

Frequently Asked Questions:

- **My course schedule includes registration time in the morning, breaks, and a post-test. How do I reflect the approved CE hours on my brochures and certificates?**
 - If the provider promotes the course as TOTA Approved, the TOTA approved time on course promotional materials and on course certificates should reflect only the instructional time of the course. This means that the overall time of the event may be longer than the contact hours approved for the educational content.
- **What should I do if my course includes a working lunch?**
 - If a working lunch is offered, breaks must offset this time. Because TOTA requires a 15-minute break for every 2 hours of the course, courses may be approved by TOTA for a different number of hours than what was requested.
- **What is a statement of relevance to occupational therapy practice?**
 - This statement should clearly describe how the content of the course is directly related to the scope of practice for occupational therapy practitioners in the state of Texas. For more information on how occupational therapy practice is defined, please review the §362.1 of the OT Rules on the TBOTE website (<https://www.ptot.texas.gov/page/ot-acts-and-rules>).
- **Where can I find more information on the TBOTE regulations for continuing education to make sure my course meets the standards for occupational therapy practitioners in Texas and can be approved by TOTA?**
 - Please go to the TBOTE website (<https://www.ptot.texas.gov/page/ot-acts-and-rules>) and review the OT Rules to understand the definition of continuing education and acceptable/unacceptable activities (§367.1) and the categories of education (§367.2). **Any course that does not meet TBOTE requirements will not receive TOTA approval.**
- **What are instructional methods?**
 - Instructional methods include the different ways that the course content is delivered. Examples of instructional methods include lectures, case studies, pre-and post-tests, etc. Remember that non-instructional time, such as time

to take a post-test, cannot be included in the approved contact hours from TOTA.

- **How do I know what practice area of occupational therapy my course best fits?**

- **Academia:** Content relevant to the professional development of academic OTPs and those who want to transition from clinical practice to academia. This may include fieldwork and doctoral capstone or concern the pedagogy, education, ethics, or theory development of occupational therapy.
- **Children & Youth:** Content relevant to pediatric occupational therapy practitioners providing services to infants, toddlers, children, and youth and their families across a variety of settings.
- **Health & Wellness:** Content relevant to occupational therapy practitioners providing wellness-related services related to the physical as well as the emotional well-being of clients.
- **Mental Health and/or Behavioral Health:** Content relevant to occupational therapy practitioners providing mental health treatment and prevention across the lifespan and for those with mental illness.
- **Productive Aging:** Content relevant to occupational therapy practitioners working with a rapidly aging population to maintain independence and safety.
- **Rehabilitation, Disability and Participation:** Content relevant to occupational therapy practitioners working to address the needs of clients with injuries, illness, or decreased occupational performance due to another cause.
- **Work and Industry:** Content relevant to occupational therapy practitioners promoting workplace success for those returning to work after an illness/injury or providing prevention supports.
- **Ethics:** Content relevant to understanding ethical standards or regulatory matters for occupational therapy practice.
- **Documentation, Billing and Regulatory Matters:** Content related to documentation and reimbursement for occupational therapy practice. TBOTE specifically excludes courses that are designed to educate employees about topics such as professionalism, team building, and HIPPA compliance or the philosophy/policies/procedures of a specific work setting.