



New Jersey Office of the Attorney General
 Division of Consumer Affairs
 Occupational Therapy Advisory Council
 P.O. Box 45037, Newark, N.J. 07101

Occupational Therapy Advisory Council

Volume 1

NEWSLETTER

Spring 2006

Message from the Council

This is our first newsletter. We trust that this will be a valuable source of information for all licensees and the community in general. It will also serve as a tool to answer some questions and to address concerns about which the Council has become aware. We hope this clarifies some of the issues. If you have a question or concern regarding the statutes, regulations or the practice of Occupational Therapy, you are encouraged to contact the Council by writing to: State of New Jersey, Occupational Therapy Advisory Council, P.O. Box 45037, Newark, NJ 07101. Go to our Web site at www.njconsumersaffairs.gov/medical/occuptherapy.htm for updates and additional information.

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Progress Notes

The regulations that pertain to writing progress notes may be found at N.J.A.C. 13:44K-10.1 under the section regarding the preparation and maintenance of client records.

You **MUST** have a written progress note for each day of treatment, regardless of the setting in which you are performing as an O.T. or O.T.A. The note should include the date the client received the treatment, and a summary of the treatment performed. The note should also include any changes that have occurred since the last treatment and the name and license number of the person performing the treatment.

Notes prepared by O.T.A's must be co-signed by the supervising O.T.

Notes are imperative and will serve an O.T. well in the event there are questions (legal or otherwise) about treatments that were rendered. Schedule note-writing time into each session you schedule. If you are a school based occupational therapist, you should also familiarize yourself with Individuals with Disabilities Education Act guidelines for written progress reports.

Occupational Therapy Advisory Council

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This newsletter is published by the Council for its licensees. Inquiries should be addressed to:

*Occupational Therapy Advisory Council
Division of Consumer Affairs
P.O. Box 45037
Newark, NJ 07101*

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124 Halsey Street
Newark, NJ 07102*

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New Graduates vs. Temporary Licenses

Congratulations! Now that you have graduated and you are ready to apply for a New Jersey license, are you aware that if you are already registered and eligible to take the National Board for Certification in Occupational Therapy, Inc. (NBCOT) examination and you have been offered a job, you may obtain a temporary license?

If you have passed the examination, you may apply for a regular license. However, you may not start to practice occupational therapy in New Jersey until you are in possession of a license.

A temporary or regular license may be obtained by proceeding as follows:

Application packets may be found by visiting: www.njconsumersaffairs.gov/occup/otpacket.pdf.

The application contains all of the necessary forms and instructions. Read and fill out the application carefully. Reading the regulations as well as the instructions will assist you in completing the application.

The application must be filled out completely before you will be considered for licensure. Processing the application will be delayed if the applicant has not provided all of the information requested.

An applicant must have completed the academic requirements at an educational program in occupational therapy accredited by a nationally recognized agency.

Both the application for a regular and a temporary license must contain documentation of the applicant's education, which must be submitted directly to the Council by the college, university or educational program in occupational therapy attended by the applicant. In addition, a completed application must contain documentation (a separate letter directly from the Occupational Therapy Program at the school) verifying that the applicant has completed the appropriate number of hours of fieldwork.

A verification of certification must be submitted directly from NBCOT for applicants seeking a regular license. Temporary license applicants must submit an eligibility letter directly from NBCOT verifying that the applicant is eligible to take the examination.

Applicants must submit two certificates of good moral character.

ALL APPLICANTS must also submit a complete Certification and Authorization Form for a Criminal Background History Check.

Applicants for temporary licensure must also submit a verification of supervision form from their supervisor at each place of employment.

You are bound by the statutes and regulations governing the practice of occupational therapy in the State of New Jersey. You should read and become familiar with them. Remember that you cannot practice as an occupational therapist or occupational therapy assistant without a temporary or regular license! Even if an employer offers you a job and encourages you to work, you cannot begin to practice without a license. If you hold a temporary license and you fail to pass the NBCOT examination, you must stop working until you apply for and receive a renewal of your temporary license from the Council. If you fail the examination a second time while holding a temporary license renewal, you may not renew the temporary license for a second time and must cease and desist practicing until you have passed.

If you have any questions regarding the application process, do not hesitate to call the Advisory Council at (973) 504-6570.

Disciplinary Actions

Consent Orders:

Stephanie Ann Garofalo, O.T. Lic. #46TR00353500
Consent Order filed on November 20, 2003. Respondent engaged in the practice of occupational therapy without a license in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: Pay a penalty in the amount of \$250.00.

Stephanie Blodgett, O.T. Lic. #46TR00351900
Consent Order filed on October 27, 2003. Respondent engaged in the practice of occupational therapy without a license in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: Pay a penalty in the amount of \$250.00.

Tarah J. Steward, O.T. Lic. #46TR00352600
Consent Order filed on November 13, 2003. Respondent engaged in the practice of occupational therapy without a license in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: Pay a penalty in the amount of \$250.00.

Dawn M. Odell, O.T. Lic. #46TR00357200
Consent Order filed on January 29, 2004. Respondent engaged in the practice of occupational therapy without a license in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: Pay a penalty in the amount of \$250.00.

