



2323 Clear Lake City Blvd, Suite 180-197
Houston, TX 77062
Phone: 832-915-9238

Submission Information

1. Timeframes

Submit your course to CEU Locker with required documentation and the non-refundable application fee at least 30 days prior to the course.

In accordance with the Texas Board of Occupational Therapy Examiner (TBOTE) regulations, all courses require prior approval. Courses that have already taken place will be returned and not reviewed.

Current processing time is approximately 4 weeks.

Applications can be rushed for an additional fee. Current processing times for rush applications are 1-2 weeks.

The approval number is valid for twelve months, beginning on the date of your event.

2. Required Info for PDF Uploads:

- A. Detailed course schedule with instructional time noted
- B. Measurable learner objectives
- C. Outline of program/course content
- D. Application or relevance to the practice of occupational therapy.
Applications that do not mention occupational therapy will be returned.
See [§362.1 \(29\)](#) for guidance on the OT scope of practice in Texas.
- E. A reference list with least two recent (last 10 years) citations supporting proposed subject matter in APA format. [Scribbr](#) has a free citation generator if you have a source and it is not in APA format.
Applications with sources not listed in APA format will be returned.
- F. CV or résumé for all instructors/presenters. Speaker bios are unacceptable.
- G. Sample participant course assessment
- H. Sample certificate: see below for certificate requirements

3. Calculating Contact Hours

Contact hours are based on instructional time and are permitted in quarter-hour increments. The following cannot be counted towards total contact hours: breaks, registration, sign-in, pre/posttests, meals, exhibit hall and any other non-educational time.

4. Unacceptable Activities

Pursuant to 40 Tex. Admin. Code §367.2, unacceptable professional development activities not eligible for continuing education include but are not limited to:

- A. Any non-instructional time frames such as breaks, meals, introductions, and pre/post testing.
- B. Business meetings.
- C. Exhibit hall attendance.
- D. Activities that provide information about the work setting's philosophy, policies, or procedures or educate employees about a specific work setting.
- E. Activities that concern business development, general professional behaviors/standards, or customer service.
- F. Activities that concern the self-promotion of the provider's or licensee's programs, products, or services.
- G. Activities that concern general topics such as social work; defensive driving; water safety; team building; Graduate Record Examinations (GRE)®, Graduate Management Admissions Test™(GMAT), and Medical College Admission Test® (MCAT) preparation; general foreign languages; disposal of hazardous waste; patient privacy/rights or abuse of patients; cardiopulmonary resuscitation (CPR); First Aid; Health Insurance Portability and Accountability Act (HIPAA); and Family Educational Rights and Privacy Act (FERPA).

5. Which practice area of occupational therapy best fits?

Please note that 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.

Please choose the best fitting category for your course content:

- **Academic & Fieldwork Education:** Academic and professional education in occupational therapy, including fieldwork, doctoral capstones, pedagogy, educational practices, and theory development.
- **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.
- **Ethics, Documentation, Billing, and Regulatory Matters:** Content related to understanding ethical standards, regulatory matters, documentation, and/or reimbursement for occupational therapy practice.
- **Health & Wellness:** Occupational therapy approaches to health promotion, prevention, wellness, and physical and emotional well-being.
- **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:** Occupational therapy approaches that support health, independence, safety, participation, and quality of life among older adults.
- **Rehabilitation & Disability:** Enhancing occupational performance and functioning across diverse settings for adults experiencing acute or chronic conditions, illness, injury, or disability. This includes return to work, ergonomics, job performance and safety.

6. Submission Fees

Fees are based on the number of contact hours:

Contact Hours	Fee
0 – 3.9 hours	\$60.00
4.0 – 7.9 hours	\$90.00
8.0 – 11.9 hours	\$120.00
12 – 15.9 hours	\$150.00
16.0 – 19.9 hours	\$180.00
20 hours or more	\$210.00
Rush Processing: less than 30 days' notice	\$50.00
Optional: Featured Course Fee, only available upon course approval	\$100 for 30-day listing, \$150 for 60-day listing

7. Course Certificates

As mandated by TBOTE, course certificates must include:

- A. Name of licensee
- B. Title of course
- C. Date of course
- D. Approval Number
- E. Name of authorized signer
- F. Signature of authorized signer OR official seal, letterhead, or logo of authorized signer
- G. Number of approved contact hours

8. Questions?

Contact CE@tota.org for more information