



D.C. Board of Occupational Therapy

INSIDE THIS ISSUE

Verification of Licensure	2
Things You Need to Know to Renew	3
Report to Adult Protective Services	3
Licensure Renewal Process	4
Many Thanks to Retiring ED	4
Criminal Background Check	5
Honesty is Indeed the Best Policy	6
DWIs/DUIs/OWIs	6
Recreational Therapists Meet	7
OT Town Hall	8
OT Students Visit	11
CE Requirements	13
Board Orders	15
Filing a Complaint	15
Board Members Board Staff & Contact Information	16

YOUR MAILING ADDRESS

Changing your mailing address? Send your name, mailing address, and license number to:

Board of Occupational Therapy Processing Department
899 N. Capitol Street, NE
First Floor
Washington, DC 20002

Government of the District of Columbia
Vincent C. Gray, Mayor



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DOH
DEPARTMENT OF HEALTH
Promote. Prevent. Protect.

Summer 2013

RENEWAL ISSUE

LETTER FROM THE CHAIR

Greetings. Welcome to the annual edition of the District of Columbia Board of Occupational Therapy Newsletter. This newsletter remains our primary means of communication with all DC licensed Occupational Therapists (OTs) and Occupational Therapy Assistants (OTAs).

The Board consists of three (3) Occupational Therapists, one (1) Recreational Therapist, and 1 public member. We continue to look for an additional public member. If you have any recommendations please pass them along.

They must be a resident of the District of Columbia and NOT be a healthcare practitioner.

The Board meets at least four times every year. The months we meet are January, April, July, and September. We generally meet the third Monday of the month at 2:30 p.m. in the board conference room at 899 North Capitol Street, NE, Suite 200. Anyone is invited to attend the meetings. If the need arises, we will meet at other times. The Board members do go into the office on a regular basis to review any pending applications. Rest assured that we do not do this just once every three months!

The Board hosts at least one Town Hall meeting a year. The District Council Town Hall panel/meeting and Recreational Therapy Meet & Greet are featured in this newsletter. In addition, second year occupational therapy students, at Howard University, come and observe every January meeting.

The Board's primary responsibility is to protect the public. You will read about the disciplinary actions taken by the Board in this newsletter. If you have a complaint against an

(continued on page 2)



Frank E. Gainer, MHS, OTR/L, FAOTA, CAE

YOUR CURRENT LICENSE WILL EXPIRE ON SEPTEMBER 30, 2013

Upcoming Board Meeting

SEPTEMBER 16, 2013

OPEN SESSION 2:30 PM

Location: 899 N. Capitol Street, NE
Washington, DC 20002

Contact Mavis Azariah at
(202) 442-4782 or
mavis.azariah@dc.gov

Verification of Licensure

Licensing authorities and some health facilities often require a letter of verification of the licenses you currently hold or have held in the past. These letters of verification are sometimes called “letters of good standing,” even though your DC license may have expired.

If the jurisdiction or institution to which you wish the letter sent gave you a form, simply forward the form and include a check or money order payable to “DC Treasurer” in the amount of thirty-four dollars (\$34.00). Send to:

DC Board of
Occupational Therapy
899 N. Capitol Street, NE
Washington, DC 20002

Be sure to include your name and the address where the form is to be sent.

If the jurisdiction or institution did not give you a form, send the payment referenced above and a short note requesting a letter of verification. The note should include your name, and the name and address of where you want the letter of verification sent.

Letter from the Chair (continued from page 1)

OT or OTA licensee, please do not hesitate to contact Ms. Mavis Azariah, the OT Board’s health licensing specialist. She will provide you with the necessary information to file a formal complaint. Her contact information is **mavis.azariah@dc.gov** or **(202) 442-4782**.

An important reminder, if you are a new graduate and have taken the national certification examination and failed, you must stop practicing **immediately**. There is a \$2,000 fine for practicing without a license.

The Board is in the process of finalizing revisions to the rules and regulations. It has been several years since the rules were last revised. The Board is focusing on clarifying the supervision requirements and responsibilities of occupational therapy assistants and occupational therapy aides.

