



John W. Hickenlooper
Governor

Barbara J. Kelley
Executive
Director

Office of Occupational Therapist Registration Policy

Policy Number:	30-1
Title:	Delegated authority from the Director of the Division of Registrations to the Program Director and Section Director of the Office of Occupational Therapist Registration.
Date Issued:	July 1, 2008; Revised November 8, 2011
Purpose:	Outline the authority delegated to the Program Director and Section Director in carrying out the Director's duty.

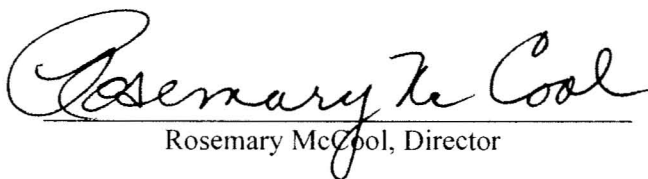
By this memorandum, the Director of the Division of Registrations delegates the following statutory powers, duties, and functions to the Section Director and Program Director of the Office of Occupational Therapist Registration:

- Establish fees for registrations and licenses and renewal of such registrations and licenses
- Evaluate the qualifications of registrants or applicants for registration or licensure except for those with "yes" responses pursuant to the matrix established by the Director
- Issue and renew licenses and registrations that meet statutory requirements
- Initiate investigations and inspections with respect to any complaint against any registrant or licensee, or individual who provides a service which requires registration or licensure
- Issue subpoenas compelling the attendance and testimony of witnesses and the production of books, records, papers, and documents for investigation purposes
- Initiate actions to enforce subpoenas in District Court
- Employ administrative law judges on a full-time or part-time basis to conduct any hearings that are necessary
- Initiate the prosecution and enjoinder of all persons violating the organic acts upon the Director's approval
- Coordinate and conduct public rulemaking hearings
- Issue Suspension Orders as required by the Child Support Enforcement Program
- Perform the initial review of complaints submitted to program area
- Initiate complaints against registrants currently under Stipulation or other Final Agency Action if the registrant has failed to comply with any of the terms of the Stipulation or other Final Agency Action

- For occupational therapists who have practiced on an expired registration (assuming there are no other aggravating factors):

Time Practicing on Expired Registration	Action if No Reinstatement Application Filed	Action if Reinstatement Application Filed
Up to one year	First, attempt to achieve registrant's compliance. If unsuccessful, issue a letter of guidance.	Reinstate registration and issue a letter of guidance
More than one year	Issue an order to cease and desist	Reinstate registration and issue an order to cease and desist (the order will prohibit future unregistered practice)

- Initiate complaints on behalf of the Director
- Utilize services of the Office of Investigations as warranted to carry out duties of the Director
- Grant or deny extensions to due dates set forth in rules related to Initial Decisions and respond to other procedural matters that may arise
- Perform additional delegated duties as set forth in other Director policies
- Review and approve practice monitor and therapy plans and reports submitted to the Director. The Director shall review unfavorable reports
- Approve continuing education coursework
- Grant an extension of time to allow a registrant to complete continuing education requirements upon a showing that the registrant has made reasonable efforts to complete the continuing education requirement within the probationary time period
- Review and approve favorable urine screen reports
- With the approval of the Director, issue letters of guidance, orders to cease and desist, and stipulated final agency orders. The Director reserves the responsibility for signature on all final agency orders issued as a result of an initial decision by an administrative law judge.
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- Perform education equivalency reviews for applicants who attended unapproved education programs


 Rosemary McCool, Director