

BOARD OF OCCUPATIONAL THERAPY PRACTICE  
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(ELECTRONIC SUBMISSION IS PREFERRED)  
WEB SITE: [www.ot.mt.gov](http://www.ot.mt.gov)

### CONTINUING EDUCATION APPROVAL REQUEST FORM

**INSTRUCTIONS:** Submit this form along with an outline, agenda, brochure, or syllabus that shows the times and content of the course. A short vita or resume of the presenters is requested. Please enter all information, including sponsor, and sponsor contact information.

NAME OF REQUESTOR: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PROGRAM NAME: \_\_\_\_\_

SPONSOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

WEB SITE \_\_\_\_\_

LOCATION OF PROGRAM \_\_\_\_\_ DATE(S) OF PROGRAM \_\_\_\_\_

TOTAL HOURS REQUESTED \_\_\_\_\_

#### ***SUBMITTAL INSTRUCTIONS:***

**Please submit this form with the (1) Course Agenda, (2) Course Brochure, and (3) Resume of Presenter.**

Your request will be reviewed by the board at the next scheduled meeting. Go to [www.ot.mt.gov](http://www.ot.mt.gov) and select Administrative Rules from the "REGULATIONS" tab. Click on "Administrative Rules" to locate the continuing education requirements: [24.165.2101](#) CONTINUING EDUCATION, [24.165.2102](#) CONTINUING EDUCATION - WAIVER

#### ***NOTE: YOU DO NOT NEED TO SUBMIT THIS FORM IF:***

**The course is offered or approved by the Montana Occupational Therapy Association, the American Occupational Therapy Association, the American Society of Hand Therapists, the American Journal of Occupational Therapy or the National Board for Certification in Occupational Therapy. Per board rule the course is pre-approved.**