If you are new to the District, and are awaiting licensure, you can complete the Supervised Practice Form in order to practice for a 60-day interim period. Make sure you read the form carefully and complete all instructions.

I encourage you to check out the new Board Web site. There is a wealth of information. Please go to **<http://doh.dc.gov/node/157592>**.

As a reminder—the license renewal process started in July. OT and OTA practitioners renew every odd year. We will continue to have random audits of continuing education requirements. Please make sure you have earned enough contact hours for this renewal period—October 1, 2011 through September 30, 2013. OTs needed to have earned 24 contact hours and OTAs needed to have earned 12 contact hours. We issued a substantial number of fines because practitioners had not completed the required number of contact hours AND had not responded in a timely manner to Board inquiries.

If audited, please ensure you submit documentation of appropriate continuing education. For example, BCLS recertification and proper hand washing techniques are NOT considered relevant to your practice as an occupational therapy practitioner. If you have any doubt about the relevance of a particular course/topic—ask first.

Additionally, make sure you answer all questions honestly. There have been a significant number of fines issued due to inaccurate information. It is better to disclose too much rather than not enough.

I appreciate your constructive feedback. Please feel free to e-mail me at **fgainer@aota.org** I would also like to hear what topics you think should be included at future Town Hall meetings.

Thank you.

Frank E. Gainer, MHS, OTR/L, FAOTA, CAE
Chairperson
Board of Occupational Therapy

THINGS YOU NEED TO KNOW TO RENEW

- 1) All licensees will be required to undergo a state and federal Criminal Background Check (CBC). *Licensees are required to undergo a subsequent criminal background check every four (4) years from the date of the licensee's previous background check. (17DCMR §8501.5) If you completed a CBC with the Health Professional Licensing Administration within the last 4 years, you are not required to complete a CBC with this renewal.*
- 2) To access your renewal application beginning on July 1, 2013, go online at www.doh.dc.gov. **No CBCs will be done/accepted unless a renewal application has been completed and filed with our office.**
- 3) Answer **ALL** questions completely and truthfully to avoid delays in processing your application. If you are aware of an incident in your past that may result in a positive criminal background check, you must provide the supporting documentation (including court documents) that explains the outcome of the case.
- 4) If you are currently not in compliance with the Board, your ability to renew may be denied until you satisfy the request of the Board.
- 5) The licensure renewal fee is \$179. In addition, Criminal Background Check fee is \$50.* **varies by state*
- 6) CEUs—
 - **OTs** must complete **twenty-four (24)** contact hours of approved continuing education (CE) credits prior to renewal to be eligible for renewal.
 - **OTAs** must complete **twelve (12)** contact hours of approved continuing education (CE) credits prior to renewal to be eligible for renewal.
 - **Random audits** will be conducted following the renewal.
- 7) All licenses will expire on September 30, 2013. Please begin the renewal process early.

Any false statement on your renewal application will result in disciplinary action being taken against your license.

General Renewal Questions: 1 (877) 672-2174 | Website: www.hpla.doh.dc.gov

MANDATORY AND VOLUNTARY REPORTERS FOR ADULT PROTECTIVE SERVICES (DC OFFICIAL CODE 7 - S1903)

Dr. Sheila Jones, Chief of the DC Department of Human Services Family Services Administration, has spoken with several HRLA health professional boards regarding **mandatory reporting requirements for health care professionals** in the District. Mandatory reporters (which includes OT Board licensees and other health care professionals, as well as bank managers and police officers).

Mandatory Reporters are required to **report suspected abuse, neglect, or exploitation of elders or incapacitated adults**. Reports should provide the name, age, address and location of the person being abused, and as much detail about the abusive situation as possible.

A Mandatory Reporter must make a report by contacting Adult Protective Services. **Call (202) 541-3950 or fax a written report to (202) 541-3964.**

Suspicious deaths must be reported to the local medical examiner and law enforcement. If the case involves **financial fraud**, contact DC's Department of Insurance Securities and Banking at (202) 727-8000.

