



2022

RECERTIFICATION HANDBOOK



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The Hand Therapy Certification Commission, Inc., (HTCC) is a not-for-profit corporation established in 1989 for the purpose of sponsoring a voluntary credentialing program for occupational therapists and physical therapists who specialize in upper extremity rehabilitation. The Hand Therapy Certification Examination is offered solely by the Hand Therapy Certification Commission, Inc. The mission of the Hand Therapy Certification Commission, Inc. is to support a high level of competence in hand therapy practice and to advance the specialty through a formal credentialing process.

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Overview of Recertification

Recertification provides assurance to the public that the Certified Hand Therapist continues to meet the high standards set by HTCC. Recertification ensures that the CHT maintains clinical competence after initial certification. It is the personal responsibility of each CHT to maintain the credential by demonstrating current knowledge and skills. Each CHT must recertify every five years by attesting to continued competency obtained through practice and participating in ongoing professional development.

General Recertification Eligibility Requirements

To be eligible for recertification the CHT must:

1. Be a current Active or Inactive CHT in good standing.
2. Hold a current professional credential to practice as an OT or PT

Recertification Options

There are two options for renewing the CHT credential if the general eligibility requirements have been met.

1. Recertification by Professional Development
2. Recertification by Examination

Alternatives to Recertification

Inactive Status: Inactive status is available for up to five years to CHTs who do not meet recertification requirements, do not want to take the exam, and do not want to lose their CHT status permanently. It must be renewed annually.

Retired Status: HTCC has established the designation, CHT Retired, to provide a mechanism for the continued recognition of retired CHTs after they have withdrawn from professional practice. The CHT Retired designation is intended to recognize CHTs' years of service and commitment to excellence in upper limb patient care.

Deadline Extensions

There are no extensions for recertification, except for members of the armed forces. If you are unable to complete the requirements by November 15th of the year your credential expires, you may apply for Inactive status. If you are in the military and deployed overseas, you may request a two-year extension to complete the recertification requirements. Please send HTCC a copy of your orders with your request. Contact the HTCC office for more information.

How to Contact HTCC

Hand Therapy Certification Commission, Inc.
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Suite 300 #41
Sacramento, CA 95834

Tel: 800-860-7097

Tel outside North America: +1 916-566-1140

Fax: Toll free in US: 866-308-6433

Fax outside US: +1 916-922-0210

Email: info@htcc.org

Web: www.htcc.org

How to Recertify by Professional Development

Recertification by Professional Development

CHTs seeking Recertification by Professional Development must satisfy these eligibility requirements within their appropriate accrual cycle.

General Requirements

To be eligible for recertification the CHT must:

1. Be a current Active or Inactive CHT in good standing.
2. Hold a current professional credential to practice as an OT or PT. (Depending on your profession and where you practice, a professional credential may include a license, certificate, or registration. In all cases, it is the credential that you need to legally practice in that location. This credential must be active and you must be in good standing with the agency that issued it.)
3. Obtain 2,000 hours of work experience in hand therapy.
4. Accrue 80 contact hours of professional development.

Work Experience Hours:

A CHT must accumulate a minimum of 2000 hours of work experience during their five-year accrual period.

Please note: The nature of work experience differs when recertifying for the first time from what is allowed for subsequent recertification cycles.

- a. First Time Recertifying: A CHT must have 2,000 hours of work experience in hand therapy (1,000 hours MUST be in hand therapy direct practice experience).

* Direct Practice Experiences is the direct provision of patient care through assessment and implementation of an individualized treatment plan including but not limited to orthotics/splinting, modalities and/or exercise/activities to prevent dysfunction, maximize functional recovery or influence the effect of pathology in the upper limb. It does not include time spent in administration, research, teaching or consultation.

Up to 1,000 hours may be accrued in one or more of the following areas:

1. Formal teaching directly related to hand therapy;
 2. Research directly related to hand therapy;
 3. Direct supervision or administration of a hand therapy clinical program;
 4. Consultation related to hand therapy;
 5. Activities supporting professional organizations related to hand therapy (i.e. American Society of Hand Therapists, the American Hand Therapy Foundation, the International Federation of Societies of Hand Therapists, the Hand Therapy Certification Commission, the American Association for Hand Surgery, the Hand Therapy Section of the American Physical Therapy Association, etc.).
- b. Recertified Once or More: A CHT must have 2,000 hours of work experience in hand therapy (the 2,000 hours may consist of all or any combination of clinical practice, teaching, supervision, administration or consultation).

Recertification by Professional Development

The 2,000 hours of work experience may be any combination of the following areas:

1. Hand therapy Direct Practice Experience
2. Formal teaching directly related to hand therapy;
3. Research directly related to hand therapy;
4. Direct supervision or administration of a hand therapy clinical program;
5. Consultation related to hand therapy;
6. Activities supporting professional organizations related to hand therapy (i.e. American Society of Hand Therapists, the American Hand Therapy Foundation, the International Federation of Societies of Hand Therapists, the Hand Therapy Certification Commission, the American Association for Hand Surgery, the Hand Therapy Section of the American Physical Therapy Association, etc.).

Employment Verification

CHTs must document 2,000 hours of Direct Practice Experience by using the Employment Verification signed by the employer/supervisor.

The Employment Verification Form can be:

- Downloaded in For CHTs (with your employment information pre-printed on it)
- Downloaded in the Forms section of the website
- Printed from the Recertification Handbook

You may download a form at any time to submit with your workhours or if you need to obtain verification before leaving an employer.

Professional Development Hours

A CHT must accumulate a minimum of 80 contact hours of professional development activities during their five-year accrual period. HTCC assists therapists by allowing them to enter their hours and track them over the five-year period.

1. Professional development hours may only be applied to the renewal cycle in which they are earned.
2. There will be no retroactive credit, nor carry over of excess hours into the next accrual cycle.
3. Credit will not be awarded for presenting the same course more than once per recertification cycle.
4. Hours spent in teaching or researching that are applied to the 2,000-hour work eligibility requirement may NOT be applied toward professional development contact hours earned in Category E.
5. Contact hours for professional education obtained outside the U.S. that meet the criteria described in each category may be included in contact hours for Recertification.

Recertification Deadlines and Fees

Please note: You may only apply for recertification in the year you are due to recertify. Therapists who have completed the requirements may apply early in the year, which will allow more time to accrue hours in the next recertification cycle.

See the table below for all the deadlines and fees for Recertification by Professional Development.

The information below does not apply for recertification by examination.

Online Applications (For CHTs)		
Dates		Fees
November 15	All Work Experience & Professional Development hours must be completed	
Jan. 1 – Nov. 15	Normal Application Period	\$450
Nov. 16 – Dec. 15	Late Application Period	\$550

Please note that all Work Experience & Professional Development hours must be completed by November 15th no matter when application is submitted.

Fees may be submitted by credit card only. Applications are only accepted online in the “For CHTs” section of the HTCC website. Paper and pencil applications are no longer accepted.

Refunds for Recertification by Professional Development

- A CHT who has applied for and been denied Recertification by Professional Development will receive a refund minus a \$75.00 processing fee.
 - If the CHT wishes to then apply for Inactive Status, \$75 will be retained as a processing fee, \$100 will be applied towards Inactive Status, and the remainder will be refunded.

Professional Development Hours for Recertification by Professional Development

Professional development activities accepted for Recertification encompass a wide spectrum of formal and informal educational experiences. There are several categories under which professional development hours can be accrued. A CHT must accumulate a minimum of 80 contact hours of professional development activities.

In addition to attending professional education courses, contact hours are awarded for other activities such as publishing, presenting, research, teaching, participating in quality assurance programs in hand therapy, and promoting professional practice.

Policies for Recertification by Professional Development

- Professional development contact hours may be applied only to the renewal cycle in which they were earned.
- There will be no retroactive credit, nor carry over of excess hours into the next period.
- Credit will not be awarded for presenting the same course more than once per recertification cycle.
- Hours spent in teaching or researching that are applied to the 2,000-hour work eligibility requirement may NOT be applied toward professional development contact hours in Category E.
- Contact hours for professional education obtained outside the U.S. that meet the criteria described in each category may be included in contact hours for Recertification.

For all applications submitted before November 15th, a new accrual cycle will begin only after the recertification fee has been paid and your application has been approved. No exceptions will be made to this date. For example, a CHT whose application is approved on February 1, 2022, will have a new accrual cycle of February 1, 2022 to November 15, 2027.

