

***UW-Madison***  
***Occupational Therapy Program***  
***Fieldwork Manual***

Revised Sept 2017 (Brown)



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## **NBCOT AND LICENSURE INFORMATION**

- **All Wisconsin Department of Regulation and Licensing forms are completed by the UW Madison School of Education Academic Dean's Office, 1000 Bascom Mall, Madison WI 53706. This includes any form that requires signature of the Dean or a school seal. Email your form and request to Mitchell L. Patton, [mlpatton@wisc.edu](mailto:mlpatton@wisc.edu), 608-262-5630.**
- After the UW Madison fieldwork office receives both AOTA forms from your fieldwork supervisor (Fieldwork Performance Evaluation for the Occupational Therapy Student and Student Evaluation of the Fieldwork Experience) of your second Level II fieldwork placement the academic fieldwork coordinator or designee (Joshua Brown) will submit your fieldwork grade. The Graduate School then reviews your transcript and notifies the Office of the Registrar that you are an MSOT graduate. Throughout the 4 weeks following the end of fieldwork continue to access MyUW to determine whether your MSOT degree has been posted. After the degree is officially posted onto your record you may submit an online order to the Office of the Registrar requesting that they send your final transcript to NBCOT.
- You **MUST** begin the NBCOT online application before the end of your second Level II fieldwork placement. **Read** the entire NBCOT handbook at [www.nbcot.org](http://www.nbcot.org), including the "Submitting the Application" section.
- It is essential to complete the NBCOT online application before the end of your second Level II fieldwork placement. Your official graduation date is in December. Your second Level II fieldwork placement is October-December. NBCOT closes their online site for holiday break from late December to mid-January. Only paper applications are accepted during holiday break. NBCOT will email you in late January with your authorization to test (ATT) and your NBCOT online status will then reflect "ready or processed." At that time you may register for the exam.

**DO NOT tell** an employer you are available to begin a new employment position in the weeks immediately following fieldwork. Degree credentials will not be verified soon enough to obtain a temporary license.

## Additional Resources

- UW Madison Office of the Registrar, 333 East Campus Mall, Room 10101, Madison, WI 53715-1384. Order your transcript at [www.registrar.wisc.edu](http://www.registrar.wisc.edu). NBCOT requires submission of an official final transcript. This document must indicate that you have received your Masters of Science in Occupational Therapy degree.
- Wisconsin Department of Regulation and Licensing documents including temporary license Form #1570 may be found at [www.drl.wi.gov](http://www.drl.wi.gov). Request Wisconsin public school certification at Wisconsin Department of Public Instruction [www.dpi.state.wi.us](http://www.dpi.state.wi.us) only *after* being licensed by State of Wisconsin Department of Regulation and Licensing.
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Madison, WI 53706  
608-262-8976 (phone)  
608 262-1639 (fax)  
[dseib@wisc.edu](mailto:dseib@wisc.edu)
- Diplomas:  
Degree Audit & Diploma Services, (608) 262-3782  
333 East Campus Mall, Room 10101  
Madison, WI 53715-1384

Diplomas are mailed to you approximately 12 weeks after fieldwork.  
Submit name changes at [www.registrar.wisc.edu](http://www.registrar.wisc.edu)

- **American Occupational Therapy Association**  
Membership Division  
4720 Montgomery Lane Suite 200  
Bethesda MD 20824-1220  
301- 652-6611  
800-729-2682 member and fieldwork hotline  
301-652-7711 fax  
[www.aota.org](http://www.aota.org)
- **Wisconsin Occupational Therapy Association**  
122 E Olin Avenue Suite 165  
Madison WI 53713  
608-287-1606  
608-287-1608 fax  
[www.wota.net](http://www.wota.net)

- **Wisconsin Department of Regulation and Licensing**  
 Bureau of Health Professions  
 1400 E Washington Avenue  
 PO Box 8935  
 Madison WI 53708  
 608-266-2112  
[dsps.wi.gov/pages/Home](https://dsps.wi.gov/pages/Home)
- **Licensure in States outside Wisconsin:** Regulatory board contact information for states outside Wisconsin at [www.aota.org](http://www.aota.org).
- **NBCOT (National Board for Certification of Occupational Therapists)**  
 12 S Summit Avenue Suite 100  
 Gaithersburg MD 20877  
 301-990-7979  
 301-869-8492 fax  
[www.nbcot.org](http://www.nbcot.org)



**Fieldwork**  
**University of Wisconsin-Madison**  
**Occupational Therapy Program**

## **Overview of Level I Fieldwork**

**Note: One level I or level II fieldwork placement must have as its focus psychological and social factors that influence engagement in occupation.**

- **CPR and Immunization Requirements**

All Level I and Level II fieldwork students must complete cardiopulmonary resuscitation (CPR) certification on a biennial basis and students must maintain tuberculosis (TB) testing and influenza (flu) vaccine on an annual basis. Students must contact the fieldwork coordinator of their fieldwork placement facility to determine whether the facility has specific health requirements. Some fieldwork facilities require that additional TB testing occurs within 6 weeks of the fieldwork placement start date. Examples include Mendota Mental Health Institute and Central Wisconsin Center. It is essential to contact your fieldwork facility well in advance of your start date.