Dr. Jones urges Board members to stay current on trends concerning elder abuse and financial exploitation.



Dr. Sheila Jones

CALL
(202) 541-3950
24 HOURS / 7 DAYS A WEEK

LICENSURE RENEWAL PROCESS

LICENSES EXPIRE ON SEPTEMBER 30, 2013

RENEW YOUR LICENSE VIA THE INTERNET.

TO RENEW ONLINE YOU MUST USE INTERNET EXPLORER 6.0 OR HIGHER AND PAY BY MASTERCARD OR VISA. OUR SYSTEM IS NOT COMPATIBLE WITH GOOGLE CHROME OR SAFARI.

Before you log-on to our website, please have these items available:

- Social Security number
- Visa or MasterCard, in order to pay your renewal fee of \$203 online.

WHEN YOU ARE READY TO LOG-ON TO OUR WEB SITE:

- Enter www.hpla.doh.dc.gov into the address field of your web browser
 - Click on Online License Renewal
 - Type in your Social Security number and last name and click on "Search" tab
 - At the Registration page, you must create a User ID and Password
 - Type in your newly created User ID and Password and follow the step-by-step instructions to complete the renewal process.
- Please be sure to printout a copy of the "Confirmation Page" for your records.

AFTER YOU FINISH THE ON-LINE RENEWAL AT OUR WEB SITE, SEND US:

- If you do not currently have a photo on your license, you will need to send TWO (2) 2"x2" photos of yourself (identical passport-size photos; plain background, front-view, fade-proof), and write on the back of the photos your full name and license number or Social Security number.
- If you answer "yes" to the question in "Section 6", please mail the supporting document(s).
- Mail the items to:

HPLA - ATTN: OT Renewal
899 North Capitol Street NE-First Floor
Washington, DC 20002
- After 24 hours, you may verify your completed renewal at: <http://hpla.doh.dc.gov/weblookup>

NOTE: Please do not submit copies of CEs unless selected for the CE Audit.
CEs are NOT required for first-time renewals.

TO REQUEST A PAPER RENEWAL APPLICATION OR APPLY FOR PAID INACTIVE STATUS, PLEASE VISIT OUR WEBSITE AT WWW.DOH.DC.GOV OR CALL 1-877-672-2174 BETWEEN THE HOURS OF 8:30 AM AND 4:30 PM EST - MONDAY THROUGH FRIDAY.



Bonnie Rampersaud

MANY THANKS TO RETIRING EXECUTIVE DIRECTOR BONNIE RAMPERSAUD

The DC Board of Occupational Therapy would like to express its thanks to Mrs. Bonnie Rampersaud, who served as Executive Director of the Board for many years.

Mrs. Rampersaud was a dedicated and invaluable member of the staff for the Health Regulation and Licensing Administration (HRLA). In addition to coordinating the functions and activities of the OT Board, she also served as executive director for 13 other HRLA boards.

We wish Mrs. Rampersaud well as she embarks upon a new adventure—retirement.

The Board welcomes current Interim Executive Director Patricia M. D'Antonio, RPh, MS, MBA, CGP.

CRIMINAL BACKGROUND CHECK (CBC) PROCESS

WHERE CAN I GET MY CRIMINAL BACKGROUND CHECK DONE?

Health professionals licensed in the District of Columbia can now receive live scan Criminal Background Check services with MorphoTrust USA (formerly called "L-1 Enrollment"). For more information on how to receive a live scan Criminal Background Check via MorphoTrust Services visit the MorphoTrust USA website or call 1-877-783-4187.

APPLICANTS COMPLETING CBC THROUGH MORPHOTRUST USA

Applicants choosing to use MorphoTrust USA for CBC will pay MorphoTrust directly for this service. Applicants have the following options to schedule fingerprinting appointments with MorphoTrust USA.