If an application is submitted between November 15th and December 15th, the accrual cycle will be November 15, 2022 to November 15, 2027.

Application instructions for Recertification by Professional Development

To prepare for Recertification Online, therapists must enter their Professional Development Hours (work experience and continuing education) in the “For CHTs” section on the HTCC website. This can be done at any time. Once the supporting documentation is faxed, uploaded or mailed to HTCC, the hours are processed within 3-5 working days. A copy of the Employment Verification form may be found on page 2-4 in this handbook or on the HTCC website in “For CHTs”.

When you are ready to complete the application, log into ‘For CHTs’ and click on ‘Pay Recertification Fees’ on the Welcome Page. The system will calculate and verify that you have previously entered, and had approved, the correct number of Professional Development Hours online. If you do not have the correct number of hours in the correct categories, you will not be able to proceed with the online application. You may also check your eligibility for recertification by logging into ‘For CHTs’ and clicking on ‘Check Eligibility for Recertification.’ You will get a report of the work and educational hours that have been approved.

When you enter the application, you will:

1. Confirm that you have a current credential to practice as an occupational therapist or physical therapist. Depending on your profession and where you practice, a professional credential may include a license, certificate, or registration. In all cases, it is the credential you need to legally practice in that location. **This credential must be active and you must be in good standing with the agency that issued it. Please do not enter your CHT credential information!**
2. Review & sign-off on the Disciplinary Policy.
3. Complete the Recertification Application Agreement.
4. Pay your online Recertification Fee by credit card.

Employment Verification Form

Note to Employer/Supervisor:

You are being asked to complete this form for an employee or former employee, someone you have supervised in an advisory or consulting capacity, or someone who has served with you in a volunteer capacity, who is applying for Recertification as a Certified Hand Therapist. Each applicant must document 2,000 hours of work experience in hand therapy from a combination of the following areas:

- the direct provision of hand therapy;
- formal teaching directly related to hand therapy;
- research directly related to hand therapy;
- consultation;
- direct supervision or administration of a hand therapy clinical program; and/or
- activities supporting professional organizations directly related to hand therapy

Please complete this form and return to the candidate so it can be included in the application packet. If you have any questions, please contact the Hand Therapy Certification Commission, Inc., at 800-860-7097, FAX number 916-922-0210 or toll free in U.S. 866-308-6433. Candidates outside of North America please call +1-916-566-1140. Thank you for your assistance.

Please Print Clearly or Type:

CHT's Name	CHT's Job Title	CHT ID Number
Facility Where Experience was Acquired		
Address	City/State/Zip Code	

The hours listed below were acquired between _____:

This employment represents: _____ hours in clinical practice; _____ hours in other (teaching, research, administration, consultation, supervision and activities supporting professional organizations directly related to hand therapy).
Dates of employment with this employer: _____ to _____.

By signing below, I certify that the hours listed here are true and correct to the best of my knowledge and that I have personally verified them for accuracy. I am aware that my inaccurate or false representation of these hours may lead to penalties, including, but not limited to, HTCC's refusal to accept further verification from me.

For Self-Verification: In addition, I understand that if I am the certificant listed above and signing this form because I am in private practice, my inaccurate or false representation of these hours may lead to penalties including, but not limited to, revocation or denial of my certification, recertification, or eligibility for certification.

Signature		
Name	Title	
Work Address	City/State/Province	
Telephone/Ext.	Relationship to CHT	

Please Note:

- CHTs should submit only as many forms as needed to verify 2,000 hours in the direct provision of hand therapy, teaching, research, supervision, administration, consultation, or professional activities directly related to hand therapy.
- In the first recertification cycle, a minimum of 1,000 hours must be obtained in the direct provision of hand therapy or formal teaching directly related to hand therapy.
- This form may be duplicated if needed for more than one employer, advisor, or sponsor.
- Candidates in private practice may sign their own form. Proof of ownership/partnership in a private practice may be requested by HTCC.

2022 Recertification Application Agreement

2022 Recertification Application Agreement

1. **Application.** I certify that all the information contained in my application is true and complete to the best of my knowledge. I hereby authorize the Hand Therapy Certification Commission and its officers, directors, employees, and agents (collectively "HTCC") to review my application and to determine my eligibility for recertification.
2. **Compliance with HTCC Rules.**
 - A. I have read and agree to abide by HTCC's standards, policies, and procedures, including but not limited to the Disciplinary Policy and the Use of Credential policy. I will read and keep up-to-date with these rules.
 - B. I agree that HTCC may take action regarding my application or my compliance during the recertification period in accordance with its Disciplinary Policy, and that the penalties for violation of a HTCC rule include (but are not limited to) denial, revocation, or limitation of my credential.
 - C. As specified within the Disciplinary Policy, I agree to notify HTCC of any change in name, address, telephone number, or email address, and of any development bearing on recertification such as (but not limited to) suspension, revocation, or expiration of a state license to practice, being sued by a patient, or being investigated or reprimanded by a state regulatory board.
3. **Cooperation.** I agree to cooperate promptly and fully in any review of my application or my compliance during the recertification period, and I agree to submit any additional information requested.
4. **Continuing Compliance.** I understand and agree that it is my responsibility to maintain and demonstrate continuous compliance with all HTCC standards, policies, and procedures.
5. **Certification Marks.**
 - A. The "CHT" credential and the stylized Certified Hand Therapist logo are the sole and exclusive property of HTCC and are subject to all applicable trademark and other rights of HTCC as owner under United States intellectual property law and international conventions. I agree to abide by HTCC's instructions regarding use of its intellectual property, and to not use this intellectual property in any way without the express prior written consent of HTCC.
 - B. I agree to correct at my own expense any inaccurate or unauthorized use by me of HTCC's credential and logo. I agree that if I refuse to make corrections, then HTCC is entitled to obtain all relief permitted by law, including but not limited to injunctive relief to enforce its rights with respect to the protection of its name, credential, logo, and other intellectual property.
6. **Information Release.** I agree that HTCC may release information regarding my application and recertification record to state and federal authorities, licensing boards, employers, and others. This information includes (but is not limited to) HTCC's findings regarding review of my application, fraudulent statements made by me, information indicating noncompliance with laws or regulations or with policies of other organizations, and the pendency or outcome of disciplinary proceedings.
7. **Duration of Recertification.** This Application Agreement will become effective as of the date of my signature below and will remain in effect for the duration of my application review. If I am granted recertification, the terms of this Application Agreement will automatically continue in effect for the duration of my recertification. I acknowledge and agree that completion of recertification requirements, recertification applications, and reviews will be required to maintain certification.
8. **Waiver of Claims & Indemnification.**
 - A. I hereby waive all claims against HTCC arising out of my application and my participation in its program, including (but not limited to) claims arising out of (i) any release of information to state and federal authorities, licensing boards, employers, and others, and (ii) any investigation and review of my application and recertification by HTCC.
 - B. I agree to indemnify HTCC for any third-party claims arising out of any action taken pursuant to the policies and procedures of HTCC with regard to my application, the examination, or my recertification. In addition, I agree to indemnify HTCC for any third-party claims arising out of my professional practice and related activities.
 - C. The provisions of this Waiver of Claims & Indemnification section do not extend to claims based on the gross negligence or willful misconduct of HTCC.
 - D. My obligations and rights and those of HTCC under this Waiver of Claims & Indemnification section will survive beyond the termination or expiration of my recertification and remain in full force and effect.
9. **Governing Law & Venue.** This Agreement is governed exclusively by the laws of California without reference to its choice of law doctrine. The parties agree that the sole jurisdiction and venue for any litigation arising from this Agreement is the appropriate federal court for the Eastern District of California or state court located in Sacramento County, California. If a dispute arises, the parties shall make a good faith attempt to resolve the dispute through dialogue and negotiation prior to pursuing court action.