- **Criminal Background Check and Health Requirements**

Students must complete establish an account at [www.castlebranch.com](http://www.castlebranch.com). Students must submit information for a national criminal background check and submit CPR, TB, influenza and health insurance documentation.

- **Purpose**

The purpose of Level I fieldwork is to introduce the occupational therapy (OT) student to a variety of settings in which occupational therapists work. At UW-Madison all students will complete three 40-hour Level I fieldwork experiences. These Level I experiences occur in conjunction with the UW-Madison lifespan curriculum (i.e. Level I fieldwork in pediatrics while taking a pediatric course). Qualified supervisors for Level I fieldwork include but are not limited to OT practitioners, psychologists, social workers, physician assistants, teachers, recreational therapists, nurses and physical therapists. **\*No aspect of Level I fieldwork experience may be used to meet Level II fieldwork requirements.\***

- **Generic Abilities Assessment Tool**

Level I fieldwork students are evaluated by the Generic Abilities Assessment tool (see Level I Forms section at the end of this manual). The student must receive a score of at least “3” in all areas to pass Level I fieldwork. If a student does not receive a score of “3”, the fieldwork coordinator, student and clinical supervisor will develop an “Action to Be Taken” plan.

- **Action to Be Taken**

If a student receives a score of “1” or “2” (needing improvement) on the Generic Abilities Assessment tool, the student is responsible for scheduling a meeting with the UW-Madison fieldwork course instructor. The student and instructor collaborate on an improvement plan which will address the identified areas. Specific requirements of the plan can be found in the "Fieldwork Forms" section at the end of this manual.

## **Overview of Level II Fieldwork**

**Note: One level I or level II fieldwork placement must have as its focus psychological and social factors that influence engagement in occupation.**

- **Time Requirement**

The completion of the equivalent of **24 weeks full-time** Level II fieldwork is required to become a registered occupational therapist. Level II fieldwork must be completed prior to receiving your degree and taking the NBCOT Certification Exam. Both Level II fieldwork experiences must be completed **within 24 months** of the end of your UW-Madison academic course work. This is a requirement of the Accreditation Council for Occupational Therapy Education (ACOTE) and the National Board for Certification of Occupational Therapists (NBCOT).

- **Part-time Status**

It is highly recommended that Level II fieldwork be completed on a full-time basis. In certain circumstances Level II fieldwork may be completed on a part-time basis as defined by the UW-Madison academic fieldwork program and the fieldwork placement facility. A part-time placement must be in accordance with the usual and customary personnel policies of the fieldwork placement facility and must be at least 50% of a full-time equivalent at that site.

- **Prerequisite to Level II Fieldwork**

All UW-Madison academic occupational therapy program course work must be completed before students are allowed to begin Level II fieldwork. A Master of Science degree in Occupational Therapy is issued **ONLY** after successful completion of required Level II fieldwork. The official graduation date occurs in December following the completion of the second Level II fieldwork placement. Students participate in the May commencement ceremony after academic occupational therapy program course work is completed. If a student does not complete Level II fieldwork by December, then the official graduation date occurs in May or August of the next year. There are only three graduation dates per year at UW-Madison: May, August and December. Students are eligible to sit for the NBCOT certification exam after successfully completing all requirements for UW-Madison graduation.

- **Timing of Level II Fieldwork**

Level II experiences are completed in July, August, September (summer assignment) and October, November, December (fall assignment) after the summer anatomy course and 4 subsequent semesters of course work. Since there are a limited number of sites in the city of Madison it is expected that students will drive up to an hour in each direction to their fieldwork site. If students prefer not to drive up to an hour to their fieldwork site or the site is over an hour, it is expected that the student will move to the town or city where the facility is located at their own cost.

Research for Level II fieldwork options may begin during the first summer semester of your MS-OT program (during anatomy). Fieldwork information can be found online and in fieldwork binders. See the fieldwork placement assistant office, Room 2130 Medical Sciences Center (MSC).

- **Early Commitment Sites**

The UW-Madison fieldwork office contacts all contracted fieldwork facilities in October of your first fall semester to solicit fieldwork placements for your class. Starting in late November some health care facilities such as Rehabilitation Institute of Chicago, Mayo clinic in Minnesota and Froedtert Hospital in Milwaukee begin to advertise early commitment fieldwork opportunities. The UW-Madison academic fieldwork coordinator may request a student essay of interest and resume. This information will be reviewed by the early commitment fieldwork facility. If you commit to a fieldwork placement, you are contracted with that facility and you may not cancel the fieldwork placement. Early commitment opportunities are offered simultaneously to other OT programs. Therefore, students should respond quickly to an early commitment advertisement if they are able commit to that fieldwork placement.