1. On-line Live-Scan Scheduling

- Available 24 hours a day, 7 days a week.
 1. Go to the MorphoTrust website, www.L1enrollment.com.
 2. Click on the map link to D.C.
 3. Choose Online Scheduling and enter required information and select desired appointment.

2. Call Center Scheduling

- Available Monday - Friday, 9am – 5pm EST.
Call **(877) 783-4187** and speak to one of the operators.
 1. Operators will collect required information and schedule your appointment.
 2. Be sure to write down your appointment date, time and location provided by the operator.
 3. Out of State Applicants who reside out of the District of Columbia, or are physically unable to go to a location to be fingerprinted may use MorphoTrust USA's Card Scan Processing Program.

This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to an electronic fingerprint processing location. Applicants must go online to the MorphoTrust USA website or call 1-877-783-4187.

** A FBI Name Search request will be requested by MorphoTrust on behalf of D.C. DOH if an applicant has received two fingerprint rejections based on quality. Once MorphoTrust personnel receive notice that an applicant has received a second rejection, a name search request form will be submitted by approved MorphoTrust personnel directly to the FBI.

CAN I APPLY FOR A TEMPORARY LICENSE IN THE DISTRICT? The Board does not issue Temporary Licenses.

LIVE SCAN FINGERPRINTING



TWO CHECKS!

Your first check, made payable to "DC Treasurer", will cover the fee for your renewal. Your second, separate check will go towards the Criminal Background Check (CBC); that fee is \$50 for D.C. residents. **CBC fees vary by state.**

CRIMINAL BACKGROUND CHECK REQUIREMENT FOR RENEWAL

Licensees are required to undergo a subsequent criminal background check every four (4) years from the date of the licensee's previous background check. (17DCMR §8501.5) If you completed a CBC with the Health Professional Licensing Administration within the last 4 years, you are not required to complete a CBC with this renewal.

CBC FINGERPRINT VENDOR LOCATED AT DOH

You can get your CBC fingerprinting done at the MorphoTrust location on the first floor at the Health Professional Licensing Administration. We are located at 899 North Capitol Street, NE, Washington DC 20002 (across the street from Gonzaga High School).

SUBMIT RENEWAL APPLICATION BEFORE CBC

No CBCs will be done/accepted unless a renewal application has been completed and filed with our office.

HONESTY IS INDEED THE BEST POLICY

By
Eric Yeager, Esq.
Senior Health Licensing Specialist
District of Columbia Department of Health

Licensees and applicants should give serious consideration to the consequences of giving **incorrect, false, or misleading answers and omissions** when responding to the licensure application questions. Regarding the criminal background question, all DOH renewal applications will soon more clearly ask the following: “Have you ever been arrested, convicted or charged for a felony or misdemeanor including a DUI, OWI, or DWI (other than minor traffic violations for which a fine or ticket is the maximum penalty)?” For renewal applications, the applicable time period will be “Since your last renewal,…”

There have been many iterations of this question over the years, and prior versions have asked whether one has “ever” been “investigated,”

“Have you ever been arrested, convicted or charged for a felony or misdemeanor including a DUI, OWI, or DWI (other than minor traffic violations for which a fine or ticket is the maximum penalty)?”

“arrested,” or “convicted” for “a crime or misdemeanor other than a minor traffic violation.” Licensees and applicants who improperly answer “no” on this question often explain to the Licensing Boards that they were confused by the question, “forgot” the arrests/charges, “turned themselves in” to authorities, or thought the arrests/charges were expunged by courts. However, many of the Licensing Boards find these explanations unpersuasive

and impose monetary fines and other disciplinary actions on licensees/applicants who submit false or misleading information on their licensure applications.

Regardless of the arrests, convictions, or other adverse actions in one’s past, an applicant or licensee will not improve his or her plight by adding new grounds for disciplinary action through the submission of a false or misleading statement to the Licensing Board. Please remember, even if the initial matter would not have been an issue, such as a 10-year-old jaywalking charge, by failing to disclose the arrest on your application, you could face the possibility of disciplinary action just for submitting a false or misleading statement to the Board. Honesty is always the best policy.

