



**South Carolina Occupational Therapy Association
Continuing Education Approval and Certification Application**

Instructions: Please complete the fields below, and indicate which type of approval is requested. After payment has been made online at <https://scota.net>, email this completed form along all supporting documentation listed below to: adminscola@gmail.com. *Please note, incomplete applications will not be considered. Applications must be received 30 days prior to event date. Any applications submitted fewer than 30 days prior to the event date will incur a \$50 fee to expedite approval.*

Applicant's Name: _____
Organization's Name: _____
Address: _____
Phone: _____ Email: _____
Course Name: _____
Faculty Name(s): _____
Location: _____
Date(s): _____
Length of Course(s) and/or session(s): _____
Course Objectives (brief description): _____

___ **(Please initial)** I acknowledge that SCOTA CE approval is valid for twelve months from date of approval. If I or my organization intends to offer a course more than once, I have included the dates above. **If any aspect of the course changes, or if additional dates are added after approval, I must re-apply for approval.**

Type of approval requested:

- ___ \$95 Standard approval of CE course
- ___ \$145 Expedited approval of CE course (*fewer than 30 days prior to event date*)
- ___ \$145 Standard approval of CE course + SCOTA website advertisement
- ___ \$195 Expedited approval of CE course + SCOTA website advertisement
- ___ \$120 SCOTA website advertising only (*e.g. to advertise an organization's AOTA-approved course*)

Please include the following supporting documentation for all CE applications:

Course description(s); a resume/CV for each course presenter; a blank course evaluation to be used for each course/presenter.

When requesting advertising: Please submit a hi-resolution (300 dpi) JPG. Images should not exceed 400 pixels wide x 600 pixels high. SCOTA reserves the right to resize images to fit website layout.

Incomplete applications will not be considered. SCOTA reserves the right to approve or disapprove any application based on professional judgment, the mission, by-laws and policies of SCOTA, the rules and regulations of SCBOT, the Occupational Therapy Practice Act(s) and the Occupational Therapy code of Ethics.