Recording Professional Development Units on the Renewal Application

Certificants are requested to list the PDU accrued during their 3-year renewal cycle on the renewal application. The PDU chart should be completed as shown in the examples below, using the PDU categories from the chart on pages 15-18.

Option 1: General Renewal

PDU Activity Group	PDU ID# Categories	Number of PDU Earned
Professional Service	1-5	6
Attending workshops/classes/ independent learning	6-13	24
Presenting	14-18	0*
Fieldwork supervision	19-21	6
Publishing	22-27	0*
Total Number of Professional Development Units	N/A	36

Total must add up to at least 36

Note: You do NOT have to accrue PDU in every PDU Activity Group.

Option 2: Renewal with Practice Area of Emphasis

You will be first asked to select the practice area of emphasis from the following list:

- Administration and/or management
- Mental health
- Pediatrics
- Education and/or research
- Work and industry
- Rehabilitation
- Geriatrics
- Orthopedics

Then you will be asked to list the number of PDU earned across the following activity groups and indicate whether they relate to your primary practice area of emphasis or general interest areas:

PDU Activity Group	Number of PDU earned in primary practice area of emphasis - note activities listed in this column must total 24 or more PDU	Number of PDU earned in general interest areas
Professional Service		
Attending workshops/classes/ independent learning	20	
Presenting	4	
Fieldwork supervision		*12*
Publishing		
Total Number of PDU	24	*12*
Overall total number of PDU		*36*

Note: If you wish to focus on two areas of emphasis, 48 PDU are required (24 in each area of emphasis).

How to Convert CEU into PDU

The Continuing Education Unit (CEU), created by the International Association for Continuing Education and Training (IACET), is a nationally recognized standard unit of measurement for participation in a continuing education (CE) activity. Associations that are IACET accredited or entities designated as an approved provider by an IACET accredited organization (e.g., AOTA, APTA, ASHA) can convert 0.1 CEU into 1.25 PDU (see PDU #8 on page 16 for details).

Certificants who are awarded CEU from non-IACET entities for PDU activities ID# 6, 7 and 11 can convert the CEU into PDU as shown in the chart to the right. (The contact hour is defined as one (1) clock hour (60 minutes).)

Professional Development Units (PDU) Conversion Chart, PDU 6-13

1 contact hour (not to include meals or breaks)	=	1 PDU
1 clock hour of activity (not to include meals or breaks)	=	1 PDU
0.1 CEU (non-IACET)	=	1 PDU
1 CEU (10 hours of non-IACET activity)	=	10 PDU
0.1 IACET CEU	=	1.25 PDU
1 IACET CEU	=	12.50 PDU

Resource for Tracking Professional Development Units on the NBCOT Website

NBCOT has an online Professional Development Log Portal to help certificants log and track the 36 PDU needed to maintain current certification status with NBCOT. Rather than maintaining a hard copy log of professional development activites, this online tool allows users to enter and maintain an electronic log which can be accessed 24 hours a day from the NBCOT website at *www.nbcot.org.*

Certificants should retain verification documentation as it may be requested for submittal to NBCOT (e.g., in the event of being selected for audit, etc.). Please do not send copies of the log or verification documentation to NBCOT unless specifically requested to do so.

Pictured at right is the NBCOT Professional Development Log Portal, created to allow certificants to track and maintain PDU activities online.

The portal can be accessed from the NBCOT website at *www.nbcot.org.*

NBCOT Professional Development Provider Registry

NBCOT's Professional Development Provider Registry is a service specifically designed to help certificants meet their certification renewal needs. Many certificants choose to complete their PDU requirement by attending courses and programs offered by professional development/continuing education providers.

NBCOT does not review, sanction, or endorse any of the course or program content offered by companies or organizations registered as professional development providers. Certificants are advised to make their own determination on the usefulness of the courses or programs offered by any provider. The providers currently listed on the Professional Development Provider Registry are shown below. More information regarding these providers and the courses or programs they offer can be found on the NBCOT website, under "Professional Development Provider Registry."