2022 Recertification Application Agreement

Eligibility Questions

Please indicate your answers to the following questions. If you answer yes to any question, you must submit a letter of explanation. In your letter please indicate whether you have reported the information on a prior application to HTCC. HTCC will review this information and determine whether you are eligible for recertification. During this review, your application will be kept on hold:

1. Have you ever been found to have acted with gross or repeated negligence or malpractice in the field of occupational therapy, physical therapy, or hand therapy?
 YES NO
2. Have you ever had a complaint filed against you before a governmental regulatory board or professional organization regarding public health and safety, occupational therapy, physical therapy, or hand therapy?
 YES NO
3. Have you ever been the subject of an investigation by law enforcement for conduct related to public health and safety, occupational therapy, physical therapy, or hand therapy?
 YES NO
4. Have you ever had your certificate, registration or license to practice subject to limitation, discipline, revocation, or other sanction (including voluntary limitation) by a governmental regulatory board or professional organization relating to public health and safety, occupational therapy, physical therapy, or hand therapy?
 YES NO
5. Have you ever been convicted of, pled guilty to, or pled nolo contendere to a felony or misdemeanor related to public health and safety, occupational therapy, physical therapy, or hand therapy, or are any such charges pending against you? (These include but are not limited to a felony involving rape, sexual abuse of a patient or child, actual or threatened use of a weapon or violence, and the prohibited sale, distribution, or use of a controlled substance.)
 YES NO

By signing below, I acknowledge that I have read and understand this Application Agreement and agree to its terms in consideration for the opportunity to seek recertification from HTCC.

Signature

Date

Print Name

Information Release

If I am granted recertification, I hereby authorize HTCC to release my name and the fact that I have been granted certification or recertification to newspapers and other publications, and to release my name, employment information, address, and e-mail address in HTCC's online directory and mailing list.

Signature

Date

Summary of Professional Development Activities by Category

Category Activity	Hours
<p>A Formal Courses in Upper Extremity Therapy (All 80 hours may be accrued in Category A, only CORE Upper Extremity therapy topics)</p>	No Minimum or Maximum Requirement
<p>B Informal Education in Upper Extremity Therapy</p>	Maximum 30 Hours
<p>C Formal Courses with General Clinical OT or PT Content</p>	Maximum 20 Hours
<p>D Hand Therapy Publications</p> <ul style="list-style-type: none"> ▶ Four contact hours per page of printed text for each publication up to 10 pages for books, chapters in books, and articles in professional journals. ▶ One contact hour per page for newsletters, trade journals, or journals that are not peer-reviewed. ▶ Five contact hours for each 15 pages of editing in a book or journal. ▶ One contact hour per year for editing a newsletter. ▶ Two contact hours for publications written by a committee (All 80 hours may be accrued in Category D) 	No Minimum or Maximum Requirement
<p>E Hand Therapy Presentations</p> <ul style="list-style-type: none"> ▶ Four contact hours for each hour of formal presentation to health care professionals or health care students, for example, at a meeting that grants CEUs. ▶ Eight contact hours for a formal scientific or clinical paper presented at a national meeting. ▶ Two contact hours for each hour of informal presentation to health care professionals or health care students, for example, at an in-service program. ▶ One contact hour for each hour of presentation to non-health care professionals. ▶ Four contact hours for a poster presentation. ▶ Two contact hours per six hours of course material for course coordination. ▶ Up to 10 hours for teaching as part of a hand surgical trip or educational program in a developing country. <p>(All 80 hours may be accrued in Category E)</p>	No Minimum or Maximum Requirement
<p>F Activities Related to Practice Management</p> <ul style="list-style-type: none"> ▶ One contact hour for each quarter year of completed activity. 	Maximum 6 Hours
<p>G Activities That Promote Professional Practice</p> <ul style="list-style-type: none"> ▶ Contact hours awarded for a variety of professional activities. 	Maximum 12 Hours

Contact Hours, CEUs, and Academic Credit Awarded

- ▶ The course being submitted must specify the number of contact hours awarded.
- ▶ 1 contact hour = 1 clock hour of education
- ▶ 1 CEU = 10 contact hours
- ▶ If the course is taken through a college or university
 - One Semester Hour or one credit equals 15 contact hours.
 - One Quarter Hour or one credit equals 10 contact hours.

Category A: Formal Courses in Upper Extremity Therapy

Category A: Formal Courses in Core Upper Extremity Therapy

No minimum or maximum requirement; all 80 hours may be submitted in this category

Courses that may be applied to this category can be from the following formats regardless of the length of the course:

- Formal professional development courses that award CEUs or contact hours
- Academic course work at a college or university
- Home study or web-based course that award CEUs or contact hours and issue a certificate of completion.

Description of Core Upper Extremity Therapy Topics

These courses reflect the most critical content areas from the current Practice Analysis and reflect the areas tested on the certification examination. These areas were rated by hand therapists in the Practice Analysis as being moderately or highly critical to the care of upper limb patients (a more detailed list is posted on the HTCC website).

- UE Assessment
 - UE Tests and Measures
 - UE Therapeutic Exercise
 - Modalities
 - Orthotic Design and/or selection, fitting, fabrication and training including casting
 - Prosthetic Design and/or selection fitting, fabrication and training
 - Adaptive, assistive and ADL devices
 - Ergonomics and/or activity Modification
 - Joint protection
 - Posture awareness, modification and adjustment
 - Edema management
 - Wound Management
 - Lymphedema management
 - Functional activity
 - Sensory re-education
 - Desensitization
 - CPM
 - Manual Therapy
 - Instrument Assisted and soft tissue mobilization (i.e. Graston)
 - Taping
 - Patient/Family/Caregiver Education
 - Work conditioning/hardening
 - Biofeedback
 - Neuromuscular re-education
 - Graded motor imagery (laterally training imagery, mirror therapy)
 - Relaxation Training
- As it applies to HTCC's professional development categories, the upper limb includes the cervical spine, scapula, shoulder, elbow, wrist, and hand.
 - Courses with content that is a combination of the upper extremity and the lower extremity should be divided between Category A and Category C. When submitting hours for courses with mixed content, be sure to include the course outline as documentation of how the hours were divided.
 - Courses with content specific only to the lower extremity belong in Category C.
 - National conferences with hand therapy content (e.g. the annual meeting of the American Society of Hand Therapists), which have individual sessions of less than three hours, should be entered in A for the total number of hours attended. Likewise, if you attend a state OT or PT meeting that has both hand therapy content and general content, you can split the hours between A and C for the total of hours attended in each.
 - Home study and Internet courses can be entered into Category A if the content is related to the upper extremity. To obtain credit for these courses in the FIRST recertification cycle, courses must be purchased after the date you took the exam and became certified.
 - If you have presented a lecture for a course that you have also attended, you cannot apply the portion of the course that you taught in this category. You can, however, apply those hours in Category E.

Category A: Formal Courses in Upper Extremity Therapy

- You may submit the same course for credit each time that you take it within the five-year period.
- Four contact hours are awarded for completing the HTCC Self-Assessment; the assessment can be completed for credit twice during a recertification cycle with at least one year between each submission for a maximum of eight contact hours per 5-year cycle

Contact Hours, CEUs, and Academic Credit Awarded

- The course being submitted must specify the number of contact hours awarded.
- 1 contact hour = 1 clock hour of education
- 1 CEU = 10 contact hours
- If the course is taken through a college or university:
 - One Semester Hour or one credit equals 15 contact hours
 - One Quarter Hour or one credit equals 10 contact hours
- The specific number of hours of educational content must be indicated.

Acceptable Proof

Submit a photocopy of the course certificate, the formal transcript, or grade report that contains:

1. Your name
 2. Date(s) of attendance
 3. Title of course
 4. Sponsoring organization
 5. Contact hours awarded
- If the course did not provide a certificate, submit written verification of attendance signed by a supervisor or course coordinator containing the same information as above.
 - If the course title does not include words that convey that content relates to therapy of the upper extremity and/or hand in examination and/or therapeutic management in the areas listed on page 2-10, you must submit the course or content outline.
 - If the course content is clear from the title, please do not submit the course outline or flyer.
 - If you are dividing the content between two categories, you must submit the course or content outline. A course schedule or overview is sufficient; the course syllabus is not necessary.
 - A course registration receipt alone is NOT sufficient proof of attendance.

Category B: Informal Education in Upper Extremity Therapy

Category B: Informal Education in Upper Extremity Therapy

Maximum accepted: 30 hours per 5-year accrual cycle

Description of Activities

Description of Activities: Category B encompasses courses covering the most critical content areas in the evaluation and treatment of patients with upper extremity injuries or conditions as in Category A but are less formal. They include non-CEU courses. Examples of these courses are employer-related continuing education, in-service courses, journal clubs, and study groups. Observation of surgery (no matter how many hours were observed) should be entered in this category with verification from the surgeon. The content must address topics consistent with Category A.

Contact Hours Awarded

- 1 contact hour = 1 clock hour of education

Acceptable Proof

Submit written verification of attendance signed by a supervisor or program coordinator containing:

1. Your name 2. Date(s) of attendance 3. Title of course 4. Sponsoring organization 5. Contact hours awarded

- A sign-in sheet may be used for proof as long as it is legible and includes the information above.

