

# NBCOT® Professional Development Units (PDU) Activities Chart

PDU ID#	Professional Development Activity	PDU Value	Max units allowed per 3 year cycle	Verification Documentation
<b>PROFESSIONAL SERVICE</b>				
1	Assessing professional skills using the NBCOT Self-Assessment tool(s) (available online at <a href="http://www.nbcot.org">www.nbcot.org</a> ) or similar professional skills assessment tool, (e.g., AOTA or employer-based professional development tool).	1 unit per tool	7 units (for completing a maximum of 7 NBCOT self-assessment tools)	Print off score report from NBCOT online self-assessment; or provide copy of completed tool from other providers
2	Developing a Professional Development Plan based on the results of a professional skills assessment.	1 unit	1 unit	Use results of self-assessment tool(s) (see above) to develop goals relating to competence/skills.
3	Volunteering for an organization, population, or individual that adds to the overall development of one's practice roles.	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 <a href="http://www.nbcot.org">www.nbcot.org</a> .
4	Peer review of a professional manuscript or textbook.	2 hours = 1 unit	18 units	Letter from publishing organization.
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 with NBCOT).	2 hours = 1 unit	18 units	Goals, objectives, and analysis of mentee performance (see NBCOT Mentoring form, at <a href="http://www.nbcot.org">www.nbcot.org</a> ).
<b>ATTENDING WORKSHOPS/COURSES/INDEPENDENT LEARNING</b>				
6	Attending employer-provided, workplace continuing education (this may include CPR training). <i>Does not include new staff orientation and/or annual mandatory workplace trainings e.g. annual policy review and corporate compliance.</i> The same workshop may be claimed one-time only for PDU.	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).
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.	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)
8	Successfully completing education (e.g., workshops, seminars, lectures, online courses or conferences) with an assessment component at the end of the program (e.g., scored test, project, paper) provided by: <ul style="list-style-type: none"> <li>• AOTA</li> <li>• AOTA approved providers</li> <li>• IACET authorized providers</li> <li>• Regionally accredited colleges or universities</li> </ul>	1 hour = 1.25 units	36 units	Certificate of attendance or letter from education provider (AOTA, AOTA approved providers, IACET authorized providers or regionally accredited college or university) verifying dates, event title, attendee name, agenda, and successful completion of assessment component at the end of the program (e.g., scored test, project, paper).
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).	2 articles or 2 chapters = 1 unit	36 units	Annotated bibliography AND a report with analysis of how articles have assisted with improving skills in one's role (see Journal/Text Book Reading form, at <a href="http://www.nbcot.org">www.nbcot.org</a> ).
10	Successfully completing academic coursework. Course must relate to practice area.	1 credit hour/ per semester = 10 units	36 units	Official transcript from accredited college/university with registrar's seal. This should be placed in a sealed envelope, with <b>'RENEWAL'</b> noted on the exterior. Send this envelope <b>with</b> your renewal application. <b>DO NOT SEND TRANSCRIPT SEPARATELY.</b>
11	Independent learning <i>with</i> assessment component (e.g., online courses, CE articles, self-study series, etc.).	1 hour = 1 unit	36 units	Certificate of completion verifying contact hours or CEU.
12	Independent learning <i>without</i> assessment component (e.g., audited coursework, multimedia courses, etc.).	2 hours = 1 unit	18 units	Summary report of learning with notation of hours spent.
13	Receiving mentoring from a currently certified occupational therapy practitioner or other professional in good standing to improve the skills of the protégé.	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 <a href="http://www.nbcot.org">www.nbcot.org</a> ).
14	Participating in professional study group/online study group designed to advance knowledge through active participation.	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 <a href="http://www.nbcot.org">www.nbcot.org</a> ).

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<b>PRESENTING</b>				
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).	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.
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).	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.
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.	1 credit hour = 6 units	36 units	Letter of verification from school that includes dates, lecture/course title, length of session and course/lecture goals and objectives or copy of course syllabi.
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).	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.
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).	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.
<b>FIELDWORK SUPERVISION</b>				
20	Level I fieldwork direct supervision (must not be one's primary role).	1 unit per student	18 units	Letter of verification or certificate from school including dates of fieldwork and name of fieldwork student.
21	Level II fieldwork direct supervision (must not be one's primary role).	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.
22	Entry-level or post-doctoral advanced fieldwork direct supervision (must not be one's primary role).	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.
<b>PUBLISHING</b>				
23	Primary or co-author of practice-area related article in <u>non-peer-reviewed</u> professional publication (e.g., <i>OT Practice</i> , <i>SIS Quarterly</i> , <i>Advance</i> ).	1 article = 5 units	36 units	Copy of published article.
24	Primary or co-author of practice-area related article in <u>peer-reviewed</u> professional publication (e.g., journal, book chapter, or research paper.)	1 article = 10 units	36 units	Copy of published article.
25	Primary or co-author of practice-area related article in lay publication (e.g., community newspaper or newsletter).	1 article = 2 units	36 units	Copy of published article.
26	Primary or co-author of chapter in practice-area related professional textbook.	1 chapter = 10 units	36 units	Copy of published chapter OR letter from editor.
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.	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.
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)	5 units	18 units	Program description (Note: Media and software materials may be requested by NBCOT).