

*Note: The following sample is provided for informational purposes only for activities falling under §367.2(b)(2) of the OT Rules, concerning courses or training programs as described by that subsection that are not approved or offered by AOTA or TOTA or not being used to satisfy the human trafficking training requirement; refer to Chapter 367, Continuing Education, of the OT Rules, for CE regulations. Information regarding documentation requirements for activities approved or offered by AOTA or TOTA or for the human trafficking training requirement may be found in Chapter 367, including §367.1.*

## Certificate of Completion

Licensee Name

Title of Course

Date of Course

Number of Hours or Contact Hours Awarded for the Activity

(When the documentation lists a unit of credit other than hours or contact hours, such as continuing education units [CEUs], professional development units [PDUs], or other units or credits, it must be accompanied by documentation from the continuing education provider noting the equivalence of the units or credits in terms of hours or contact hours.)

\* Signature of the Authorized Signer

Name of the Authorized Signer

\*As excerpted from §367.2(b)(2), "Documentation must identify the licensee by name and include the date and title of the activity; the name of the authorized signer; either the signature of the authorized signer or the official seal, letterhead, or logo of the authorized signer if an area designated for a signature is not included; and the number of hours or contact hours awarded for the activity. When the documentation lists a unit of credit other than hours or contact hours, such as continuing education units (CEUs), professional development units (PDUs), or other units or credits, it must be accompanied by documentation from the continuing education provider noting the equivalence of the units or credits in terms of hours or contact hours."