Category C: Formal Courses with General Clinical OT or PT Content

Category C: Formal Courses with General Clinical OT or PT Content

Maximum accepted: 20 hours per 5-year accrual cycle

Description of Activities

This category encompasses courses that address the clinical application of general occupational therapy or physical therapy knowledge such as the following:

- Spine (other than the cervical spine)
 - Research
 - Evidence Based Medicine
 - Cranio-sacral therapy
 - Injury Prevention
 - Neurological Conditions
 - Cardiac Rehab
 - Complimentary Medicine (see below)
 - Infectious diseases
 - Lower Extremity
 - Posture/Movement
- Courses pertaining to practice management should be placed in Category F. Activities related to those areas (e.g. peer review, and participation in quality assurance activities) should also be placed in Category F.
 - Supervision of fieldwork students should be placed in Category G.
 - Courses too general for Category A may be appropriate for this category.
 - Some educational courses have content that are applicable to both Category A and Category C. Proof for such courses must delineate how many contact hours from the course content apply to Category A and how many contact hours apply to Category C. Only one copy of the course outline and certificate needs to be sent to HTCC when submitted online. However, it should be included in both categories if your recertification application is mailed to HTCC.
 - **Complimentary Medicine:** You may submit a total of 20 hours in courses related to complementary medicine. Courses related to complementary medicine include, but are not limited to:
 - Acupuncture
 - Acupressure
 - Active Release Therapy
 - Pilates
 - Cranio-sacral therapy
 - General body massage
 - Dry Needling
 - Movement therapy: Feldenkrais, Hellerwork/Structural Integration, Bowen Technique, Rolfing, Alexander Technique
 - Energy healing
 - Magnet therapy
 - Qigong
 - Reiki
 - Tai Chi
 - Yoga as long as the courses are designed for health care professionals. You may not submit a yoga class that you attend as a participant.

Contact Hours, CEUs, and Academic Credit Awarded

- The course being submitted must specify the number of contact hours awarded.
- 1 contact hour = 1 clock hour of education
- 1 CEU = 10 contact hours
- If the course is taken through a college or university:
- One Semester Hour or one credit equals 15 contact hours

Category C: Formal Courses with General Clinical OT or PT Content

- One Quarter Hour or one credit equals 10 contact hours
- The specific number of hours of educational content must be indicated.

Acceptable Proof

Submit a photocopy of the course certificate, the formal transcript, or grade report that contains:

1. Your name
 2. Date(s) of attendance
 3. Title of course
 4. Sponsoring organization
 5. Contact hours awarded
- If the course did not provide a certificate, submit written verification of attendance signed by a supervisor or course coordinator containing the same information as above.
 - A course registration receipt alone is NOT sufficient proof of attendance.

Category D: Hand Therapy Publications

Category D: Hand Therapy Publications

No minimum or maximum requirement per 5-year accrual cycle. All 80 hours may be submitted in this category.

Description of Activities

This category encompasses the publication of material that addresses hand therapy. The CHT may be an author or co-author, and the item must be accepted for publication or published during the applicable recertification period.

Contact Hours Awarded

- Four contact hours per page of printed text are awarded for each publication up to 10 pages for books, chapters in books, and articles in professional journals.
- One contact hour per page is awarded for newsletters, trade journals, or journals that are not peer-reviewed.
- Five contact hours are awarded for each 15 pages of editing in a book or journal.
- One contact hour is awarded per year for editing a newsletter.
- Two contact hours are awarded to each author who contributes to a publication that is sponsored by a professional organization and is written by a committee, regardless of the number of authors. An example would be treatment guidelines written for the American Society of Hand Therapists.
- One contact hour is awarded per review for a written review of an article or book that is published in a peer reviewed book or journal. Both the subject of the review and the publication it appears in must be related to hand therapy.

Acceptable Proof

To receive credit for a publication, submit a copy of the publication or a condensed version including at least the title page, the table of contents, the first and last pages, and a sample of the content. Proof of authorship and the source of publication must be shown. If the manuscript is not yet published, include a letter of acceptance from the editor of the publication, indicating the anticipated number of printed pages and a draft of the material.

Category E: Hand Therapy Presentations

Category E: Hand Therapy Presentations

No minimum or maximum requirement per 5-year accrual cycle. All 80 hours may be submitted in this category.

Description of Activities

This category encompasses participation as an instructor or presenter delivering hand therapy information. In order to receive credit hours for a presentation, it must be delivered within a structured framework of teaching/learning, such as a lecture, paper presentation, workshop at a professional meeting, or university course.

For courses that use other media, such as CD-ROM or Internet courses, submit supporting documentation that describes the course, the media, etc.

Contact Hours Awarded

- Eight contact hours for a formal scientific or clinical paper presented at a national meeting.
- Four contact hours will be awarded for each hour of formal presentation to health care professionals or health care students, for example, in a program that grants CEUs, or at a university.
- Two contact hours will be awarded for each hour of informal presentation to health care professionals or health care students, for example, at an in-service program.
- One contact hour will be awarded for each hour of presentation to non-health care professionals.
- Four contact hours will be awarded for a poster presentation.
- Two contact hours are awarded per six hours of course material for course coordination.
- One contact hour awarded for every two hours of mentoring.
- Credit will not be awarded for presenting the same course more than once per recertification cycle.
- Hours submitted for credit in this category may not duplicate hours used in calculation of the 2,000 hour minimum work requirement for recertification.
- Up to 10 hours per week of formal and informal teaching as part of a hand surgical trip or educational program in a developing country.

Acceptable Proof

To receive credit for presentations, submit evidence of participation in the presentation (e.g., course, brochure, and/or course outline) that includes the following:

1. Number of actual hours presenting
2. Date(s) of presentation
3. Title
4. Sponsoring organization

Category F: Activities Related to Practice Management

Category F: Activities Related to Practice Management

Maximum accepted: 6 hours per 5-year accrual cycle

Description of Activities

This category encompasses all activities that serve to define, assist, or promote the systemic improvement of patient care. The activities should fall outside of the therapist's primary job duties. They are often related to serving on a committee for the facility and are not related to the direct practice of hand therapy or patient treatment. These activities may include participation in:

- Safety Committee
- Case management
- Utilization review
- Quality Assurance/Peer review/Chart review
- Patient satisfaction survey
- Compliance Committee
- Courses related to practice management, such as CPR training, health & safety courses, courses related to practice management, reimbursement, fieldwork supervision, coding or billing, medical ethics and similar courses that may be required by your facility or state.

Contact Hours Awarded

- One contact hour is awarded for each quarter year of completed activity.
- For peer review activity and chart reviews, one contact hour awarded for each review
- For courses related to practice management, 1 contact hour = 1 clock hour of education

Acceptable Proof

Submit written verification of project, activity, or committee involvement, including date(s) of involvement, signed by your supervisor.

Category G: Activities That Promote the Profession

Category G: Activities That Promote the Profession

Maximum accepted: 12 hours per 5-year accrual cycle

Description of Activities and Hours Awarded

- Membership in national hand therapy organization (i.e. ASHT, CSHT, AHTA) - One contact hour for each year of membership (PLEASE NOTE: Membership hours will only be accepted starting in 2019, hours prior to 2019 cannot be retroactively approved)
- This category encompasses leadership responsibilities or active committee participation in OT, PT, or hand therapy professional organizations such as the following:
 - Serving as an officer or chairperson of an OT, PT or hand therapy association or regulatory body Two contact hours per year of completed service
 - Serving as an active committee member of an OT, PT or hand therapy association
 - One contact hour of completed service
- Writing questions for a professional certification examination (including the Hand Therapy Certification Examination) One contact hour of completed service
- Involvement in state and/or national legislative issues pertaining to occupational therapy or physical therapy One contact hour of completed service
- Participation in health fairs and/or activities that promote public awareness of hand therapy One contact hour per year (note: these activities will not be accepted if they also promote the therapist's facility)
- Outcome studies specific to the upper extremity One contact hour per year
- Clinical protocol development specific to the upper extremity One contact hour per year
- Supervision of OT or PT students
 - Two contact hours per student greater than one month of supervision
 - One contact hour per student less than one month of supervision
 - Five contact hours per student participating in a hand therapy specialty fieldwork rotation of one month (160 hours) or more.
- Serving on the editorial board of a peer-reviewed OT, PT or hand therapy journal 2 contact hour per year (please note: if the hours are claimed in this category, they cannot be claimed in Category D.