- **Selection Process**

The majority of students will choose Level II fieldwork assignments during a selection process that occurs in March during the first spring semester of your MS-OT program. Students will submit a list of their top 4 fieldwork placement choices to the fieldwork office by a specified date in March. There are 2 Level II fieldwork choice submission dates or “rounds.” Round 1 is a list of 4 fieldwork choices that are your priority commitments and Round 2 is a list of 4 fieldwork choices to which you are also able to commit. You may choose either a summer or a fall fieldwork placement during Round 1. After Round 1 is complete you will receive an updated list indicating which fieldwork opportunities are still available. Generally it is advisable to choose at least one adult physical disability placement to prepare for the certification (NBCOT) exam. The other placement needs to be in a different area of practice such as pediatrics or mental health. All fieldwork opportunities offered to us will be emailed to you in December. Those opportunities will be available in the March selection process. If a student has already chosen an early commitment opportunity, that is their Round 1 selection. If a student commits to 2 early commitment opportunities, that student is finished with the Level II fieldwork selection process and does not need to complete anything additional for Round 1 or Round 2.

- **Placement Materials Provided to Fieldwork Sites**

Fieldwork placement materials outlining UW-Madison requirements are emailed to Fieldwork Coordinators at each fieldwork placement site 4 months before your arrival. Your direct supervisor may not be aware that this information has been emailed to the coordinator OR if there has been a change in supervisors, this information may not reach your direct supervisor. If you arrive at the site and find that copies of the evaluation forms are not in the hands of your supervisor, please contact the UW-Madison fieldwork assistant.

One copy of each of the completed final evaluation forms is sent back to UW Madison fieldwork office by the fieldwork site or the student. Please do all you can to ensure that evaluation forms are returned promptly at the end of your fieldwork placement. The fieldwork site usually retains a copy of completed evaluations for their records. **Be sure to keep a copy of each evaluation for your own records.**

- **Financial Aid**

If you qualify for financial aid, it is available during fieldwork. The Financial Aid office can offer the most accurate information on financial aid during occupational therapy fieldwork. There is an option of taking 6 credits in summer and 6 credits in fall if this provides you with more support financially through a fellowship or other type of assistance. Please contact the academic fieldwork assistant if you prefer summer and fall registration versus fall only registration.

- **Liability Insurance**

This refers to *professional malpractice insurance*. Each enrolled student is covered by UW malpractice liability insurance. Information about UW liability coverage has been sent to each fieldwork facility as part of the current contract. Occasionally a facility may request that a student carry their own professional liability insurance in addition to that provided by the university.

- **Health Insurance**

Health insurance coverage with the UW Madison Student Health Insurance Program (SHIP) is available to all enrolled students. **Students must have health insurance to participate in the UW MSOT Program and fieldwork.** SHIP provides immunization and TB test services only on the UW campus so you must complete those health requirements before you leave Madison for fieldwork. If you have a fieldwork placement somewhere other than Madison, SHIP does provide health coverage for emergencies. You are not covered by workers compensation during fieldwork. **NOTE:** If you have SHIP, obtain your health tests and immunizations before the end of the academic fall and spring calendar. You are not eligible for discounted health tests and immunizations SHIP over the summer unless you are enrolled as a full-time student.

- **Time between Placements**

In most cases, time off between fieldwork placements is limited. Take this under serious consideration when making your travel plans. Summer and fall fieldwork schedules usually provide approximately 10 days between placements.

- **New Fieldwork Contracts**

- 1) Initiation of a new fieldwork contract is not common. Contracts are negotiated by UW-Madison attorneys and the legal administration of each health care facility or school system. The contract process is lengthy and not guaranteed. Students requesting new contracts may still be required to participate in the fieldwork selection process with the rest of their classmates.
- 2) If a student has a compelling reason to seek a new fieldwork contract, the student must meet with the academic fieldwork coordinator to discuss the topic. If the coordinator agrees to the pursuit of a new contract, a written request must be emailed to the fieldwork coordinator with a thorough explanation including full contact information of the occupational therapy or rehabilitation services area of the fieldwork facility.
- 3) New contracts are rare. Only 3 new contracts **total** are pursued per UW-Madison Masters in Occupational Therapy (MSOT) class of 26 students. If a new contract is pursued for a student, a 2<sup>nd</sup> new contract for that student cannot be considered ***until the entire process of investigating the initial contract is complete.***

- **Summer versus Fall Placement Options**

If you are interested in securing a pediatric placement, be advised that many of these occur in fall because public schools are in not in session during the summer, health care facility therapists often take vacations in summer and pediatric placements often require that the pediatric fieldwork be your second level II experience. If you choose a fall adult physical disability slot for your Round 1 or early commitment selection and you also plan to complete a pediatric placement, your options will be considerably fewer. ***There are not many summer pediatric placement options.***

- **AOTA Performance Evaluation Form**

Your performance in the fieldwork experience will be observed and evaluated by your fieldwork supervisors. Since this is a part of the total educational process we encourage your clinical educators (fieldwork supervisors) to stress your strengths and to make suggestions for improvement in weaker areas in order to promote your professional growth.