NBCOT Professional Development Provider Registry - Current Providers

Abilities OT Services and Seminars, Inc.	*International Center for Reiki Training, Inc.*
Advanced Rehabilitation Services, LLC	*Mission Restore*
Ages and Stages, LLC	*NDTA Neuro-Developmental Treatment Assc.*
At Home Seminars	*Professional Development Resources, Inc.*
Austill's Rehabilitation Services, Inc.	*QUEST Seminars*
Back School of Atlanta	*Rehabilitation Institute of Chicago*
California Education Connection	*Rehab Seminars*
Care Resources, Inc.	*Select Medical Rehabilitation Service*
Care2Learn	*Sensory Solutions*
Central PA Rehabilitation Services, Inc.	*Stanford Hospital & Clinics Rehab Services*
Children's Health Council	*Summit Professional Education*
Children's Hospital & Regional Medical	*TheraDyn Consulting, LLC*
CIAO Seminars	*Therapy Network Seminars*
Clinician's View	*Therapy Works, Inc.*
Cross Country Education, LLC	*University of Wisconsin - College of Health Sciences*
Education Resources, Inc.	*Wee Care Therapy, Ltd.*
Exploring Hand Therapy	*Wild Iris Medical Education*
Health to Me	

PROFESSIONAL DEVELOPMENT ACTIVITIES CHART

The following pages outline the 28 different ways certificants can accrue professional development units.

Be sure to note the PDU value, maximum number of units allowed per renewal cycle, and verification documentation for each activity.

PDU ID#	Professional Development Activity
	PROFESSIONAL SERVICE
1	Assessing professional skills using the NBCOT online Self-Assessment tool or similar professional skills assessment tool, i.e. AOTA or employer-based professional development tool (see page 20 for details)
2	Developing a Professional Development Plan based on the results of a professional skills assessment tool.
3	Volunteering for an organization, population, or individual that adds to the overall development of one's practice roles.
4	Peer review of a professional manuscript or textbook.
5	Mentoring an OT colleague or other professional to improve skills of the protégé, including role as a disciplinary monitor (mentor must be currently certified).
	ATTENDING WORKSHOPS/COURSES/INDEPENDENT LEARNING
6	Attending employer-provided, workplace continuing education [does not include new staff orientation activities] (same workshop may be claimed one-time only for PDU).
7	Attending workshops, seminars, lectures, professional conferences approved by one of the following (same workshop may be claimed one-time only for PDU): 1) Regionally accredited college or university; 2) State regulatory board for licensure renewal; 3) Continuing education providers (e.g., state associations, continuing education companies); 4) Third-party entity.
8	Attending workshops, seminars, lectures, conferences provided by associations that are IACET accredited or entities designated as an approved provider by an IACET accredited organization (e.g., AOTA, APTA, ASHA).
9	Reading peer-reviewed, role-related professional journal article and/or textbook chapter, and writing a report describing the implications for improving skills in one's specific role (Cannot claim for PDU purposes if textbook is required reading for academic coursework/audited course).
10	Successfully completing academic coursework. Course must relate to practice area.
11	Independent learning *with* assessment element (online courses, CE articles, self-study series, etc.).
12	Independent learning *without* assessment element (audited coursework, multimedia courses, etc.).
13	Receiving mentoring from a currently certified occupational therapy practitioner or other professional in good standing to improve the skills of the protégé (must be one's primary role).
14	Participating in professional study group/online study group designed to advance knowledge through active participation.

PDU Value	Max units allowed per 3 year cycle	Verification Documentation
1 unit	1 unit	Complete the NBCOT online Self-Assessment tool or similar self-assessment tools and print off the screen report.
1 unit	1 unit	Use results of self-assessment (see above) to develop goals relating to competence/skills.
5 hours = 1 unit	18 units	Verification of hours via letter from organization and a report describing the hours and outcomes of volunteer service. Volunteer Service form is available online at *www.nbcot.org*.
2 hours = 1 unit	18 units	Letter from publishing organization.
2 hours = 1 unit	18 units	Goals, objectives, and analysis of mentee performance (see NBCOT Mentoring form, at *www.nbcot.org*).
1 hour = 1 unit	36 units	A certificate of attendance or letter from sponsor/employer verifying contact hours or CEU, dates, event title, attendee name and workshop agenda (if available).
1 hour = 1 unit	36 units	A certificate of attendance or letter from sponsor/employer verifying contact hours or CEU, dates, event title, attendee name and workshop agenda (if available).
0.1 IACET CEU = 1.25 PDU	36 units	A certificate of attendance or letter from sponsor/employer verifying CEU from an association that is IACET accredited or entities designated as an approved provider by an IACET accredited organization (e.g., AOTA, APTA, ASHA) verifying dates, event title, attendee name and workshop agenda (if available).
2 articles or 2 chapters = 1 unit	36 units	Annotated bibliography AND a report with analysis of how articles impacted improving skills in one's role (see Journal/Text Book Reading form, at *www.nbcot.org*).
1 credit hour/ per semester = 10 units	36 units	Official transcript from accredited college/university with registrar's seal. This should be sent directly to NBCOT in a sealed envelope along with the renewal application.
1 hour = 1 unit	36 units	Certificate of completion verifying contact hours or CEU.
2 hours = 1 unit	18 units	Summary report of learning with notation of hours spent.
2 hours = 1 unit	18 units	Goals and objectives established in collaboration with the mentor and self-analysis of performance (see NBCOT Mentoring form, at *www.nbcot.org*).
2 hours = 1 unit	18 units	Group attendance records verifying time spent, study group goals, and analysis of goal attainment and learning (see Study Group Report form, at *www.nbcot.org*).