Acceptable Proof

Submit written verification of committee participation, organizational leadership, item writing, etc., including dates, signed by an officer or administrator of the organization.

Credit for Category G:

Maximum accepted: 12 hours per 5-year accrual cycle.

Recertification by Examination

CHTs seeking Recertification take the same examination administered to candidates taking the examination for initial certification. The Hand Therapy Certification Examination is a four-hour written test consisting of 200 multiple-choice items. The CHT examination is administered via computer at PSI testing centers. You will receive detailed information on how to make an appointment at an PSI site once your application is accepted.

The 2022 test will be administered over two windows of six-days each: Monday, May 3rd through Saturday, May 8th; and Monday, November 1st through Saturday, November 6th.

General Requirements

1. Be a current CHT (Active or Inactive) in good standing (Your certification may have lapsed, but it may not have been revoked).
2. Hold a current professional credential to practice as an occupational therapist or physical therapist. Depending on your profession and where you practice, a professional credential may include a license, certificate, or registration. In all cases, it is the credential that you need to legally practice in that location. It must be active and you must be in good standing with the agency that issued it.

Work and Professional Requirements

No work or professional development hours are required if you plan to recertify by taking the examination.

Dates and Fees

Dates and Fees for May Exam		
Dates		Fees
April 25 - May 14	Examination Administered	
Jan. 1 - April 15	Online application	\$500
April 15	Final date for refund (online)	\$425
March 15	Final date to request a special accommodation	
	Hand Score Exam	\$50
	Incomplete Application	\$75

Dates and Fees for November Exam		
Dates		Fees
Oct. 24 - Nov. 12	Examination Administered	
July 1 - Oct. 15	Online application	\$500
Oct. 15	Final date for refund (online)	\$425
Sept. 15	Final date to request a special accommodation	
	Hand Score Exam	\$50
	Incomplete Application	\$75

Fees may only be submitted online by credit card.

Recertification by Examination

Refunds

Eligible candidates who have submitted an application and fee, and who decide not to take the 2022 Hand Therapy Certification Examination, must send a written request for a refund to the HTCC Administrative Office by the date established for each exam administration.

- The initial registration fee will be returned minus a \$75 processing fee within 30 days after receipt of the refund request.
- If you have scheduled an appointment with PSI for your exam, the initial registration fee will be returned minus a \$175 processing and cancellation fee. This amount includes the fee HTCC is charged by PSI for cancelled appointments.
- If you withdraw from the examination, you may become Inactive and your exam fee will be applied towards the cost of Inactive Status.
- A CHT who takes the test to recertify, but who does not pass the examination, will receive no refunds.
- No refunds will be given once administration of the exam has begun.

Policies

- If a CHT withdraws from the test prior to its administration, they may apply for Inactive Status.
- If the test is taken, but not passed, certification will expire on December 31st, and the CHT may not apply for Inactive Status.
- CHTs who pass the examination will receive notice by December 31st that their certification has been renewed and a new five-year recertification period will begin.

Procedures for Recertification by Exam (online application)

1. From the homepage of the HTCC website under the top tab labeled “Recertify” click on “Recertify by Exam” and then “Apply Online”.
2. Follow the prompts for filling out the online Application and Questionnaire, as well as the consent form. Be sure to include your CHT ID number in the appropriate field.
3. FAX a photocopy of your current professional credential as an occupational therapist or physical therapist. Depending on your profession and where you practice, a professional credential may include a license, certificate, or registration. In all cases, it is the credential you need to legally practice in that location. This credential must be active and you must be in good standing with the agency that issued it.
4. Complete the payment process by submitting your credit card information online.

After the application has been processed and found to be complete, HTCC will send an email to you verifying eligibility to take the examination. You will also receive instructions on making an appointment to test at an PSI testing center.

Recertification by Examination

Test Sites

The Hand Therapy Certification Examination will be given at PSI testing centers which are available worldwide. PSI test centers service over 175 metropolitan areas as well as many rural areas within the US and Canada. They also service over 30 test sites across 18 countries internationally.

Special Accommodations

If you require special accommodations in order to sit for the examination, you should contact the HTCC administrative office. You and your health care provider will need to complete a form to document the disability and the need for accommodation. You must submit two forms with your application: the Candidate Form and the Provider Form. These forms may be obtained by contacting HTCC at 1-800-860-7097 or they may be downloaded from the HTCC website.

These forms require you to provide the:

- Diagnosis and nature of the disability
- Name of tests used to evaluate the condition
- Length of the condition
- Date that you were last seen
- What accommodation is suggested

The completed forms and accompanying documentation should be sent to the HTCC Administrative Office with your application. Special accommodations must be determined before eligibility data can be sent to PSI. Please note there is an early deadline for receipt of special accommodation requests.

If a candidate asks to have a special accommodation after submitting an application and making an appointment with PSI, it may not be possible to grant the accommodation.

Please Note: In order to receive special accommodations for certification testing, the candidate must provide medical documentation of the disability that is less than five years old. This means that you must have a current evaluation from the appropriate provider.

Visit the HTCC website at www.htcc.org for more information on:

- Examination Scoring
- Test blueprint
- Examination Preparation
- Sample Questions
- List of Terms Used in the Examination
- Reference Materials

Inactive Status

Inactive Status is available to therapists who are due to recertify, but who do not have enough hours to meet the requirements to recertify by professional development. It gives you additional time to meet the recertification requirements without having to take the examination. Inactive status can be selected for one year at a time.

General Requirements

1. You must be a current CHT (Active or Inactive) in good standing.
2. You must have a current professional credential to practice as an occupational or physical therapist. Depending on your profession and where you practice, a professional credential may include a license, certificate, or registration. In all cases, it is the credential that you need to legally practice in that location. This credential may be Inactive at the time you apply for Inactive status as a CHT, but it will need to be reactivated if you later apply for recertification.
3. You can apply for Inactive Status only at the time you are due to recertify, not during your recertification cycle.

Work and Professional Requirements

No work or professional development hours are required if you plan to become Inactive.

Recertification Procedures for CHTs Who Are Currently Inactive

If you are currently Inactive and wish to apply for Recertification, you must meet the general requirements. You may then recertify either by:

- Taking the CHT exam, which is offered in May and November.
- or by
- Meeting Work and Professional Development Requirements for Recertification by Professional Development

For 2022, your accrual cycle for Professional Development Activities will be January 1, 2017 through November 15, 2022.

Policies for Inactive Status

- Inactive Status must be renewed annually. If it is not renewed, certification will lapse.
- Work hours and professional development hours can only be accrued in the most recent five years, and the accrual cycle advances one year each year that a CHT is Inactive.
- A CHT may remain Inactive for up to five years.
- A CHT may take the exam at any time it is offered to reactivate status.
- An Inactive CHT will not be displayed in the HTCC online directory.
- During the time of Inactive Status, therapists are not allowed to use the CHT credential. Therapists who use the CHT credential during an inactive period lose the right to reactivate their credential by any means (professional development activities or examination) for a period of 10 years.
- The CHT must sign the application form, acknowledging the conditions of Inactive Status.
- Inactive Status will take effect January 1st.

Inactive Status

Example:

- A CHT is due for recertification but cannot meet the requirements and applies for Inactive Status, which becomes effective on January 1st of the next year.
- Each year the CHT is Inactive, the accrual cycle for work and professional development activities also advances one year.
- When the CHT meets the requirements and submits an application for Recertification, a new accrual cycle for work experience and continuing education begins the day the application is approved and ends on November 15, five years later.
- The initial CHT number is retained, but the new recertification cycle will be for five years from the date of renewal.

Dates and Fees

December 31st	Final application deadline for Inactive Status	\$100
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How to Apply

Click on the Inactive Status Application in For CHTs.

“Retired CHT” Status

HTCC has established a retired designation, “CHT Retired,” to provide a mechanism for the continued recognition of retired CHTs once they have withdrawn from professional practice. The “CHT Retired” designation is intended to recognize CHTs’ years of service and commitment to excellence in upper extremity patient care. Retirement from clinical practice is allowed for many reasons including illness or disability, career change or personal choice. This designation allows retired CHTs to stay connected to the hand therapy profession and to HTCC, and to continue to provide mentorship, education, and professional contributions to other therapists. Individuals with retired status must make efforts to not suggest or imply that they hold an active CHT credential. It is intended that those with “CHT Retired” status will not use the retired designation in connection with professional practice or work for compensation.

