

How to Add Continuing Education in eServices

- While logged onto your eServices account at <https://oop.ky.gov/dplservices/login.aspx>
- Select 'Track CE Hours/Documentation' menu option
- On 'Select License' screen, choose the 'Select' button for the license type/license # to add CE hours/documentation
- On 'Completed Education Hours' screen, select Add CE, complete all fields then select Add CE Course. (Multiple courses can be added at one time)
- Once all courses/documentation have been added/uploaded, select "Submit CE Course(s).

The screenshot shows the 'ADD CE' form with the following fields and options:

- Course Name & Number:
- Provider Name:
- Provider Phone:
- Course Hours: Ethics Hours
- Completion Date:
- Upload supporting document: No file chosen
- Please only use pdf, jpg, gif, png, doc, txt, hwp, hevc, heic, h264.
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Once submitted, CE(s) will appear under the Track CE section. Note: You will not be able to edit the CE hours after submitting.

How to Track Continuing Education in eServices

- While logged onto your eServices account at <https://oop.ky.gov/dplservices/login.aspx>
- Once "Submit CE Course(s)" has been selected on "Add CE" tab, the hours will appear by year on the "CE Track" tab.
- If documentation wasn't uploaded for a course when added under the 'Add CE' tab, select "+ Add" button under "Attachments"
- To remove any CE Course, click on the "🗑" to delete
- To print CE hours, select the "Print" button

The screenshot shows the 'TRACK CE' section with a table of CE courses. The table has the following columns: Course Name, Completion Date, State Board, Qualifying Activity #, Provider Training License, Applied To, and Attachments. There are two rows of data, each with a '+ Add' button under the Attachments column.

Course Name	Completion Date	State Board	Qualifying Activity #	Provider Training License	Applied To	Attachments
10100001	01/01/2021	01	Research	Yes	Research	10100001.pdf
10100002	01/01/2021	01	Research	Yes	Research	10100002.pdf

How to Apply CE Hours/Documentation Applied to Applicable Renewal/Reactivation/Reinstatement

- While logged onto your eServices account at <https://oop.ky.gov/dplservices/login.aspx>
- Select the appropriate application from the menu options listed below
 - License Renewal/License Extension
 - Reactivation Application
 - Reinstatement Application
- The system will pull any CE hours from the “Track CE” section and apply them to the application selected.
- To remove any CE hours/documentation, select “Exclude” and the system will remove the hours/documentation selected then recalculate the hours and require additional hours/documentation.

CONTINUING EDUCATION

Total units earned should be at least 12

Each licensee shall obtain a minimum of twelve (12) continuing competence units during the annual renewal period. All units shall be in or related to the field of occupational therapy. Each occupational therapist or occupational therapy assistant is responsible for securing documentation to support proof of units completed.

If going from inactive status to Active status, you shall obtain twelve (12) CEUs of qualified activities for maintaining continuing competence for each year in which your license has been inactive.

Name of Activity: Suicide Training Course

Select Qualifying Activity # as listed in KAR 29:200:

Units Earned:

Completion Date:

Upload supporting document(s) (Optional):

Please only use pdf, jpg, gif, png, doc, txt, hwp, hvc, hvc, h264

Course Name	Qualifying Activity #	Completion Date	Units Earned	Suicide Training Course	Attachment	
1001	Mentoring	12/10/2022	5	No	DOC002.pdf	<input type="button" value="Exclude"/>
1002	Academic coursework	5/15/2023	6	Yes		<input type="button" value="Exclude"/>
Total CE Hours: 11						

- If audited and additional hours are required to meet the minimum required CE requirements, you will be required to upload documents when the course hours are added.

CONTINUING EDUCATION

You must upload supporting documentation

Each licensee shall obtain a minimum of twelve (12) continuing competence units during the annual renewal period. All units shall be in or related to the field of occupational therapy. Each occupational therapist or occupational therapy assistant is responsible for securing documentation to support proof of units completed.

If going from inactive status to Active status, you shall obtain twelve (12) CEUs of qualified activities for maintaining continuing competence for each year in which your license has been inactive.

Name of Activity: Suicide Training Course

Select Qualifying Activity # as listed in KAR 29:200:

Units Earned:

Completion Date:

Upload supporting document(s) (Optional):

Please only use pdf, jpg, gif, png, doc, txt, hwp, hvc, hvc, h264

Course Name	Qualifying Activity #	Completion Date	Units Earned	Suicide Training Course	Attachment	
1001	Mentoring	12/10/2022	5	No	DOC002.pdf	<input type="button" value="Exclude"/>
1002	Academic coursework	5/15/2023	6	Yes		<input type="button" value="Exclude"/>
Total CE Hours: 11						

- All CEU hours added while completing a renewal/reactivation/reinstatement application, can be viewed by selecting “Track CE”.

COMPLETED EDUCATION HOURS							
License Details		Add CE		Track CE		CE History	
TRACK CE							
Year 2021							
Course Name	Completion Date	Course Hours	Provider	Provider Phone	Ethics Hours	Applied To	Attachments
W022	2/15/2021	6	Aut	807825200	Yes		+ Add - Remove
Year 2020							
Course Name	Completion Date	Course Hours	Provider	Provider Phone	Ethics Hours	Applied To	Attachments
W022	12/1/2020	6	Aut	807825200	No		+ Add - Remove
W022	1/1/2020	6	Course offered by the JSMAP	807810230	Yes		+ Add - Remove

How to view CE History

- While logged onto your eServices account at <https://oop.ky.gov/dplservices/login.aspx>
- Select ‘Track CE Hours/Documentation’ menu option
- On ‘Select License’ screen, select the ‘Select’ button for the license type/license # to CE History
- Select “CE History” and all CE hours entered via eServices or manually by the Boards & Commissions Support Specialist will display.

COMPLETED EDUCATION HOURS							
License Details		Add CE		Track CE		CE History	
CE HISTORY							
Year 2021							
Course Name	Completion Date	Units Earned	Qualifying Activity #	Outside Training Course	Applied To		
W022	6/6/2021	6	Workshop	No	IAA		
Year 2017							
Course Name	Completion Date	Units Earned	Qualifying Activity #	Outside Training Course	Applied To		
W022	2/16/2017	12	Workshop	No	IAA		
Year 2016							
Course Name	Completion Date	Units Earned	Qualifying Activity #	Outside Training Course	Applied To		
W022	8/18/2016	12	Employer provided in-service training	No	IAA		
Year 2014							
Course Name	Completion Date	Units Earned	Qualifying Activity #	Outside Training Course	Applied To		
Shoulder Disorders	02/20/14	6		No	IAA		
800 Treatment (S)	1/1/2014	6		No	IAA		
Acute Coronary Syndrome	1/8/2014	1		No	IAA		
Year 2013							
Course Name	Completion Date	Units Earned	Qualifying Activity #	Outside Training Course	Applied To		
Demencia Care Communication & Toolkit for Public	10/20/13	1		No	IAA		
MSL and HSL	02/08/13	6		No	IAA		