PDU ACTIVITIES CHART

PDU ID#	Professional Development Activity
PRESENTING	
15	Primary or co-presenter making a professional presentation at state, national or international workshop, seminar, or conference (one-time presentation per topic; time spent on preparation cannot be included).
16	Primary or co-presenter making a poster presentation for state, national, or international workshop, seminar, or conference (one-time presentation per topic; time spent on preparation cannot be included).
17	Serving as adjunct faculty, teaching practice area-related academic course per semester (must not be one's primary role; one-time per course title; time spent on preparation cannot be included) Note: For a one-time lecture, use PDU ID#18.
18	Primary or co-presenter providing professional in-service training, instruction, or guest lecturer for occupational therapists, occupational therapy assistants, or related professionals (one-time presentation per topic; time spent on preparation cannot be included).
19	Primary or co-presenter providing presentation for local organization/association/ group on practice area-related topic; e.g., energy conservation, back care and prevention of injury (one-time presentation per topic; time spent on preparation cannot be included).
FIELDWORK SUPERVISION	
20	Level I fieldwork direct supervision (must not be one's primary role).
21	Level II fieldwork direct supervision (must not be one's primary role).
22	Entry-level or post-doctoral advanced fieldwork direct supervision (must not be one's primary role).
PUBLISHING	
23	Primary or co-author of practice-area related article in non-peer-reviewed professional publication; e.g., *OT Practice*, *SIS Quarterly*, *Advance*.
24	Primary or co-author of practice-area related article in peer-reviewed professional publication; e.g. journal, book chapter, or research paper.
25	Primary or co-author of practice-area related article in lay publication; e.g., community newspaper or newsletter.
26	Primary or co-author of chapter in practice-area related professional textbook.
27	Primary or co-primary investigator in extensive scholarly research activities or outcome studies, or externally funded service/training projects associated with grants or post-graduate studies.
28	Developing instructional materials—training manuals, multimedia, or software programs—that advance the professional skills of others (not for proprietary use; must not be part of one's primary role)

PDU Value	Max units allowed per 3 year cycle	Verification Documentation
1 hour = 2 units	36 units	Copy of presentation OR copy of program listing. Presenter name and times (or length of session) and title of presentation must be indicated on documentation.
2 units per poster	18 units	Copy of presentation OR program listing. Presenter name and times (or length of session) and title of presentation must be indicated on documentation.
1 credit hour = 6 units	36 units	Letter on school letterhead verifying dates, lecture/course title, length of session and course/lecture goals and objectives.
1 hour = 1 unit	18 units	Copy of attendance record and outline of presentation or letter from supervisor on letterhead verifying: presenter's name, date/time/length of presentation.
1 hour = 1 unit	18 units	Copy of presentation or program listing that includes: presenter's name; date, time, and location of presentation; and contact person for organization.
1 unit per student	18 units	Letter of verification or certificate from school including dates of fieldwork and name of fieldwork student.
1 unit per 1 week of supervision per student supervised	18 units	Letter of verification or certificate from school that includes the dates of fieldwork. **DO NOT** submit student evaluation form as verification. Co-supervision is acceptable; record dates and times when acting as primary student supervisor. Supervision of more than one student at a time is acceptable; record dates and times of supervision provided to each student. Apply appropriate PDU number based on time spent supervising.
1 unit per 1 week of supervision per student supervised	18 units	Letter of verification or certificate from school that includes the dates of fieldwork. **DO NOT** submit student evaluation form as verification. Co-supervision is acceptable; record dates and times when acting as primary student supervisor. Supervision of more than one student at a time is acceptable; record dates and times of supervision provided to each student. Apply appropriate PDU number based on time spent supervising.
1 article = 5 units	36 units	Copy of published article.
1 article = 10 units	36 units	Copy of published article.
1 article = 2 units	36 units	Copy of published article.
1 chapter = 10 units	36 units	Copy of published chapter OR letter from editor.
10 units per study	18 units	Grant funding number OR abstract/executive summary OR copy of the completed research/study that indicates certificant as primary/co-primary investigator.
5 units	18 units	Program description (Note: Media and software materials may be requested by NBCOT).