Once the candidate has applied for and been granted “CHT Retired” status, the only way to reactivate the CHT credential is to retake and pass the CHT exam.

Eligibility Requirements

- Be current and in good standing at time of retirement
- Retirement from clinical hand therapy practice, with no plans to return or to renew certification otherwise, including no longer engaging in an occupation related to clinical hand therapy practice, academia, research, administration or consultation, or in a position that requires clinical hand therapy education or licensure/certification
- 10 years or more of certification; or are at least 65 years of age.
- Submission of a completed application and fee

Benefits

- Recognition of professional achievement as a Retired Certified Hand Therapist.
- “CHT Retired” listing in the online directory of Certified Hand Therapists
- Continued communication from HTCC regarding changes in certification, professional updates, and HTCC activities
- A “CHT Retired” certificate suitable for framing

Fees

CHT Retired (one-time fee) = \$125

Use of Credential

Successful candidates will be granted certification as a CHT by HTCC and are permitted to use the “CHT®” and “Certified Hand Therapist™” Marks as long as valid certification is maintained with HTCC, including compliance with all HTCC standards, policies, and procedures as they may be amended. The “CHT®” and “Certified Hand Therapist™” Marks are owned by HTCC, and HTCC has the sole right to control the use of these designators; however, with continued certification and compliance, HTCC will permit use of the Marks, including:

- Displaying the Certificate issued by HTCC granting CHT status;
- Stating that an individual is a “Certified Hand Therapist,” a “CHT®,” or otherwise indicating certification by HTCC;
- Using the Marks on business cards and stationery;
- Using the Marks in advertisements for services as a Certified Hand Therapist;
- Using the Marks on other promotional materials, provided that the materials are reviewed and approved in advance by HTCC.

If you have any questions regarding proper use of the Marks, and for all uses of the Marks other than on business cards, stationery, and yellow page advertisements, submit a sample of the proposed use to HTCC for review. HTCC reserves the right to control the quality of all promotional materials on which the Marks are used. The Marks may not be used in any manner that implies that you have any relationship with HTCC other than as a certificant or in any other manner that is in conflict with HTCC philosophy or principles as expressed in HTCC’s standards, policies, and procedures. From time to time, HTCC may ask you to provide to HTCC a sample of stationery, business cards, or other promotional materials so that HTCC can determine whether the Marks are being used in the manner which complies with this Agreement. If you fail to comply with the permitted use of the Marks, or if you fail to maintain valid certification with HTCC, you will no longer have the right to use the Marks in any manner and may not distribute any materials containing the Marks that you may already have prepared. HTCC shall be the final judge as to whether any use of the Marks is consistent with HTCC’s standards, policies, and procedures.

Your employer is permitted to use the Marks to advertise your services as a Certified Hand Therapist, provided that the advertisements are truthful and not misleading. CHTs and their employers are not permitted to use HTCC’s corporate logo; this logo is for HTCC’s organizational use only. CHTs are permitted to use HTCC’s “hands” logo provided that the use is reviewed and approved in advance by HTCC.

Disciplinary Actions

Failure to continually meet HTCC’s certification standards may result in revocation of hand therapy certification; furthermore, it is the individual CHT’s responsibility to notify HTCC of any actions that may affect the status of the CHT credential within 90 days of the action.

Name/Address Change

It is the responsibility of the CHT to promptly notify HTCC in writing of any changes in his/her name or address. Notice of renewal of certification depends on accurate information. You may update your information by any of the following methods: (1) Log into CHTs Only. Once logged in, click on “Update Your information.”; (2) Email to HTCC at info@htcc.org; or (3) Contact HTCC in North America at: 1-800-860-7097.

Release of Information

HTCC will maintain a complete listing of CHTs. HTCC will verify the CHT status, but not examination scores, for employers, credentialing agencies, academic institutions, etc., upon request. Examination scores are held in strict confidence by HTCC and are not released.

Non-Discrimination

The Hand Therapy Certification Commission, Inc., and its testing company, PSI, endorse the principles of equal opportunity. Eligibility criteria for examination and certification under the Hand Therapy Certification program are applied equally to all.

Eligibility Review and Appeal Policy

The Hand Therapy Certification Commission (“HTCC”) has adopted this Eligibility Review and Appeal Policy to establish a fair process for addressing application and examination issues.

1. Eligibility.

- A. **Complete Application.** Each applicant shall truthfully complete and sign an application in the form provided by HTCC, pay the required fees, and provide additional information as requested.
- B. **Criminal Convictions.** An individual convicted of a felony directly related to public health and safety, occupational therapy, physical therapy, or hand therapy is ineligible to apply for certification or recertification for a period of three (3) years from the exhaustion of appeals, final release from confinement (if any), or the end of probation, whichever is later. Convictions of this nature include (but are not limited to) felonies involving rape, sexual abuse of a patient or child, actual or threatened use of a weapon or violence, and prohibited sale, distribution, or possession of a controlled substance. An individual who is incarcerated, or for whom incarceration is pending, as of the application deadline date is ineligible for certification or recertification.
- C. **Pending Disciplinary Action.** HTCC may place an application for certification or recertification on hold while disciplinary allegations are pending.
- D. **Reinstatement of Eligibility.** Following a period of ineligibility based on this policy or noncompliance with the Disciplinary Policy, the individual may apply for reinstatement of eligibility by demonstrating that he/she has been rehabilitated. Proof is by preponderance of the evidence. Unless adequate evidence is submitted, the individual will remain ineligible.

2. Examination.

- A. The examination is the sole and exclusive property of HTCC and may not be used in any way without the express written consent of HTCC. No one is permitted to make or keep copies, excerpts, or notes of examination materials.
- B. Individuals are prohibited from using or divulging information learned from the examination.
- C. Failure to pass the examination may not be appealed.
- D. HTCC may withhold an examination score pending resolution of an examination irregularity. HTCC may cancel an examination score if there is adequate reason to question its validity because of misconduct or other circumstances. Candidates shall cooperate in any investigations carried out by HTCC or its testing contractor.

3. Initial Review & Determination.

HTCC office staff in consultation with members of the Examination and Recertification Committees will determine whether a candidate has met the requirements for certification or recertification. If an individual has not met the certification or recertification criteria, then he/she may be permitted another opportunity to supplement his/her application and/or have the application further reviewed. The timeframe and other conditions for further review will be provided by office staff in writing and an additional fee may apply. If the outcome of this initial review is not favorable to the individual, then the individual may proceed with an appeal as provided below in Section 4.

4. Appeals Process.

- A. A denial of eligibility for certification or recertification may be appealed. However, an individual may appeal the decision only if certification or recertification was denied for a reason other than failing the examination.
- B. Failure to comply with any HTCC deadline may not be appealed.
- C. The individual may request an appeal within twenty-one (21) calendar days after receipt of the denial letter. After this time, the individual may not request an appeal.
- D. All appeals must be submitted in writing and sent to HTCC by traceable mail or delivery service.
- E. The appeal must specify a valid basis for the appeal.
- F. An appeal of a certification eligibility denial will be forwarded to the Examination Committee. An appeal of a re-certification denial will be forwarded to the Recertification Committee. The Chair of the Committee will appoint two members of the Committee to review the appeal. These two members may not: (a) be the same individuals who initially reviewed the application, (b) review any matter in which their impartiality might reasonably be questioned, or (c) review any matter which presents an actual, apparent, or potential conflict of interest.
- G. HTCC office staff may file a written response to the appeal request.
- H. The Committee members will render a decision based on the written record.
- I. In order to overturn a denial of eligibility or re-certification, the individual must demonstrate that the denial was incorrect because of a material error of fact or a failure to follow HTCC's published standards, policies, or procedures. Proof is by preponderance of the evidence.
- J. The decision of the Committee is final.
- K. The individual will be notified of the Committee members' decision.
- L. Only one appeal per application is permitted. If that appeal upholds the original denial, the individual must complete and submit a new application in order to seek certification at another time. In the case of a denial for failure to meet the continuing education requirements for recertification, the individual may apply to recertify by examination or may apply for inactive status.
- M. The individual is responsible for all expenses incurred by him/her related to the appeal of a denial of eligibility, and must pay an appeal administrative fee.