The University of Wisconsin-Madison uses AOTA's Fieldwork Performance Evaluation for Occupational Therapists. This tool is now in the form of an online survey that will be sent to the clinical fieldwork coordinator for midterm and final scoring. For a sample see [AOTA Performance Evaluation.pdf](#). The form will be reviewed during one of the fieldwork meetings. Review the form prior to starting fieldwork. Note the types of behaviors and abilities that will be evaluated. Familiarize yourself with the rating system so that you know what will be expected of you and how your performance will be evaluated. Each fieldwork site has been asked to provide performance objectives specific for that site. If these are available, they are in the Fieldwork Office fieldwork site binders or within the online fieldwork sites resource. To receive credit for the fieldwork courses OT662 and OT664 you must attain the AOTA minimum passing score of 90 at your midterm performance evaluation and 122 at your final performance evaluation.

- **Student Evaluation of Fieldwork Experience Form**

Students must complete an AOTA Student Evaluation of Fieldwork Experience for each placement. This is a written evaluation of the training program provided by the facility and may also be available in online survey format. The Student Evaluation of Fieldwork Experience form has been developed by the AOTA Commission on Education and is used by students from occupational therapy programs throughout the country. The form will be made available to the facility and should be completed independently by each student. A sample can be found in the Forms section at the end of this document or see [Student Eval FW Experience.pdf](#). Please confirm that UW-Madison academic courses are listed in the Student Evaluation of Fieldwork Experience form that you utilize. The standard AOTA fieldwork experience form does not list UW-Madison academic courses.

- **Supervision**

We support a variety of supervisory models. Educational standards established by the Accreditation Council on Occupational Therapy Education (ACOTE) do not specify a supervisor-student ratio. It is not necessary to have a 1:1 ratio. A collaborative model with several students being supervised by one supervisor is a positive means of fostering teamwork skills. We encourage the collaborative model of supervision because it has been shown to facilitate student development of professional and collegial skills.

Fieldwork supervision is an interactive process involving joint efforts by supervisor and student to promote, establish, maintain, and elevate a level of performance and service. If done well, supervision can foster growth, development, creativity and innovation. Supervision should provide guidance, support, encouragement and respect. Moving a student toward entry level competence is the goal. It is very important for students to take an active role in this process. In order to ensure fieldwork success and minimize problems students should be prepared to be observed and evaluated, be able to accept and process constructive feedback, and be willing to make behavior and attitude adjustments when required. Good communication skills, self-knowledge and an open mind are crucial.

- **Level II Fieldwork Dates:**

<b>2015</b> Jun 29–Sept 18 Sept 28–Dec 18	<b>2019</b> Jul 1–Sept 20 Sept 30–Dec 20
<b>2016</b> Jun 27–Sept 16 Sept 26–Dec 16	<b>2020</b> Jun 29–Sept 18 Sept 28–Dec 18
<b>2017</b> Jun 26–Sept 15 Sept 25–Dec 15	<b>2021</b> Jun 28–Sept 17 Sept 27–Dec 17
<b>2018</b> Jul 2–Sept 21 Oct 1–Dec 21	<b>2022</b> Jun 27–Sept 16 Sept 26–Dec 16

- **Graduation**

The official graduation date is in December at the end your second fieldwork placement. Traditionally OT students participate in May commencement before starting Level II fieldwork. Commencement ceremony and diploma information will be emailed to you.

## **Description of Level II Fieldwork at UW-Madison**

Level II fieldwork sites are selected based on the quality of the Level II program offered, compatibility with UW-Madison OT Program curriculum design and student interest in type of experience and location. Students must complete Level II fieldwork in at least two different practice areas. Students are strongly encouraged to select placements that provide them with a wide range of experiences working with clients of various ages, having a variety of diagnoses. All placements are dependent on site availability and contract viability. Fieldwork sites may be in the Madison area or throughout the United States.

At the end of fieldwork students are expected to be able to practice OT at or above entry level in a variety of settings using a variety of models for practice. Throughout Level I and Level II fieldwork students are encouraged to seek out experiences in a variety of settings along the illness-wellness continuum and, depending on interest, to include experiences related to administration, education and research when possible. Opportunities are available in wellness programs, acute hospital care, long-term care, schools, traditional institutional settings, community-based settings and private practices.

The focus of fieldwork is on the integration of professional knowledge and behaviors and general clinical skills. It is not recommended that students limit their FW to in-depth experiences in a narrowly defined area of practice or any area of practice that is considered beyond that of entry level. Additionally, it is not recommended that students attempt to arrange FW in every type of unit or with every diagnostic category of client seen at a particular location. The emphasis should be on mastery of the OT process from referral through discharge with a smaller number of clients and not solely on seeing a large number of clients.

It is important to note that fieldwork is not a paid position and students must pay tuition during Level I and II fieldwork. Level II fieldwork courses may be taken either as one summer course of 6 credits and one fall course of 6 credits; or both as fall courses for 12 credits. For the purpose of financial aid be advised that 6 graduate credits in summer is full-time status but 6 graduate credits in fall is part-time status. This may affect both health insurance coverage and financial aid allotment.