THE DISTRICT OF COLUMBIA HAS THREE DIFFERENT TYPES OF “DRUNK DRIVING” VIOLATIONS:

1. **Driving While Intoxicated (DWI)** is the act of operating or being in physical control of a motor vehicle with a blood alcohol level of 0.08 or higher.
2. **Driving Under the Influence (DUI)** is the act of operating or being in physical control of a motor vehicle “under the influence of alcohol” and this can mean a blood alcohol level as low as 0.05 or if you show that you are impaired by alcohol to an “appreciable degree.”
3. **Operating While Impaired (OWI)** is the act of operating or being in physical control of a motor vehicle while you are so affected by the consumption of alcohol that it impairs your ability to operate a motor vehicle in the same way a reasonably careful and prudent driver, not so impaired, would operate a vehicle in similar circumstances.

RECREATIONAL THERAPISTS MEET AND GREET AT THE HEALTH REGULATION AND LICENSING ADMINISTRATION

On October 3, 2012, the OT Board held a “meet-and-greet” for Recreational Therapists practicing in the District. On the agenda were topics such as:



- Review of the Rules and Regulations (Historical overview of Chapter 72)
- The Role of the Health Facilities Division
- Registration versus Licensure
- The Importance of CTRS (Certified Therapeutic Recreational Specialist credentialing)
- Charge from Councilmember David Catania
- Review of the process
- Questions/Answers/Expectations

Participants introduced themselves and gained information and insights from Recreational Therapist Board Member Charles Bond, MS, CTRS, RRT, and Board Chair Frank E. Gainer, MHS, OTR/L, FAOTA, CAE, and Dr. Sharon Lewis, Program Manager of the HRLA Health Care Facilities Division.

Important Recreation Therapy Links at www.doh.dc.gov:

Licensure - <http://doh.dc.gov/node/161412>

Regulations - <http://doh.dc.gov/node/149952>





OT TOWN HALL 2012 AT THE WILSON BUILDING

In April 2012, the Board of Occupational Therapy sponsored a town hall meeting at the historic John A. Wilson Building, which houses the Executive Office of the Mayor and the Council of the District of Columbia.

Delvin Champagne, MSHE, COTA/L, CHES welcomed OTs to the event. The event featured a reception and a panel discussion, moderated by **Greg Henderson, OTR/L**. The other OTs on the panel were **Elizabeth Adhock, MS, OTR/L**, and **Cindy Lambert, OTR/L**. **Shirley Jackson, PhD, OT/L, FAOTA** spoke about changes in regulations for supervision, and creating separate regulations for OTAs.

DC Council staffer Justin Palmer, of Councilmember Catania's office, told

participants that the health professional boards are "the backbone ensuring good practice in the District. We appreciate all you do."

Felicia Banks, PhD, OTR/L (Howard University OT professor) noted the shortage of OT educators. "Requiring faculty to have a PhD really makes it a challenge," she said. OT research must be conducted because OT is an evidence-based profession. Mentorship can be key is helping OTs obtain teaching experience. OTs with an interest in education or research should be encouraged to seek a career in academia. The right grooming and mentoring enables OTs to become educators and scientists. Fieldwork is part of the process of grooming an educator.

Tracey Ellis, MPH, OTR/L (OT Board Member) spoke about being an OT in private practice. Ms. Ellis noted that there are different roles for OTs as employees versus working in private practice. "It is a very different role. It is important to keep in mind your role and your responsibilities in private practice—such as paying your own taxes." When you are practicing on your own, she said, you should have malpractice insurance, complete documentation and excellent ethics. Another challenge is that, as with any small business, there may be a long wait between when the service or treatment is provided and when payments from clients or governmental entities are sent.

(continued on page 9)



For Your Information ...

DCOTA CONTACT INFORMATION

e-mail: info@dcota.org - twitter: [@districtOT](https://twitter.com/districtOT) - facebook: [DCOTA](https://www.facebook.com/DCOTA)



OT TOWN HALL 2012

(continued from page 8)

“Funding and reimbursement can be a real struggle,” she said.