Disciplinary Policy for Certified Hand Therapists

The mission of the Hand Therapy Certification Commission (“HTCC”) is to support a high level of competence in the practice of hand therapy and to advance the specialty through a formal credentialing process. HTCC adopted this Disciplinary Policy to articulate standards of conduct for individuals seeking certification and recertification, and holding certification. This Disciplinary Policy was also adopted to establish a fair process for addressing noncompliance. Matters are investigated by a Disciplinary Review Committee and presented for judgment before a Disciplinary Hearing Committee. These committees operate independently of one another. The HTCC Board of Directors is available to hear appeals of Disciplinary Hearing Committee decisions and is the final decision-maker on behalf of HTCC.

A. General Principles.

Individuals must:

1. be truthful, forthcoming, prompt, and cooperative in their dealings with HTCC;
2. be in continuous compliance with HTCC rules (as amended from time to time by HTCC);
3. respect HTCC’s intellectual property rights;
4. abide by HTCC’s reasonable test administration rules;
5. abide by laws related to occupational therapy, physical therapy, and hand therapy, and to general public health and safety; and
6. carry out their professional work in a competent and objective manner.

B. Grounds for Disciplinary Action.

Grounds for disciplinary action include:

1. Providing fraudulent or misleading information to HTCC;
2. Ineligibility for certification, regardless of when the ineligibility is discovered;
3. An irregular event in connection with an examination;
4. Unauthorized possession or misuse of HTCC’s credentials, examinations, and other intellectual property;
5. Misrepresentation of certification status;
6. Failure to provide requested information in a timely manner;
7. Failure to inform HTCC of changes or adverse actions;
8. Gross negligence or willful misconduct in professional work;
9. Failure to maintain a current professional credential as required by the jurisdiction in which the individual practices (this may be a license, certificate, or registration);
10. The conviction of, plea of guilty to, or plea of no contest (nolo contendere) to a felony or misdemeanor related to public health and safety, occupational therapy, physical therapy, or hand therapy;
11. Disciplinary action by a licensing board or professional organization other than HTCC; and
12. Other failure to maintain continuous compliance with HTCC’s standards, policies, and procedures.

C. Compliance with HTCC Standards, Policies and Procedures.

An individual must be in continuous compliance with all HTCC standards, policies and procedures. Each individual bears the burden for demonstrating and maintaining compliance at all times.

D. Complaints.

1. Persons concerned with possible violation of HTCC rules are encouraged to contact HTCC. The person should submit a written statement identifying the persons alleged to be involved and the facts concerning the alleged conduct in detail, and the statement should be accompanied by any available documentation. The statement should also identify others who may have knowledge of the facts and circumstances concerning the alleged conduct. The person making the complaint should identify him/herself by name, address, email address, and telephone number. However, HTCC will consider anonymous complaints.
2. Actions taken under this Disciplinary Policy do not constitute enforcement of the law. Individuals bringing complaints under this Disciplinary Policy are not entitled to any relief or damages by virtue of this process.

E. Contact Information Changes.

An individual must notify HTCC within ninety (90) calendar days of any change in name, address, telephone number, or email address.

F. Adverse Actions.

An individual must notify HTCC of any development bearing on certification. Developments that must be reported to HTCC include (but are not limited to) arrests, complaints, inquiries, indictments, and charges pending against the individual before a state or federal regulatory agency, professional certification organization, or judicial body directly relating to public health and safety, occupational therapy, physical therapy, hand therapy, or any matter described in Section B, above. An individual must report events such as (but not limited to) suspension, revocation, or expiration of a state license to practice, being sued by a patient, or being investigated or reprimanded by a state regulatory board. The individual must notify HTCC within ninety (90) calendar days after he/she first learns of the development, and must provide documentation of the resolution of the matter within ninety (90) calendar days after resolution.

G. Disciplinary Review Procedures.

1. Initial Evaluation by Executive Director.
 - i. Upon receipt of a complaint or an adverse action notice, the Executive Director will confer with the Chair of the Disciplinary Review Committee. The Chair or the Executive Director may request supplemental information.
 - ii. If the Executive Director and Chair determine that the complaint is frivolous, that the adverse action is not relevant to certification, or that HTCC lacks jurisdiction over the complaint or the person(s) who are the subject of the complaint, no further action will be taken.
 - iii. If the Executive Director and Chair determine that the complaint is not frivolous or that the adverse action may be relevant to certification, it will be forwarded to the Disciplinary Review Committee for investigation.
 - iv. If the Executive Director and Chair determine that a matter is beyond the jurisdiction of HTCC, they may refer the matter to the appropriate governmental agency or another entity engaged in the administration of law.
 - v. Individuals submitting adverse action notices and persons submitting complaints will be notified of the decision of the Executive Director and Chair.

2. Audits.

HTCC may conduct one or more compliance audits. If HTCC discovers a possible violation of HTCC rules, the Executive Director will confer with the Chair of the Disciplinary Review Committee to determine whether the allegation will be forwarded to the Disciplinary Review Committee for investigation.

3. Disciplinary Review Committee.

- i. A Disciplinary Review Committee will be established as provided in the Bylaws to investigate alleged violations of this Disciplinary Policy or any other HTCC standard, policy, or procedure. A Disciplinary Review Committee member may not: (a) serve on the Disciplinary Hearing Committee, (b) review any matter in which his/her impartiality might reasonably be questioned, or (c) review any matter which presents an actual, apparent, or potential conflict of interest. When a committee member is unavailable, the President will designate another individual to serve as an interim member. Committee action is determined by majority vote.
- ii. The Disciplinary Review Committee may contact the individual who submitted the complaint, the individual in question, and others who may have knowledge of the facts and circumstances surrounding the allegations.
- iii. If the Committee determines after its investigation that the facts are inadequate to sustain a finding of a violation of HTCC's rules, no further action will be taken. Individuals submitting adverse action notices and persons submitting complaints will be notified of this decision.
- iv. If the Committee finds that good cause exists to question whether a violation of a HTCC rule has occurred, the Committee will transmit a statement of the allegations to the individual by traceable mail or delivery service setting forth:
 - a. the applicable rule;
 - b. the facts constituting the alleged violation;
 - c. that the individual may request an oral hearing (in person or by phone) or a review by written briefing for the disposition of the matter, with the individual bearing his or her own expenses;
 - d. that the individual has thirty (30) calendar days after receipt of the statement to notify the Chair of the Disciplinary Review Committee if he/she disputes the allegations, has comments on available sanctions, and/or requests an oral hearing in person, an oral hearing by phone, or a review by written briefing;
 - e. that, in the event of an oral hearing in person or by phone, the individual may appear in person with or without the assistance of counsel, may examine and cross-examine any witness under oath, and produce evidence on his/her behalf;
 - f. that the truth of the allegations or failure to respond may result in sanctions including revocation; and
 - g. that if the individual does not dispute the allegations or request a review or hearing, the individual consents to the Disciplinary Review Committee rendering a decision on the evidence before it and applying available sanctions.
- v. The Disciplinary Review Committee may offer the individual the opportunity to negotiate a specific sanction in lieu of proceeding with a written review or hearing. The individual may ask the Disciplinary Review Committee to modify its offer, and the Committee may do so in its sole discretion. Any agreed-upon sanction must be documented in writing and signed by HTCC and the individual. If the individual is unwilling to accept the Disciplinary Review Committee's offer, the requested review or hearing will proceed as provided below.