## **Transitioning to Level II Fieldwork**

The field experience is an end and a beginning for you. It is the end of the academic learning process. It is the beginning of the clinical learning experience through application of prior knowledge and acquisition of technical skills.

You will undoubtedly experience conflicting emotions when entering this period of professional growth. You will be eager to begin treating actual patients in an authentic working situation, but you may also be apprehensive and unsure about your skills with patients. The mechanical aspects of a working day are new and there is also the uncertainty of forming new interpersonal relationships with staff, patients, clients and other students.

This should be a stimulating period when you can explore your own abilities. You will be encouraged to demonstrate resourcefulness, expected to be inventive with original ideas and be able to act upon them, and encouraged to be creative in your approach to clinical problems. It will appear that the field experience is a very open setting – receptive to new ways and ideas. Realize, however, that although you are encouraged to be resourceful and original in your treatment approach, these goals must be within the framework of the facility and the occupational therapy service program. It is not realistic to expect major program changes to accommodate you or your special interests. There will be times when your interests may be accommodated but there are gaps between student idealism and working reality. Because of this you may encounter difficulties while on field experience. “Stress can be said to occur when an individual feels threatened and his or her adaptive mechanisms tend to collapse. It can be both the threat itself and the person’s reaction to it.” Not every student will experience difficulties. However, for those who do, a discussion about the dynamics of clinical fieldwork now may minimize some of the future problems and offer you possible alternatives for coping with the situation.

The field experience is a teaching-learning process. Conflict with supervision, inadequate feedback, or worry regarding evaluations and rewards may produce confusion and stress. “An individual’s capacity to tolerate stress depends on many factors, including early emotional experiences, knowledge about his or her present situation, motivation and techniques for withstanding tension, self-understanding and present alternatives.” Conflicts may arise and the therapist and student may assume defensive attitudes. Clinicians are human with the attributes and faults that we all share. Your presence may be threatening because of your new knowledge and penetrating questions. Reduction of defensive behavior and anxieties facilitates the learning process. This reduction of stress will require a cooperative effort between you and the supervisor.

“The learning environment is established by the educator, based upon the security base of that individual. The creation of a supportive climate within which learning can take place is necessary for the reduction of tension and anxiety in the learner. The educator has the important function of creating a climate conducive to learning. “The primary accountability of providing a good learning experience for you belongs to the instructor,” but this climate is dependent upon a working relationship of cooperation from both parties. You should try to have an awareness of these problems in order to establish realistic learning in collaboration with the fieldwork supervisor. This brief outline cannot address all problems you may encounter during a field experience. This text may simply generate thought and furnish resource material for your review. The information may not eliminate all problems because you are dealing with individuals. But it can minimize some problems you may encounter. Knowing some of the dynamics of the field education process may assist you to identify difficulties.



## **Level II Fieldwork Policies**

All policies and procedures of the facility and UW-Madison Occupational Therapy Program must be followed. This includes such areas as body mechanics, infection control, use of equipment and documentation. If any of these facility guidelines appear to be different from what you have been taught or are able to follow, it is your responsibility to contact the academic fieldwork coordinator to help resolve the discrepancy. Contact the academic fieldwork coordinator immediately upon recognition of a problem.

- **Fieldwork Placements**

You are committed to a full-time program at your training facility during the AOTA fieldwork timeframe. Allowable time off is limited to those legal holidays recognized by the facility. Because of scheduling complexities, seriousness of commitments, time involved for academic and facility staff and competition for fieldwork opportunities, any cancellation or change of a scheduled fieldwork placement is extremely discouraged. We recognize, however, that cancellation may be necessary at times. Only under extreme extenuating circumstances will a fieldwork placement be changed, and the student must submit their request in writing to the Academic Fieldwork Coordinator or the fieldwork office.

- **Attendance**

Consistent attendance and punctuality are requirements of the facilities and the University Occupational Therapy Program. If the student becomes aware of circumstances which may result in inability to attend the fieldwork on a regular basis, placement should be scheduled at an alternate time. No days are designated for personal business and job interviews. Several facility representatives have requested that we notify students that it is not permissible for students to take off early at the end of fieldwork because no days have been missed. In the event a student accumulates missed days because of illness he or she may be expected to make up the lost time. The Standards for an Accredited Educational Program for the Occupational Therapist identifies a minimum of 6 months or 940 hours as acceptable for Level II fieldwork. One 8-hour sick day, therefore, is permitted during each 12-week placement. Any time lost beyond 8 hours must be made up.

- **Fieldwork Facility Assignments and Requirements**

Each Level II fieldwork facility has a unique set of requirements and assignments directed toward meeting the objectives stated above. These may be listed in student manuals or described on the facility Fieldwork Data form. All requirements should be made clear to you by each facility during the orientation phase. It is student responsibility to clarify facility requirements. Please ask the facility fieldwork supervisor any questions relating to assignments.

