

## STATE OF KANSAS

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# **Directions for OT/OTA Re-Entry Mentoring Plan**

Please read all information before beginning. Direct any questions by email to [KSBHA\\_LicRenewalReinstate@ks.gov](mailto:KSBHA_LicRenewalReinstate@ks.gov) or by phone to 785-296-5050.

## **Occupational Therapist/Therapy Assistant Re-Entry Mentoring Plan**

1. The reinstatement candidate must find a Kansas licensed Occupational Therapist to be their mentor. Being a mentor requires the therapist to function in the same manner as being a Fieldwork Supervisor for a student.
2. The mentor may submit a copy of the mentor/mentoree contract and the daily sign in log as proof for Continuing Education under Class I. A one week mentorship is worth 3 contact hours for the mentor.
3. The mentor and mentoree must then go to the NBCOT website ([www.nbcot.org](http://www.nbcot.org)) and complete the self-assessment tool together. This is a free service. There are different tools for different practice levels (OT or OTA) and within each level there are different practice settings. Please choose the practice setting that you will be working in during your mentorship process. Print the results and include the print out with your contract plan.

The mentor and mentoree will then use the information obtained from the self-assessment to design a plan to remediate deficit practice areas. Deficit areas are those areas in which you score a 0 or 1. The mentoree should not receive 3's in any areas as they have been out of the profession too long to be considered an expert. Also, the mentoree will not likely obtain many 2's as they are out of "practice" or the mentorship process would not be necessary.

4. An outline for a mentor/mentoree contract is attached as a guideline. The contract must include the following information: mentor name and KS license number, mentoree name, length of contract, responsibilities listed on outline for each party, any and all of the 8 requirements listed on the outline. Please include the necessary information as well as any other requirements needed to remediate mentoree's deficit areas. The contract must stipulate that mentor shall provide direct onsite supervision of the mentoree and that the mentoree will not bill for services provided by the mentoree. The contract must include the name, address, and telephone number of the setting or facility.

5. The mentoree must complete a minimum of 60 on-site hours when out of the practice 3 to 5 years. From greater than 5 years, the mentoree must complete 80 on-site hours split between 2 different settings or facilities. The reading assignments necessary to remediate deficit areas should be taken from current Occupational Therapy practice textbooks and also include review of the AOTA Code of Ethics and AOTA Practice Framework.
6. If the mentoree has been out of practice for greater than 10 years, the mentoree in addition to the above requirements, must complete a week-long refresher course (such as that provided by St. Catherine's) and be required to complete 2 six-week periods of monitored field work with mentor. These 2 six-week sessions shall be with two different mentors at two separate locations/facilities.
7. If the mentoree is an Occupational Therapist, then review of assessments appropriate to the setting and completion of at least 2 evaluations with appropriate documentation are required. It is highly suggested that the mentoree complete an internet search of evidence based practice related to the practice setting. The amount and documentation required to be detailed in the contract. The final paragraph on the outline must be included in the contract.
8. The contract must be signed and dated by the mentor and mentoree. The contract should be submitted for approval by the Occupational Therapy Council **prior** to beginning the onsite hours. The Occupational Therapy Council will review the contract and Board staff will notify the mentoree of any changes that need to be made or if the contract is acceptable.
9. At the end of the contract, go to the NBCOT self-assessment again and complete it with your mentor to review your progress, submit this review to the Occupational Therapy Council for review.
10. Once the contract period has been completed then the mentor's supervisor/department head is to verify that the contract has been completed by their signature and date and submitted to the Occupational Therapy Council for review.

**Mail a copy of the contract, the sign in sheet listing on-site hours and dates (sample form attached), the post self-assessment along with contract confirmation signature by the mentor's supervisor or department head to the Kansas State Board of Healing Arts to complete the reinstatement application.**