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**SCOTA Continuing Education Guidelines and Application Approval Process**

* SCOTA is committed to providing appropriate and quality continuing education opportunities for SCOTA members and other allied health professionals.
* SCOTA will do its best to provide affordable continuing education courses throughout the state of South Carolina.
* SCOTA will have a Standing Continuing Education Committee that will be Chaired by the SCOTA Vice President and whose members shall be the Special Interest Sections Chairs.
* SCOTA, through the Continuing Education Committee, will try to ensure the quality of speakers and presentations.
* SCOTA will maintain records for 5 years of speakers/presentations, roster of attendance and course evaluations.
* SCOTA will certify continuing education courses and contact hours.
* SCOTA will provide the necessary documentation of continuing education courses as prescribed by the practice act.
* SCOTA will approve and certify speakers and presentations on an event by event basis.
* SCOTA will provide courtesy rosters of attendees, lists of speakers and presentation information to the South Carolina Board of Occupational Therapy (SCBOT) annually.
* SCOTA may solely sponsor or co-sponsor continuing education opportunities. SCOTA may charge a fee for approval and/or certification.
* SCOTA Approval is defined as SCOTA approved and/or endorsed events. The host individual or organization soliciting SCOTA's approval is responsible to provide the certificates of participation to participants and to maintain documentation for auditing purposes.
* The host individual or organization is required to provide SCOTA a courtesy roster of attendees and sample certificate.
* SCOTA Certification is defined by SCOTA approved and endorsed events that SCOTA issues the certificates and maintains the files of record.
* SCOTA may charge a fee for attendance at continuing education events.
* SCOTA will try to offer continuing education opportunities at District meetings, SIS meetings, and/or at the SCOTA Annual Conference and Exposition.
* SCOTA will try to offer other continuing education opportunities as appropriate.

**SCOTA will use the following process to Approve and/or Certify Continuing Education Events:**

* Applicants must contact SCOTA to request an application (or download the application from the SCOTA Website).
* Applicants must submit the application for approval at least 30 days in advance of the event.
* Approved applicants agree to follow the following SCOTA rules/regulations.
* No certification of continuing education contact hours will be awarded if:
  + Participants are more than 10 minutes late or leave 10 minutes early for a course is less than 90 minutes in duration.
  + Participants are more than 15 minutes late or leave 15 minutes early for a course that is less than 3 hours in duration.
  + Participants are more than 20 minutes late or leave 20 minutes early for a course that is less than 5 hours in duration.
  + Participants are more than 30 minutes late or leave 30 minutes early for a course that is more than 5 hours in duration.
  + Participants do not complete and return a course evaluation form.
    - ~Note: partial award of continuing education contact hours may be granted for courses with multiple sessions with prior authorization.
* Participants not qualifying to receive a SCOTA Certification secondary to late arrival and/or early departure, may submit the course for consideration by the SCBOT for "in-service" continuing education credits or other credit issued at SCBOT's discretion.
* Approved applicants will submit a roster of attendees and copies of course evaluations within 15 days of the course's completion to the SCOTA Office.
* Certificates of attendance will be issued to qualified participants at the close of the courses or by mail if necessary.
* SCOTA may charge a fee for certificate replacements.
* SCOTA will do its best to provide quality and appropriate continuing education opportunities.
* It is the responsibility of each practitioner to ensure that the continuing education course(s) meet(s) his/her needs and the standards of the SCBOT or other boards.
* The SCBOT does not pre-certify events.
* SCOTA is a SCBOT presumptive provider of continuing education for occupational therapy practitioners.
* The SCBOT has the discretion to approve or reject continuing education credits per the SCBOT standards and/or regulations.