

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health

Health Professional Licensing Administration
for the D.C. Board of Occupational Therapy



* **SPONSORING ORGANIZATION** *

APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL

1. _____
Name of Sponsoring Organization

2. _____
Street Address

3. _____
City State Zip Code Area Code and Telephone #

4. Person Responsible _____
Title _____

5. Program Title _____

6. Number of clock hours requested (minimum of 50 minutes = 1 clock hour; no fractions allowed)

| 7. <u>Course Site</u> (City, State) | <u>Course Date</u> |
|--|--------------------|
| ----- | ----- |
| ----- | ----- |
| ----- | ----- |
| ----- | ----- |

8. Has this course been previously approved?

[] Yes [] No

If Yes, please provide a copy of the approval letter.

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9. How does this course relate to the practice of Occupational Therapy?

10. Attach: (a) a description of the course objectives;
(b) an outline of the course content;
(c) a description of the teaching methods to be employed and
(d) a description of any instructional media to be utilized.

11. Anticipated number of participants: _____

12. Attach a time schedule for the course that describes how the course time will be utilized.

13. Attach a copy of the evaluation form.

14. Attach a brief biography or curriculum vitae of each presenter.

15. Attach a copy of the certificate given to each participant who completes the course.

16. Enclose a copy of promotional material, if available.

17. Attach a copy of a Pre and PostTest.

Signature of Person Submitting this Application

Title

Date

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CONTINUING EDUCATION ORGANIZATIONAL INFORMATION

Organization/Agency Name: _____

Address: _____

City/State/Zip Code: _____

Area Code and Telephone #: _____

Person Responsible for Continuing Education: _____

Title: _____

Organizational Philosophy and Objectives:

Instructional Staff:

Describe method for recording attendance during the program (supply form used):

This approval is good for as long as there are not any changes to either the program content or the instructors for the program.

*** Only the following types of continuing education programs are exempt from prior review and approval for acceptance in the District of Columbia: All continuing education programs provided directly by the American Occupational Therapy Association (AOTA), AOTA Approved Providers, state or local occupational therapy associations, accredited healthcare facilities, and accredited colleges or universities.**