



Louisiana Occupational Therapy Association

P O Box 14806, Baton Rouge, LA 70898

Phone: 225-291-2806 www.LOTA.org

LOTA Continuing Education Request for Pre-Approval

Providers who offer only an occasional course that is relevant to occupational therapy can apply for LOTA's Approval by submitting an application with payment to the LOTA office. Courses may be submitted for approval either before or after the course date but must be submitted within the same calendar year. Each course must be resubmitted for approval if the same course is being repeated the next year.

Benefits of Single Course Approval to CE Providers

- Recognition throughout the profession that the approved course has met LOTA's Approved Provider Program standards as a quality continuing education activity.
- Recognition by Louisiana State Board of Medical Examiners as a pre-approved course for licensure renewal.
- Free basic course listing on the LOTA website.

Review Charge: Individual Course under 8 hours: \$75; Individual Course 8 hours or over: \$100; Conference/workshop (allowing up to 4 individual courses): \$200 with an additional \$35 for approval of each individual course over four (4). All charges are non-refundable.

Complete the attached application form and send it with the items listed to:

Louisiana Occupational Therapy Association

P O Box 14806

Baton Rouge, LA 70898

Marketing/Advertising Opportunity

E-Blast to Therapists: LOTA will provide a single e-blast to a list of 850 therapists in Louisiana to advertise your approved course for a price of \$125 each. The text and/or photo to advertise the event must be no larger than

E-Blast Advertisement Requirements:

- Pixels/96 pixels per inch
- Accepted ad formats include .jpg, .png & .gif
- No animated advertisement

To request the E-Blast Advertisement, complete the form attached for this purpose.



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This application is based on mandatory continuing education requirements for licensed occupational therapists and occupational therapy assistants as specified by the rules of the Louisiana State Board of Medical Examiners. The following documents must be included with the application. Failure to include documentation will result in the application being delayed or rejected:

- Course Objectives
- Sample Participant Evaluation
- Sample Certificate of Completion
- Sample certificate of completion
- Presenters resume (Limit 2 pages)
- Program Schedule, including breaks
- Brochure, if available.

Sponsoring Organization: _____

Contact Person: _____

Mailing Address: _____

Email: _____ Phone: _____

Amount Paid _____ Check Credit Card

Name on Credit Card _____

Credit Card # _____ Exp. Date _____ Sec Code _____

Complete Address where Credit Card Bill is sent: _____

City _____ ST _____ Zipcode _____ Phone: _____

Course Title: _____

Type of Course: On-Site Webinar College/University

Course Instructor(s): _____

Date(s)/Time to be held: _____

Location(s): _____

Specifically, how will monitoring of course participation and completion be handled? _____

Evaluation Procedures: _____

Has this program been previously approved: Yes No

Has Program been Pre-Approved by any Professional Organizations: _____



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E-Blast Advertising of Continuing Education Courses

Complete the following request for E-Blast Advertising through Louisiana Occupational Therapy Association.

Sponsoring Organization: _____

Contact Person: _____

Mailing Address: _____

City State Zip: _____

Email: _____ Phone: _____

Amount Paid: _____ Check Credit Card

Name on Credit Card _____

Credit Card # _____ Exp. Date _____ Sec Code _____

Complete Address where Credit Card Bill is sent: _____

City _____ ST ____ Zipcode _____ Phone: _____

Instructions: _____

Signature: _____

Send file and form to: Louisiana Occupational Therapy Association, P O Box 14806, Baton Rouge, LA 70898; or email to Linda@rivermgt.com.

Questions?? Call 225-291-2806