



# Louisiana Occupational Therapy Association

P O Box 14806, Baton Rouge, LA 70898

Phone: 225-291-2806    www.LOTA.org

## Continuing Education Request for Pre-Approval

This application is based on mandatory continuing education requirements for licensed occupational therapists and occupational therapy assistants as specified by the rules of the Louisiana State Board of Medical Examiners. The following documents must be included with the application. Failure to include documentation will result in the application being delayed or rejected:

- Course Objectives
- Presenters resume (Limited to 2 pages)
- Program scheduling, including all breaks
- Sample participant evaluation
- Sample certificate of completion
- Brochure, if available. Other supporting documentation may be included.

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Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Course Title: \_\_\_\_\_

Type of Course:     On-Site                       Webinar                       College/University

Course Instructor(s): \_\_\_\_\_

Date(s)/Time to be held: \_\_\_\_\_

Location(s): \_\_\_\_\_

Specifically, how will monitoring of course participation and completion be handled? \_\_\_\_\_

Evaluation Procedures: \_\_\_\_\_

Has this program been previously approved:     Yes                       No

Has Program been Pre-Approved by any Professional Organizations: \_\_\_\_\_

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**Required payment by check or money order payable to: Louisiana Occupational Therapy Association**

**Review Charge:** Individual Course under 8 hours: \$75; Individual Course 8 hours or over: \$100; Conference/workshop (allowing up to 4 individual courses): \$200 with an additional \$35 for approval of each individual course over 4