



USER'S GUIDE TO ENTERING PROFESSIONAL DEVELOPMENT ACTIVITIES FOR CHT RECERTIFICATION

Before you begin, have all your Continuing Education certificates with you.

To Access “For CHTs”

1. Open the Hand Therapy Certification Commission (HTCC) website: www.htcc.org.
2. On the HTCC home page, enter your CHT ID# in both the login and password boxes and select **LOGIN**. Please remember that if you previously changed your password, you'll need to enter that, not your CHT ID# in the second field. Your CHT ID# will always go in the login field because that's how we know who you are. Your CHT ID# is 9-11 digits long.
3. Once your CHT ID# and password are authenticated, you will be logged in. From this page you will be able to:
 - **Update your information:** It is important that we have your correct information. Before entering hours, please check and make sure that it is current, especially your preferred mailing and email addresses.
 - **Track Your Professional Development Hours** (see instructions below on how to enter your hours)
 - **Track Your Work Hours** (see instructions below on how to enter your hours)
 - **Download a Press Release**
 - **View CHT News**

To Enter Professional Development Hours

After you have verified and/or updated your information, use the second box under “For CHTs”:

1. Under **Track Professional Development Hours**, select the link to **Enter Hours**.
2. A page with a link for each **Professional Development Category** is displayed. Simply select the appropriate category link you believe your Professional Development falls under.
3. The appropriate category form is displayed.
4. **Note:** Please use upper/lower case when typing information (e.g., ASHT 36th Annual Meeting rather than ASHT 36TH ANNUAL MEETING).
5. After entry of your Professional Development hours is completed, scroll to bottom of page and select **Submit** to capture your information.
6. You will receive a “Thank you message”. You may select the **ENTER MORE HOURS** link in the upper right hand corner of the “thank you” page to continue entering more hours. Repeat steps #1 – #5 above for each course/hours you wish to submit.

Fax certificates and/or documentation to HTCC at 916.922-0210 or toll free in US at 866-308-6433. You may also scan and email your certificates to info@htcc.org.

To Enter Work Experience Hours

From the “For CHTs” page as described above use the third box under “For CHTs”

1. Under **Track Your Work Hours**, select the link to **Enter Hours**.
2. A page with a link for each **Work Experience** category is displayed. Simply select the appropriate category link you believe your Work Experience falls under.
3. The appropriate category form is displayed.
4. Enter the requested information and select **Submit** to capture your information.
5. To enter more hours select **ENTER MORE HOURS** in the upper right hand corner of the “thank you” page. Repeat steps #1 – #4 for each Work Experience entry you wish to submit.
6. To print the **Employment Verification Form** click on “For CHTs” to return to the previous page and select the 5th bullet point to “**Print Employment Verification Form with current job information**”.

Mail or fax Employment Verification Form to HTCC at 916.922-0210 or toll free in US at 866-308-6433. You may also scan and email your form(s) to info@htcc.org.

The Recognized Specialist in Hand Therapy.

Summary of Professional Development Activities by Category

| Category | Activity | Hours |
|----------|--|-----------------------------------|
| A | Formal Courses in Upper Extremity Therapy, Greater Than 3 Hours in Length (All 80 hours may be accrued in Category A) | No Minimum or Maximum Requirement |
| B | Informal Education in Upper Extremity Therapy, Less Than 3 Hours in Length | Maximum 30 Hours |
| C | Formal Courses with General Clinical OT or PT Content | Maximum 30 Hours |
| D | Hand Therapy Publications <ul style="list-style-type: none"> ◦ Four contact hours per page of printed text for each publication up to 10 pages for books, chapters in books, and articles in professional journals. ◦ One contact hour per page for newsletters, trade journals, or journals that are not peer-reviewed. ◦ Five contact hours for each 15 pages of editing in a book or journal. ◦ One contact hour per year for editing a newsletter. ◦ Two contact hours for publications written by a committee (All 80 hours may be accrued in Category D) | No Minimum or Maximum Requirement |
| E | Hand Therapy Presentations <ul style="list-style-type: none"> ◦ Four contact hours for each hour of formal presentation to health care professionals or health care students, for example, at a meeting that grants CEUs. ◦ Eight contact hours for a formal scientific or clinical paper presented at a national meeting. ◦ Two contact hours for each hour of informal presentation to health care professionals or health care students, for example, at an in-service program. ◦ One contact hour for each hour of presentation to non-health care professionals. ◦ Four contact hours for a poster presentation. ◦ Two contact hours per six hours of course material for course coordination. ◦ Up to 10 hours for teaching as part of a hand surgical trip or educational program in a developing country. (All 80 hours may be accrued in Category E) | No Minimum or Maximum Requirement |
| F | Activities Related to Practice Management <ul style="list-style-type: none"> ◦ One contact hour for each quarter year of completed activity. | Maximum 6 Hours |
| G | Activities That Promote Professional Practice <ul style="list-style-type: none"> ◦ Contact hours awarded for a variety of professional activities. | Maximum 12 Hours |

Contact Hours, CEUs, and Academic Credit Awarded

- The course being submitted must specify the number of contact hours awarded.
- 1 contact hour = 1 clock hour of education
- 1 CEU = 10 contact hours
- If the course is taken through a college or university
 - One Semester Hour or one credit equals 15 contact hours.
 - One Quarter Hour or one credit equals 10 contact hours.