If you go into private practice, create a niche for yourself. There are grants. Investigate corporate websites, under social responsibility. In OT and PT, there are a lot of opportunities for us with the aging population. OT is also a great resource for children with challenges who were low-birth babies; OT services are also needed by wounded veterans.

Jill Schie, MS, OTR/L, spoke about being the lone OT in acute care. “Put on your marketing hat” to help ensure that patients in need of OT services get them in their transition from hospital to home. It is a challenge getting the patient out of the acute-care hospital, she said.

“The family can’t take care of the patient, and insurance will only pay for x or z.”

There is a problem in the OT continuum-of-care because DC Medicaid will not reimburse home health services.

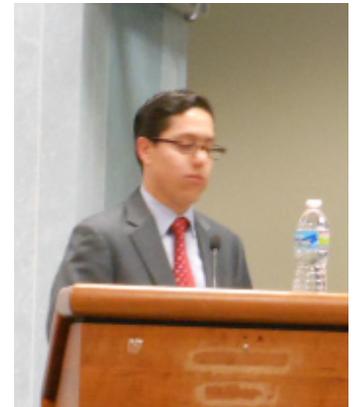
Jeremy Furniss, MS, OTR/L, noted that OT is an important element in helping the patient maintaining independence and dignity. However, payment mechanisms can act as a barrier to care because payment is dependent upon reimbursement through Medicaid or Medicare.

Victoria J. Goldhammer, MS, OTR/L spoke about home modification. Modifications decrease fall rate and represent a significant cost savings. “The goal is to help people stay in their homes. DC

has two programs to fund home assessability, however neither requires OT home assessment.”

There are grants available for low-income homeowners, she said, “but applying for funds is an arduous process.” Ms. Goldhammer provided further information about funds through DC Disability Services for clients with intellectual disabilities and other handicaps. DDS has PT-only assessments, not OT home assessment.

OTs prevent health problems, and offer treatment vital to the nation’s wellbeing. Panelist Jeremy Furniss left participants with a question to ponder: “Isn’t it great to be an OT?”



OT TOWN HALL



OCCUPATIONAL THERAPY STUDENTS VISIT OT BOARD



Class of 2013 — Occupational Therapy students from Howard University attend an OT Board meeting.

STUDENT QUESTIONS

Who does the Board discipline? The Board is responsible for OTs and OTAs who practice in the District of Columbia.

Does the Board forward information about licensees to Maryland and Virginia? Yes. The Board forwards information to Maryland and Virginia--and any other state in which the licensee is licensed—as well as to the National Board for Certification in Occupational Therapy, Inc. (NBCOT)

IF YOU APPEAR BEFORE THE BOARD

- **Be Honest**
- **Carefully think about what you want to say—be coherent and logical**
- **Know that the Board is not out to get you**
- **Be remorseful if you are indeed at fault**

The Board welcomed Howard University OT graduate students to open session, and invited them to discuss licensure-related topics of interest.

During their discussion with Board members, students learned about the licensure process and the responsibilities of licensees.

Students were introduced to Board staff members,

beginning with Health Licensing Specialist Mavis Azariah, who serves as the main point of contact for the general public and those with questions about the licensing process.

In her role as specialist, Ms. Azariah conducts the initial review of applications to make sure that all required items have been submitted. She also fields

questions from licensees and future licensees.

During the student visit, one topic the Board members emphasized, was the Board's post-renewal Continuing Education audit. Licensees who are selected in the audit must respond within 30 days of the Board's request for the specifics regarding each CE course taken.

"Based on the numbers

of OTs who have not completed enough CE, they have not gotten the message," according to Board Chair Frank Gainer.

"Count your CEUs," Board member Tracey Ellis told the students. "If not, it will cost you money in fines for not completing CE." Ms. Ellis also suggested that OTs who relocate should consider placing their license on Paid

(continued from page 11)

Inactive, rather than allowing the license to expire: “If you come back to practice in the District after your license expires, it will be a lot of work to be reinstated.”