- **Grading**

Students receive 6 credits for each of the required Level II fieldwork courses completed successfully. Grades are reported as either credit (CR) or no credit (N). Credit indicates passing the fieldwork, no credit indicates failure of fieldwork. In order to receive a grade of credit, students must receive a score of three (3) or better on the first three items on the Fieldwork Performance Evaluation and achieve a total score equal to or greater than the AOTA listed minimal passing score printed on the Fieldwork Performance Evaluation. To avoid a grade of “incomplete,” evaluations must be sent promptly after fieldwork completion.

- **Failure of Level II Fieldwork/Students Dropped from the Academic Program**

Once admitted to the professional program, students must maintain a 3.00 minimum GPA **each semester**. Students must also earn a grade of C or better or “credit” (CR) for all required professional courses. OT662 and OT664 are required professional courses. Students failing to meet these criteria will be dropped from the program.

Students who do not obtain the AOTA minimum score indicated on the Fieldwork Performance Evaluation during their first Level II fieldwork will not receive a passing grade and will therefore be on academic probation. Any subsequent fieldwork will not be scheduled until an "Action Plan" has been written by the student and accepted by the Graduate Student Affairs Committee.

Students who do not obtain the AOTA minimum score indicated on the Fieldwork Performance Evaluation for 2 Level II fieldwork placements will be dropped from the OT Program and will be ineligible for graduation.

A student who has been dropped from the program for academic or other reasons may apply for readmission no sooner than 3 years from the date of the decision to end the student's enrollment. A student reapplying for admission must meet the program admission criteria in force at the time of reapplication. The student also must present compelling evidence that his or her personal and professional growth in the intervening years has been such that the original decision to drop the student should be reversed. The decision to readmit must be by majority vote of the OT program faculty. Once readmitted, no particular location, type of facility, or time frame of fieldwork can be guaranteed to the student in this situation. The above policy has been in effect since August 1988.

- **Dropped Fieldwork**

Fieldwork may be dropped by the student or discontinued by the facility due to documented problems the student is having.

The policy for dropping fieldwork is the same as that for all other courses. Students may drop fieldwork when 2/3 or less of the experience has been completed if compelling reasons exist and student, academic fieldwork coordinator, program director, and fieldwork supervisor agree to this course of action. A student must contact the academic fieldwork coordinator and schedule a meeting to discuss dropping fieldwork. If a student chooses to drop his/ her fieldwork without contacting the OT program then the program is NOT obligated to reschedule fieldwork. Because fieldwork courses OT662 and OT664 are degree requirements, the fieldwork would need to be rescheduled and the student would not be eligible to take the NBCOT exam until a date later than originally planned.

Prior to re-scheduling fieldwork, the student must identify, in writing, the problems that they encountered and develop an Action Plan for dealing with them. The Action Plan must include a clear statement of: problems, goals, and strategies. The plan will be reviewed by the Graduate Student Affairs Committee, which monitor the student's progress and determine whether or not the student can be rescheduled for fieldwork.

- **Canceled Fieldwork**

Fieldwork may only be canceled for the following reasons:

- a. The fieldwork facility does not fulfill the requirements of this academic program or does not provide the student with a rewarding learning experience. The evaluation of the facility is determined on the basis of periodic contacts with the facility by the fieldwork coordinator and past student evaluations of fieldwork.
- b. There is a shortage of OT staff members or the staff is inexperienced. Therefore, the director at the fieldwork facility or the academic fieldwork coordinator determines that the student would benefit more at another facility. Staff shortage may occur unexpectedly due to an occurrence such as medical leave, termination of employment.
- c. The student is experiencing serious family or personal difficulties, or an illness has occurred that interferes with the student's ability to complete requirements.

The academic fieldwork coordinator will replace the canceled field experience with an acceptable one for the same time period if at all possible. Unfortunately, it is not possible to guarantee that a placement can be made for the same geographic area or time as that initially scheduled.

In situation c. the fieldwork placement may be postponed to a future date, depending on circumstances. Another fieldwork placement may be re-established within 24 months of completing course work upon acceptable documentation that identified difficulties have been resolved. In this situation the student may be asked to submit a Plan for Resolution of Difficulties. This will include statement of the problems, goals and strategies to be used to prepare for future fieldwork.

**Unfortunately, it is NOT possible for the University to reimburse students for any expenses associated with canceled fieldwork.** Fieldwork may not be canceled by a student except as stated above.

- **Publishing of Materials**

You may not publish information or sell any equipment or present as your own anything shared by staff at the facility where fieldwork was completed. Permission for publication or use of any materials must be obtained in writing.

Students may not solicit for contributions, voter support or sale of any item while on facility grounds or during work time. Students may not solicit any client or family member nor accept a gift from a client or family member that may interfere with professional judgment/objectivity in the therapeutic process (Principle 1, AOTA Code of Ethics). A student may be dropped from the facility's fieldwork program in the event of a breach of any of these expectations.

