

## Category A: Formal Courses in Upper Quarter Therapy, 3 Hours or More in Length

No minimum or maximum required per 5 year accrual cycle; all 80 hours may be submitted in this category

Courses that may be applied to this category must be a minimum of three hours in length from the following areas:

- Formal professional development courses that award CEUs or contact hours
- Academic course work at a college or university
- Home study or web-based courses

### Description of Activities

Courses in Category A must contain content that relates to therapy of the upper quarter and/or hand in examination and/or therapeutic management in the following areas:

- Edema
- Pain
- Sensation
- Scar
- Wound Care
- ROM
- Strength
- Dexterity
- Function
- Endurance
- Ergonomics
- Orthotics
- Taping Techniques
- Physical Agent Modalities

- The upper quarter includes the cervical spine, scapula, shoulder, elbow, wrist, and hand.
- Courses with content that is a combination of the upper quarter and the lower quarter should be divided between Category A and Category C. When submitting hours for courses with mixed content, be sure to include the course outline as documentation of how the hours were divided.
- Courses with content specific only to the lower extremity belong in Category C.
- National conferences with hand therapy content (e.g. the annual meeting of the American Society of Hand Therapists), which have individual sessions of less than three hours, should be entered in A for the total number of hours attended. Likewise, if you attend a state OT or PT meeting that has both hand therapy content and general content, you can split the hours between A and C for the total of hours attended in each.
- For the Journal of Hand Therapy “Read for Credit” or ASHT’s “Read and Respond,” enter the hours in Category A if your certificate is for three hours or more; enter the hours in Category B if your certificate is for one or two hours.
- Home study, Internet courses and courses on media such as CD-ROM can be entered into Category A if the content is related to the upper quarter and they are three hours or more in length.
- If you have presented a lecture for a course that you have also attended, you cannot apply the portion of the course that you taught in this category. You can, however, apply those hours in Category E.
- You **may** submit the same course for credit each time that you attend it within the 5-year period.
- HTCC Self Assessment

### 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
- The specific number of hours of educational content must be indicated.

### Acceptable Proof

Submit a photocopy of the course certificate, the formal transcript, or grade report that contains:

1. Your name
2. Date(s) of attendance
3. Title of course
4. Sponsoring organization
5. Contact hours awarded

- If the course did not provide a certificate, submit written verification of attendance signed by a supervisor or course coordinator containing the same information as above.
- If the course title does not include words that convey that content relates to therapy of the upper quarter and/or hand in examination and/or therapeutic management in the following areas, you must submit the course or content outline.
- If the course content is clear from the title, please do not submit the course outline or flyer.
- If you are dividing the content between two categories, you must submit the course or content outline. A course schedule or overview is sufficient; the course syllabus is not necessary.
- **A course registration receipt alone is NOT sufficient proof of attendance.**

## Category B: Informal Courses in Upper Quarter Therapy, Less Than 3 Hours in Length

Maximum accepted: 30 hours per 5-year accrual cycle

### Description of Activities

Category B encompasses courses addressing subjects having direct application to the evaluation and treatment of upper quarter and/or hand therapy patients but are less formal and shorter in length than Category A courses. They include non-CEU courses and CEU courses that grant less than 3 contact hours. Examples of these courses are employer-related continuing education, in-service courses, journal clubs, and study groups. The content must address topics related to the hand or upper quarter.

### Contact Hours Awarded

- 1 contact hour = 1 clock hour of education

### Acceptable Proof

Submit written verification of attendance signed by a supervisor or course coordinator containing:

1. Your name
  2. Date(s) of attendance
  3. Title of course
  4. Subject matter
  5. Hour(s) of the course (minus breaks and meals)
- A sign-in sheet may be used for proof as long as it is legible and includes the information above.

## Category C: Formal Courses with General Clinical OT or PT Content

Maximum accepted: 20 hours per 5-year accrual cycle

### Description of Activities

This category encompasses courses that address the clinical application of general occupational therapy or physical therapy knowledge such as the following:

- Spine (other than the cervical spine)
  - Cranio-sacral therapy
  - Cardiac rehab
  - Injury Prevention
  - Infectious diseases
  - Research
  - Neurological Conditions
  - Posture/Movement
  - Pilates
  - Complementary Medicine (see below)
- **Courses** pertaining to practice management should be placed in Category F. **Activities** related to those areas (e.g. peer review, and participation in quality assurance activities) should be placed in Category F. Supervision of fieldwork students should be placed in Category G.
  - Courses too general for Category A may be appropriate for this category.
  - Some educational courses have content that are applicable to both Category A and Category C. Proof for such courses must delineate how many contact hours from the course content apply to Category A and how many contact hours apply to Category C. Only one copy of the course outline and certificate needs to be sent to HTCC when submitted online. However, it should be included in both categories if your recertification application is mailed to HTCC.
  - You may submit a total of 20 hours in courses related to complementary medicine, such as dry needling, acupuncture, Feldenkrais, magnet therapy and yoga as long as the courses are designed for health care professionals. You may not submit a yoga class that you attend as a participant.

### 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
- The specific number of hours of educational content must be indicated.

### Acceptable Proof

Submit a photocopy of the course certificate, the formal transcript, or grade report that contains:

1. Your name
  2. Date(s) of attendance
  3. Title of course
  4. Sponsoring organization
  5. Contact hours awarded
- If the course did not provide a certificate, submit written verification of attendance signed by a supervisor or course coordinator containing the same information as above.
  - **A course registration receipt alone is NOT sufficient proof of attendance.**

## Category D: Hand Therapy Publications

No minimum or maximum required per 5 year accrual cycle; all 80 hours may be submitted in this category.