Board Attorney Carla Williams spoke about her role as legal advisor. Her role as attorney is to advise the Board regarding actions taken against licensees during Board meetings and in hearings conducted by the Board.

Supervisory Investigator Tim Handy informed students about the duties of the investigative team. The investigations department has oversight for 23 boards, he told the students.

“We have five investigators, and provide investigations into unlicensed activities.”

Investigator Rebecca Odrick noted that there are two types

of investigations: “There are Board-driven investigations of abuse, fraud, and neglect. There are also investigations into unlicensed activity.”

Compliance Supervisor Gregory Scurlock warned students not to allow their excitement about joining the profession cloud their vision when people urge them to go astray:

“You’re new, excited, zealous people. Don’t do anything outside of your scope of practice. People could take advantage of you by urging you to do something outside of your scope.”

Board member Roxanne Arneaud (who also happens to be an attorney), encouraged the students to aim to be an advocate for the profession. She also urged future OTs to “stay out of

trouble, because we [the Board] will find out about it.”

Recreational Therapist Board member Charles Bond (who has taught recreational therapy classes at Howard University) informed students that he is the first RT on the Board. “Prior to my appointment, we had no voice.”

Board Chair Frank Gainer advised the students to always be honest when appearing before the Board or when applying for licensure. “Because we will find out,” he said. “The Board may already know the answer before they even ask you the question.”

The Board forwards information about licensees to the Maryland and Virginia’s OT boards—and any other state where the licensee is licensed—as well

as NBCOT (National Board for Certification in Occupational Therapy, Inc.) Other boards also inform the DC OT Board about actions taken against professionals licensed here.

Board Chair Frank Gainer noted: “A young lady failed the exam, but tried to take it again without informing us, however she had requested that her exam results come to us. We caught her lying to the Board.”

OTs should be polite when being investigated and be prepared to show evidence that you are practicing within your scope of practice.

“Show me proof you were trained to use that modality. I have a 3-ring binder to show all CEs I have taken. Keep track of it. Do online courses. If you take courses towards an OT doctoral degree that will count on field work.”



Class of 2012 — Occupational Therapy students from Howard University attend an OT Board meeting.

CE AUDIT RESPONSE FORM

The Board of Occupational Therapy has implemented a new audit form for licensees selected during the CE Audit. If you have been selected for Audit, please complete **this form**, and submit it along with **your certificates**, to the Board at: **DC Board of Occupational Therapy, Attn: CE Audit, 899 North Capitol Street NE, 2nd Floor, Washington DC 20002**.

Name (please print): _____

License Number: _____

Submit proof of **continuing education hours** for the licensure period effective
October 1, 2011 through September 30, 2013.

OTs needed to have earned 24 contact hours and OTAs needed to have earned 12 contact hours.

NAME OF COURSE & ORGANIZATION THAT PROVIDED THE PROGRAM	Date course was taken	Number of Contact Hours	Was it Live or Distance/ Online?
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

EXPEDITE YOUR LICENSE

Make sure to have your entire application filled out and signed. Provide official court documents of final case dispositions for any felonies or misdemeanors that you incurred (i.e., a defendant, in any state or country). Malpractice case dispositions should include a case number, jurisdiction, year, all the defendant names, all plaintiff names, a brief summary of the case, and final disposition, such as judgment dollar amount, dismissed with or without prejudice, or settlement dollar amount—this information must be sent with your application.

CONTINUING EDUCATION (CE) REQUIREMENTS

To obtain a copy of the CE requirements for Occupational Therapists and Occupational Therapy Assistants practicing in the District, visit: <http://doh.dc.gov/node/222832>

WHEN YOU MOVE (OR CHANGE YOUR NAME)

Licensees sometimes forget to inform the Board of Occupational Therapy when they move or change names. If we do not have your current address, you may not receive your renewal mailing because we may send it to your former address. ALL NAME AND ADDRESS CHANGES MUST BE SUBMITTED IN WRITING TO OUR OFFICE WITHIN 30 DAYS OF THE CHANGE. Please include your name, address, Social Security number, and license number, if you know it. If you have a name change, you must also enclose a copy of your certificate of marriage, divorce decree, or court order that authorizes the change. Fax your request to (202) 724-8677, or mail your name and/or address change to:

DC Board of Occupational Therapy
Processing Department
Address/Name Change
899 N. Capitol Street, NE
First Floor, Washington, DC 20002

THE OT BOARD NEEDS YOUR EMAIL ADDRESS

Send us your email address so that we will be able to deliver the newsletter electronically. Please send an email to mavis.azariah@dc.gov. Please provide your full name and license type. Place "OT NEWSLETTER" in the subject line.

BOARD ORDERS

(June 2011 to June 2013)

PUBLIC ORDERS

Revocation

Monika Sinha. Revoked. Revocation due to the making or filing of false reports or records and the submission of false statements to collect fees for which services had not been provided. (Date of Action: 12/14/2012)

Fine

Leslie Carter. Probation and Fine. License placed on six (6)-month probation and fine of \$500 assessed due to the failure to truly and accurately reporting an arrest and/or charge on the relevant renewal application, thus constituting the filing of a false or misleading statement with the Board. (Date of Action: 1/22/2013)

Suspension

Denise Kemp. License Suspension and Fine. License suspended and fined \$2000 due to failure to meet CEU requirement on the relevant renewal application thus constituting the filing of a false or misleading statement with the Board. (Date of Action: 1/23/2013)

FILING A COMPLAINT WITH THE BOARD

To file a complaint against a licensed Occupational Therapist, simply write a letter that describes your complaint. The letter must be signed, and you should attach copies of any pertinent documents that you may have. The letter must also include your address, so we may contact you as necessary and notify you of any findings. You may fax the complaint to the Board at (202) 724-8677, or mail it to one of the addresses below.

PLEASE NOTE: You can print a complaint form from our website at www.hpla.doh.dc.gov.

You should mail the complaint to:

DC Board of Occupational Therapy
899 N. Capitol Street, NE
First Floor
Washington, DC 20002

If your complaint alleges unlicensed activity:

Supervisory Investigator
899 N. Capitol Street, NE
First Floor
Washington, DC 20002

Please be advised that the health professional licensing boards do not have jurisdiction over fee disputes, except for billing for services that were not provided. If you have a fee dispute with a health professional, you can seek redress through the civil courts.

SERVE ON THE BOARD

OTs: Promote quality care in the community, and preserve the high standards of the our profession.

CONSUMERS: A dedicated and mindful member of the general public is needed to serve on the board.

To begin the application process, contact OT Board Chair Frank Gainer by email at: fgainer@aota.org.

Please email your name and contact information.

APPLICANTS MUST BE RESIDENTS OF THE DISTRICT OF COLUMBIA.



Contact Information

Address

DC Board of
Occupational Therapy
899 N. Capitol Street, NE
First Floor
Washington, DC 20002

Phone number

(202) 442-4782

Fax number

(202) 724-8677

HPLA webpage

www.hpla.doh.dc.gov

DC Government website

www.dc.gov

Current Members of The District of Columbia Board of Occupational Therapy

Frank E. Gainer, MHS, OTR/L, FAOTA, CAE
Chairperson

Tracey E. Ellis, MPH, OTR/L
Board Member

Roxanne J. Arneaud, Esq., OTR/L
Board Member

Charles Bond, MS, CTRS, RRT
Recreational Therapist Board Member

Interim Director, Department of Health
Saul M. Levin, MD, MPA

Board Staff

Interim Executive Director
Patricia M. D'Antonio, RPh, MS, MBA, CGP
Phone: (202) 727-9856
Email: patricia.dantonio@dc.gov

Health Licensing Specialist

Mavis Azariah Armattoe
Phone: (202) 442-4782
Email: mavis.azariah@dc.gov

Legal Staff

Panravee Vongjaroenrat

Investigator

Rebecca Odrick

Newsletter Layout

Nancy Kofie