- **Confidentiality**

You will have opportunities to see many new situations. Although it is understandable that you may wish to discuss these events with others, the sharing of confidential information must be avoided. It is also essential that confidentiality within your setting be maintained; information pertaining to one client/patient may never be shared with another client. A breach of confidentiality could impact in a negative way on the care of a client and may be viewed as serious misconduct on the part of the student.

You must maintain confidentiality regarding all clients, supervising therapists or other staff and the OT department where you are affiliating. A breach in confidentiality may result in you being dropped from the fieldwork program.

- **Social Networking Policy**

Students shall not present any personal or health information of patients or clients that are seen during any portion of the MSOT curriculum on any social networking site whether in-class or during fieldwork. Removal of an individual's name does not constitute proper de-identification of protected personal or health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment may still allow the reader to recognize the identity of a specific individual.

Students shall not post patient or client stories or photos such as a before and after photograph of a patient having surgery, a photograph of a patient engaging in occupation or a photograph of the contents of a patient's room.

In posting information on social networking sites students may not present themselves as an official representative or spokesperson for UW-Madison's Occupational Therapy Program.

Students may not represent themselves as another person, real or fictitious, or otherwise attempt to obscure their identity as a means to circumvent the forbidden actions above.

Students may not record and/or post information about faculty, staff or fellow students without their permission.

- **Conflict of Interest**

Some students may receive tuition money from facilities in return for an agreement for subsequent employment. Fieldwork placements should be scheduled at facilities other than those with which such agreements have been made. To provide the maximum opportunity for objective evaluation of the student and to insure clear and consistent expectations of a student role, we strongly encourage you to avoid accepting money (for example scholarship, sign-on bonus, tuition assistance) prior to or during fieldwork in return for a commitment to work at a fieldwork facility upon completion of fieldwork.

**Students may not be enrolled in fieldwork while employed at the fieldwork facility.**

- **Liability**

Facilities have each been provided with a certificate of liability coverage. In the event of a situation for which the University or student may be liable for damages notify the Academic Fieldwork Coordinator and provide the program with any appropriate written materials relating to the incident.

- **Accidents and Injury to Students**

It is possible, though rare, that a student is injured at the fieldwork site, a client inadvertently receives injuries during a treatment session, or equipment or materials may be damaged. Notify the fieldwork office here immediately should you be involved in any such incident. **Students are not covered by the University or the facility for injuries to themselves.** Students are responsible for any medical care they themselves may require as a result of an injury incurred while on fieldwork. Students may be required to purchase professional liability insurance at minimal cost.

- **Optional 3rd Level II Fieldwork**

Optional fieldwork must cover a minimum of 8 weeks for the experience to be formally evaluated utilizing the Fieldwork Performance Evaluation and recorded as optional fieldwork on school records. Some facilities require a minimum of 12 weeks. Fieldwork of 8 weeks is assigned 4 credits and fieldwork of 12 weeks is assigned 6 credits.

For optional fieldwork you will register as special student status because you will have graduated by then. Policy effective in 1990 requires that students re-apply for admission to the University if completing optional fieldwork. This is necessary because official records will indicate completion of your degree program prior to beginning fieldwork as a special student. As a special student, different guidelines for financial aid may apply. Please check with the Financial Aid Office for necessary information prior to leaving campus. Availability of financial aid will be tied to number of credits.

## **Level II Fieldwork Objectives**

The following general objectives apply to all fieldwork experiences developed to be consistent with the conceptual core and curriculum design of the University of Wisconsin-Madison. Level II Fieldwork experiences will include the application of knowledge of the science of occupation, professional ethics, effective therapeutic relationships, group process, the contexts of service delivery, and principles of management and systems. Students will be expected to provide evidence-based interventions that promote the participation of individuals in meaningful and culturally relevant occupations within lived contexts. In addition, students will have the opportunity to engage in research-related activities and participate in the education of others about the practice of occupational therapy. The term, “client,” may refer to an individual, a group, or a population of individuals. Upon completion of Level II Fieldwork experience, the student will demonstrate the following in accordance with the standards established by the fieldwork center:

- 1) Competency in evaluation procedures designed to identify problems related to a client’s satisfactory participation in meaningful occupations in lived contexts
  - a) Appropriately select and utilize observation, interview, and data from other assessment routinely used by the fieldwork center
  - b) Accurately record evaluation results
- 2) Ability to accurately interpret evaluation data and use that information in developing appropriate goals and intervention plans that incorporate current knowledge about occupation, are occupation-based, are consistent with evidence of best practice, and respect client priorities
  - a) Identify and define problems related to participation in occupations in ways that are relevant and meaningful to clients
  - b) Develop specific therapy objectives that reflect a client’s occupational priorities
  - c) Collaborate with clients and their caregivers and teachers in developing therapy intervention plans
  - d) Articulate the clinical reasoning behind the selection of interventions used
- 3) Proficiency in implementing interventions
  - a) Establish and maintain a collaborative therapeutic relationship with clients
  - b) Make program changes in response to changes in client needs
  - c) Collaborate with other staff, including OTAs, in implementing interventions
  - d) Set appropriate limits to a client’s undesirable behaviors
  - e) Accurately evaluate effectiveness of interventions
  - f) Collaborate on follow-up programs in accordance with a client’s priorities and discharge environment
- 4) Effective communication with others
  - a) Interact effectively with clients, colleagues, other professionals, and community members from diverse cultural and ethnic backgrounds on a one-on-one basis and within the context of groups
  - b) Communicate effectively with varied audiences for varied purposes
- 5) Acquisition of professional behaviors
  - a) Demonstrate appropriate professional conduct
  - b) Adhere strictly to all confidentiality standards and protocols
  - c) Represent the occupational therapy profession accurately and effectively
  - d) Seek out and make use of feedback from others
  - e) Provide effective feedback to others