Joyce Michele Adair, O.T. Lic. #46TR00357100
Consent Order filed on February 4, 2004. Respondent engaged in the practice of occupational therapy without a license in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: Pay a penalty in the amount of \$250.00.

Kelly A. Bryan, O.T. Lic. #46TR000360900
Consent Order filed on March 23, 2004. Respondent engaged in the practice of occupational therapy without a license in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: Pay a penalty in the amount of \$250.00.

Jill M. Davis, O.T. Lic. #46TR00366800
Consent Order filed on May 28, 2004. Respondent engaged in the practice of occupational therapy without a license in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: Pay a penalty in the amount of \$250.00.

Ellen Beth Flashburg, O.T. Lic. #46TR00377600
Consent Order filed on October 5, 2004. Respondent engaged in the practice of occupational therapy without a license in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: Pay a penalty in the amount of \$250.00.

Elaine Anne McCarron, O.T. Lic. #46TR00391200
Consent Order filed on April 18, 2005. Respondent engaged in the practice of occupational therapy without a license in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: Pay a penalty in the amount of \$250.00.

Thais J. Petrocelli, O.T. Lic. #46TR00383300
Consent Order filed on February 1, 2005. Respondent engaged in the practice of occupational therapy without a license in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: Pay a penalty in the amount of \$250.00.

Offer of Settlement:

Harry L. Engel, O.T. Lic. #46TR00120200
Settlement letter filed on September 14, 2004. Respondent failed to properly supervise licensee and countersign all progress notes in violation of N.J.S.A. 45:1-21h and N.J.A.C. 13:44K-10.1(b)1 and N.J.A.C. 13:44K-10.1(b)6 ii.

Ordered: Pay penalty in the amount of \$1,000.00.

Doris M. McGinley, O.T.A. Lic. #46TA09007600
Settlement letter filed on September 14, 2004. Respondent failed to properly ensure recordkeeping in violation of N.J.S.A. 45:1-21h and N.J.A.C. 13:44K-10.1(b)1.

Ordered: Pay penalty in the amount of \$500.00.

Uniform Penalty Letters:

Victor A. Williams, O.T. Lic. #46TR00211900
Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Elsbeth G. Sawyer, O.T. Lic. #46TR00138700
Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Sarah W. Rein, O.T. Lic. #46TR00036900
Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Disciplinary Actions

Martin A. Reynolds, O.T. Lic. #46TR00190700

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Adina Judowitz, O.T. Lic. #46TR00307300

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Donna L. Kelly, O.T. Lic. #46TR00215200

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Rosemary Edelstein, O.T. Lic. #46TR00093600

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Marni L. Ehrlich, O.T. Lic. #46TR00256300

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Janet Goodwin, O.T. Lic. #46TR00263800

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Katharine M. Holzmer, O.T. Lic. #46TR00016600

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 31, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Judy Finkelstein, O.T. Lic. #46TR00269300

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 31, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Sharon C. McGready, O.T. Lic. #46TR00229500

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on April 22, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Bernadette E. Singleton, O.T.A. Lic. #46TA09046400

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Elnora T. Williams, O.T. Lic. #46TR00254300

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Kristen L. Bielick, O.T. Lic. #46TR00141000

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Kristina K. Moir, O.T. Lic. #46TR00167100

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Darbie T. Rabinowitz, O.T. Lic. #46TR00255900

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on April 14, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

Melissa L. Curtis, O.T. Lic. #46TR00170300

Uniform Penalty Letter in Lieu of Formal Disciplinary Complaint was issued on March 30, 2004, based upon failure to submit a biennial renewal application to renew a license to practice occupational therapy in the State of New Jersey which was due on September 30, 2003, and engaging in the practice of occupational therapy during the time the license was expired/suspended in violation of N.J.S.A. 45:9-37.59 and N.J.A.C. 13:44K-8.3.

Ordered: A settlement in the amount of \$250.00 plus all current fees for renewal and license reinstatement fees.

“It is the licensee’s responsibility to know and understand the rules and regulations that govern the practice of occupational therapy in the State of New Jersey.”

Make your voice be heard! If you would like to be part of this organization and become a member of the Council, please send your resume to:

**Laura L. Anderson, Executive Director
P.O. Box 45037
Newark, New Jersey 07101**

Acceptable Abbreviations

In the State of New Jersey, occupational therapists and occupational therapy assistants should only use “O.T.” or “O.T.A.” after their names. Pursuant to N.J.A.C. 13:44K-8.3 (b), a licensee shall use only the title or designation corresponding to his or her license.

This requirement has also been clarified during the comment period of the rule adoption.

A COMMENT: Several commenters have questions regarding signing official documents as a licensee. They want to know when they can begin signing documents with license numbers and what abbreviations a licensee should use after his or her name.

A RESPONSE: Licensees may use their license number once they have been issued a license. The only abbreviations a licensee may use after his or her name are O.T., for occupational therapists, or O.T.A., for occupational therapy assistants.

N.J.A.C. 13:44K-10.1 Preparation and maintenance of client records.

The full name, as it appears on the license, of the licensee who rendered care, identification of licensure status as either an occupational therapist or occupational therapy assistant, license number and designated supervisor, if applicable. This information shall be legible and shall appear at least once on each page of the client record.

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