patient/client at every level of practice. This Code of Ethics, modeled in principle and the spirit of the Code of Ethics of the American Occupational Therapy Association, sets forth principals for the ethical practice of occupational therapy for occupational therapy personnel. This Code of Ethics shall be binding on all Occupational Therapists, Occupational Therapy Assistants, Graduate Occupational Therapists, Graduate Occupational Therapist Assistants, and Occupational Therapy Aides.

**Principle 1.**

Occupational therapy personnel shall demonstrate, a concern for the well-being of the recipients of their services. (beneficence).

**Principle 2.**

Occupational therapy personnel shall take reasonable precautions to avoid imposing or inflicting harm upon the

recipient of services or to his or her property. (nonmaleficence)

**Principle 3.**

Occupational therapy personnel shall respect the recipient and/or their surrogate(s) as well as the recipient's rights. (autonomy, privacy, confidentiality)

**Principle 4.**

Occupational therapy personnel shall achieve and continually maintain high standards of competence. (duties)

**Principle 5.**

Occupational therapy personnel shall comply with laws and policies guiding the profession of occupational therapy. (justice)

**Principle 6.**

Occupational therapy personnel shall provide accurate information about occupational therapy services. (veracity)

**Principle 7.**

Occupational therapy personnel shall treat colleagues and other professionals with fairness, discretion, and integrity. (fidelity)

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