4. Disciplinary Hearing Committee.
 - i. The Board of Directors will appoint a Disciplinary Hearing Committee to consider the allegation. This Committee is composed of three (3) members drawn from current certificants. A Disciplinary Hearing Committee member may not: (a) serve on the Disciplinary Review Committee, (b) review any matter in which his/her impartiality might reasonably be questioned, or (c) review any matter which presents an actual, apparent, or potential conflict of interest. When a committee member is unavailable, the President will designate another individual to serve as an interim member. Committee action is determined by majority vote.
 - ii. Written Review. If the individual requests a review by written briefing, the Disciplinary Review Committee will forward the allegations and response of the individual to the Disciplinary Hearing Committee. Written briefing may be submitted within thirty (30) calendar days following receipt of the written review request by the Disciplinary Hearing Committee. The Disciplinary Hearing Committee will render a decision based on the record below and written briefs (if any) without an oral hearing.
 - iii. Oral Hearing. If the individual requests a hearing:
 - a. The Disciplinary Review Committee will:
 - (1) forward the allegations and response of the individual to the Disciplinary Hearing Committee; and
 - (2) designate one of its members to present the allegations and any substantiating evidence, examine and cross-examine witnesses, and otherwise present the matter during the hearing.
 - b. The Disciplinary Hearing Committee will:
 - (1) schedule a hearing after the request is received, allowing for an adequate period of time for preparation; and
 - (2) send by traceable mail or delivery service a Notice of Hearing to the individual. The Notice of Hearing will include a statement of the time and place selected by the Disciplinary Hearing Committee. The individual may request modification of the time and place for good cause. Failure to respond to the Notice of Hearing or failure to appear without good cause will be deemed to be the individual's consent for the Disciplinary Hearing Committee to administer any sanction which it considers appropriate.
 - c. The Disciplinary Hearing Committee will maintain a verbatim oral or written transcript.
 - d. HTCC and the individual may consult with and be represented by counsel, make opening statements, present documents and testimony, examine and cross-examine witnesses under oath, make closing statements and present written briefs as scheduled by the Disciplinary Hearing Committee.
 - e. The Disciplinary Hearing Committee will determine all matters related to the hearing. Formal rules of evidence do not apply. Relevant evidence may be admitted. Disputed questions will be determined by the Disciplinary Hearing Committee.
 - iv. In all written reviews and oral hearings:
 - a. The Disciplinary Hearing Committee may accept, reject, or modify the recommendation of the Disciplinary Review Committee, either with respect to the determination of a violation or the recommended sanction.
 - b. Proof is by preponderance of the evidence.

- c. Whenever mental or physical disability is alleged, the individual may be required to undergo a physical or mental examination at the individual's expense. The examination report may be admitted as evidence.
 - d. The Disciplinary Hearing Committee will issue a written decision following the review or hearing and any briefing. The decision will contain factual findings, conclusions regarding HTCC rules that provide the basis for its decision, and any sanctions applied. It will be mailed promptly by traceable mail or delivery service to the individual.
5. If the decision rendered by the Disciplinary Hearing Committee finds that the allegation is not established, no further action on the matter will occur.
6. If the decision rendered by the Disciplinary Hearing Committee is not favorable to the individual, the individual may appeal the decision to the Board of Directors.
7. Individuals submitting adverse action notices and persons submitting complaints will be notified of the decision of the Disciplinary Hearing Committee.

H. Board of Directors.

1. A Director may not: (a) review a matter at the appeal stage if he/she investigated the matter as a member of the Disciplinary Review Committee or heard the matter as a member of the Disciplinary Hearing Committee; (b) review any matter in which his/her impartiality might reasonably be questioned, or (c) review any matter which presents an actual, apparent, or potential conflict of interest.
2. The individual may request an appeal within thirty (30) calendar days after his/her receipt of the Disciplinary Hearing Committee's decision. After this time, the individual may not request an appeal.
3. All appeals must be submitted in writing and sent to HTCC by traceable mail or delivery service.
4. The appeal must specify a valid basis for the appeal.
5. The Disciplinary Review Committee may file a written response to the appeal request.
6. Written briefing may be submitted within thirty (30) calendar days following receipt of the appeal request by the Board of Directors.
7. The Board of Directors will render a decision based on the record below and written briefs (if any) without an oral hearing. Alternatively, the Board of Directors may choose to conduct a new in-depth review of all the facts and rules (a "de novo" review). Only facts and conditions up to and including the time of the Disciplinary Hearing Committee's determination are considered during an appeal.
8. In all reviews:
 - i. The Board of Directors may affirm or overrule and remand the determination of the Disciplinary Hearing Committee.
 - ii. In order to overturn a decision of the Disciplinary Hearing Committee, the individual must demonstrate that the Committee's decision was incorrect because of a material error of fact or a failure to follow HTCC's published standards, policies, or procedures. Proof is by preponderance of the evidence.
 - iii. The Board of Directors will issue a written decision following the review and any briefing. The decision will contain factual findings, conclusions regarding HTCC rules that provide the basis for its decision, and any sanctions applied. It will be mailed promptly by traceable mail or delivery service to the individual.
9. A decision rendered by the Board of Directors is final.
10. Individuals submitting appeals and persons submitting complaints will be notified of the decision of the Board of Directors.

I. Summary Procedure.

If the Executive Director and Chair of the Disciplinary Review Committee determine that there is cause to believe that a threat of immediate and irreparable injury to the public exists, they will forward the allegations to the Board of Directors. The Board of Directors will review the matter immediately, and provide telephonic or other expedited notice and review procedures to the individual. If the Board of Directors determines (following this notice and opportunity to be heard) that a threat of immediate and irreparable injury to the public exists, certification may be suspended for up to ninety (90) calendar days pending a full review as provided above.

J. Sanctions.

1. HTCC may impose one or more of the following sanctions for a violation of this Disciplinary Policy:
 - i. Denial or suspension of eligibility;
 - ii. Denial or suspension of certification;
 - iii. Revocation of certification;
 - iv. Non-renewal of certification;
 - v. Reprimand;
 - vi. Probation;
 - vii. Notification of other legitimately interested parties; or
 - viii. Other corrective action.
2. The sanction must reasonably relate to the nature and severity of the violation, focusing on reformation of the conduct of the individual and deterrence of similar conduct by others. The sanction decision may also take into account aggravating circumstances, prior disciplinary history, and mitigating circumstances. No single sanction will be appropriate in all situations.
3. Non-payment of fees when due results in automatic termination of certification.

K. Probation

- A. As provided above, HTCC may impose probation as a sanction for the violation of any HTCC standard, policy, or procedure. Probation is a corrective action that follows a finding of a violation. Failure of the individual to comply with each and every condition of probation may result in further disciplinary action by HTCC.
- B. An individual on probation is required to suspend use of and reference to HTCC certification, and meet other conditions as may be specified by HTCC. A certificant on probation may make no claim to CHT certification except to note that the certificant is on probation.
- C. The specific conditions of probation will be determined by HTCC, and may vary depending on the facts of the violation. Potential conditions include, but are not limited to: monitoring; education; training; supervision; counseling; mental and/or physical examinations; limitations on a particular conduct or activity; reexamination; notification; and/or reporting.
- D. The probation period may be either a definite or indefinite term. If the probation is for an indefinite term, HTCC shall establish a minimum probation period and at the conclusion of that period consider whether the individual has fulfilled the conditions of probation.

- E. Upon completion of the term and conditions of probation, HTCC shall make a determination whether the conditions of probation have been completed successfully. The individual may be required to demonstrate successful rehabilitation to the satisfaction of HTCC. If probation is determined to have been successfully completed, then the individual will have sixty (60) calendar days to fulfill all of the requirements for continuing and/or renewing certification. Upon a showing that such requirements have been fulfilled, HTCC shall permit the individual to resume active certification status. If probation is determined not to have been successfully completed, then HTCC may impose further disciplinary sanctions.
- F. HTCC may stipulate that the probation is reciprocal, that is, may be imposed pursuant to a similar action (e.g., probation, suspension, practice limitation, etc.) taken by a state licensing agency, other regulatory body, or a professional organization other than HTCC. If HTCC imposes reciprocal probation, then it is the responsibility of the individual to report to HTCC as frequently as to the third party imposing probation. The individual shall also report to HTCC the final result determined by the third party. Such reporting shall include, but not be limited to, providing HTCC with copies of official paperwork and personal narratives detailing how the individual is meeting each and every condition of probation. HTCC reserves the right, in its sole discretion, to render its own decision and take independent action based on the progress or results of reciprocal probation.

L. Period of Ineligibility Following Revocation.

1. If certification is revoked based on noncompliance with this Disciplinary Policy, then the individual is automatically ineligible to apply for certification or recertification for the periods of time listed below:
 - i. in the event of a felony conviction directly related to public health and safety, occupational therapy, physical therapy, or hand therapy, no earlier than three (3) years from the exhaustion of appeals, final release from confinement (if any), or the end of probation, whichever is later;
 - ii. in any other event, no earlier than three (3) years from the final decision of revocation.
2. After these periods of time, eligibility will be considered as set forth in HTCC's Eligibility Review and Appeal Policy.

M. Continuing Jurisdiction.

HTCC retains jurisdiction to review and issue decisions regarding any matter which occurred prior to the termination, expiration, or relinquishment of certification.

N. Inactive Status.

1. HTCC may take action with respect to eligibility, certification, recertification, or a disciplinary matter while an individual is on inactive status.
2. Individuals whose certification expires while undergoing disciplinary review may apply for inactive status and HTCC may allow the individual to be on inactive status until the individual's right to appeal the matter has been exhausted.



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