### Description of Activities

This category encompasses the publication of material that addresses hand therapy. The CHT may be an author, co-author, or editor, and the item must be accepted for publication or published during the applicable recertification period. Reviews of articles do not qualify.

### Contact Hours Awarded

- Four contact hours per page of printed text are awarded for each publication up to 10 pages for books, chapters in books, and articles in professional journals.
- One contact hour per page is awarded for newsletters, trade journals, or journals that are not peer-reviewed.
- Five contact hours are awarded for each 15 pages of editing in a book or journal.
- One contact hour is awarded per year for editing a newsletter.
- Two contact hours are awarded to each author who contributes to a publication that is sponsored by a professional organization and is written by a committee, regardless of the number of authors. An example would be treatment guidelines written for the American Society of Hand Therapists.
- One contact hour is awarded per review of an article or book that is published in a peer-reviewed book or journal. Both the subject of the review and the publication it appears in must be related to hand therapy.

### Acceptable Proof

To receive credit for a publication, submit a copy of the publication or condensed version including a minimum of the title page, the table of contents, the first and last pages, and a sample of the content. Proof of authorship and the source of publication must be shown. If the manuscript is not yet published, include a letter of acceptance from the editor of the publication, indicating the anticipated number of printed pages and a draft of the material.

## Category E: Hand Therapy Presentations

No minimum or maximum required per 5 year accrual cycle; all 80 hours may be submitted in this category.

### Description of Activities

This category encompasses participation as an instructor or presenter delivering hand therapy information. In order to receive credit hours for a presentation, it must be delivered within a structured framework of teaching/learning, such as a lecture, paper presentation, workshop at a professional meeting, or university course.

For courses that use other media, such as CD-ROM or Internet courses, submit supporting documentation that describes the course, the media, etc.

### Contact Hours Awarded

- Eight contact hours for a formal, scientific or clinical paper presented at a national meeting.
- Four contact hours will be awarded for each hour of formal presentation to health care professionals or health care students, for example, at a meeting that grants CEUs, or at a university.
- Two contact hours will be awarded for each hour of informal presentation to health care professionals or health care students, for example, at an in-service course.
- One contact hour will be awarded for each hour of presentation to non-health care professionals.
- Four contact hours will be awarded for a poster presentation.
- Two contact hours are awarded per six hours of course material for course coordination.
- Credit will not be awarded for presenting the same course more than once per recertification cycle.
- Hours submitted for credit in this category may not duplicate hours used in calculating the 2,000-hour minimum work requirement for recertification.

### Acceptable Proof

To receive credit for presentations, submit evidence of participation in the presentation (e.g., program, brochure, and/or course outline) that includes the following:

1. Number of actual hours presenting
2. Date(s) of presentation
3. Title
4. Sponsoring organization

## Category F: Activities Related to Practice Management

Maximum accepted: 6 hours per 5-year accrual cycle

### Description of Activities

This category encompasses all **activities** that serve to define, assist, or promote the systemic improvement of patient care. The activities should fall outside of the therapist's primary job duties. They are often related to serving on a committee for the facility and are not related to the direct practice of hand therapy or patient treatment. These activities may include participation in:

- Safety Committee
- Outcome studies specific to the Upper Quarter
- Case management
- Utilization review
- Quality Assurance/Peer review
- Patient satisfaction survey
- Compliance Committee
- Clinical protocol development specific to the Upper Quarter
- Practice Management: Courses such as CPR training, health & safety courses, courses related to practice management, reimbursement, fieldwork supervision, coding or billing, medical ethics and similar courses that may be required by your facility or state.

### Contact Hours Awarded

- One contact hour is awarded per quarter year of completed activity.
- The course being submitted must specify the number of contact hours awarded.
- If a course is being submitted, one contact hour = one hour of education or a course certificate.

### Acceptable Proof

Submit written verification of project, activity, or committee involvement, including date(s) of involvement, signed by your supervisor.

## Category G: Activities that Promote the Profession

Maximum accepted: 12 hours per 5-year accrual cycle

### Description of Activities

This category encompasses activities that promote and advance the profession. It may include participation in professional associations such as the following:

- Serving as an officer or chairperson of an OT, PT or hand therapy association or regulatory body
- Serving as an active committee member of an OT, PT or hand therapy association
- Writing questions for a professional certification examination (including the Hand Therapy Certification Examination)
- Involvement in state and/or national legislative issues pertaining to occupational therapy or physical therapy
- Participation in health fairs that promote hand therapy Activities that promote public awareness of hand therapy (note: these activities will not be accepted if they also promote the therapist's facility)
- Outcome studies specific to the upper quarter
- Clinical protocol development specific to the upper quarter
- Supervision of OT or PT students
- Serving on the editorial board of a peer-reviewed OT, PT or hand therapy journal

### Contact Hours Awarded

- Two contact hours per year of completed service for serving as an officer or chairperson of a committee of an OT, PT or hand therapy association
- One contact hour per year of completed service for serving as an active committee member of an OT, PT or hand therapy association
- Two contact hours for completed activities as described above
- One contact hour per year for participation at health fairs and activities that promote public awareness of hand therapy
- One contact hour per year for Clinical Protocol Development or Outcome Studies
- Two contact hours per student greater than one month of supervision
- One contact hour per student for less than one month of supervision
- Two contact hours per year for serving on an editorial review board. Please note that If hours are claimed in this category, they cannot be claimed in Category D.

### Acceptable Proof

Submit written verification of committee participation, organizational leadership, item writing, etc., including dates, signed by an officer or administrator of the organization.ganization.



**Hand Therapy Certification Commission, Inc.**

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