- f) Accept responsibility for own actions and the outcomes of those actions
- g) Fulfill commitments
- h) Differentiate facts from illusions and assumptions
- i) Demonstrate a broad sense of professional responsibility to the community and social and health care issues
- j) Contribute to selected management functions
- k) Participate in selected research-related activities
- l) Contribute to the understanding of others about occupational therapy

**Please note that all students are required to meet these general objectives as well as all items on the Student Fieldwork Performance Evaluation form.** Students are also required to adhere to all professional behaviors as presented during the academic program and evaluated during Level I fieldwork.

## **Types of Fieldwork Sites**

The goal of the University of Wisconsin-Madison Occupational Therapy Program is to graduate students prepared to practice occupational therapy at the entry level in a variety of settings using a variety of models for practice. Fieldwork sites are selected for Level II fieldwork that reflect the current practice of occupational therapy and that provide students a wide range of experiences working with clients of various ages with a variety of diagnoses.

The current model of Level II fieldwork is congruent with that of the curriculum and includes placements that emphasize pediatric and adult placements that offer experiences in the psychosocial, physical dysfunction and community-based realms of practice.

The University of Wisconsin-Madison Occupational Therapy Program classifies fieldwork experiences in the following categories:

**Adult Physical Dysfunction (APD)**--may include, but is not limited to, settings such as:

- Hospital or facility based physical rehabilitation
- Inpatient orthopedics, acute care, or general medicine and surgery
- Outpatient physical rehabilitation, orthopedics, or hand therapy
- Home health
- Long term physical care
- Pain management programs
- Prevention and wellness programs with a focus on energy conservation and prevention of physical injury.
- Industrial rehab with a focus on ergonomics and physical assessment
- Facility based orthopedics, acute care, or general medicine
- Work hardening or retraining program which focuses on modification of environmental work space
- Assessment and modification of architectural barriers\*
- Industrial - Product design\*

\*These programs, if available, would only be one component of Adult Physical Dysfunction.

**Pediatrics (PEDS)**--may include, but is not limited to, settings such as:

- Non-school based programs for clients with cognitive or learning disabilities and autism
- School systems
- Home health
- Hospital or facility based physical rehabilitation

**Developmental Disability (DD)**-- may include, but is not limited to, settings such as:

- Work hardening programs with a focus on cognitive disability
- Programs for clients who have developmental disabilities (with a focus on independent living skills)
- Supported employment programs
- Hospital or facility based physical rehabilitation with clients with developmental disability



**Mental Health (MH)**

- Treatment programs for alcohol and other drug abuse
- Case management for clients with chronic mental illness
- Crisis intervention programs
- Homeless shelters
- Community based programs, inpatient, partial hospitalization, community re-entry, and day treatment programs for clients with mental illness
- Prevention and wellness programs with a focus on such issues as stress management

**Gerontology(G)**

- Retirement Planning
- Prevention and wellness programs with a focus on such issues as stress management
- Hospice
- Programs providing support to clients who have Alzheimer's/Dementia
- Assisted living facilities

**Community Practice (Comm)**

- Community based programs, group homes, and day treatment programs

**Other (O)**

- Forensic or prison programs

Within each type of Level II fieldwork, there may be a combination of several of the listed types of programs. Not all kinds of programs are available at all times.

**Optional, Advanced Fieldwork** –may include any of above kinds of experiences in addition to the following:

- Offices of OT organizations (state and national)
- Private practice focusing on emerging area of OT not covered in Fieldwork A/B categories
- OT educational programs & research

## ***Preparation for Level II Fieldwork***

In addition to completing any recommended reading or review of fieldwork-related materials prior to arrival, you may want to plan ahead to improve knowledge and skills in some of the areas listed below which have posed problems for some students.

- Time Management
- Money Management
- Conflict Resolution
- Communication Skills
- Body Mechanics/Back Strengthening

Materials from your courses, Basic Professional Practice, and Organization & Management will be useful resources in preparing for the Level II fieldwork supervisory process.

### **• Enrollment Instructions for Level II Fieldwork**

Most students enroll for level II fieldwork as 2 fall semester courses: OT 662 and OT 664. You may choose to register for OT 662 as a summer course which grants summer full-time student status and OT 664 as a fall course which grants only fall part-time student status. This may impact some students whose health insurance plans require full-time student status. If you are a teaching, project or research assistant in the spring semester before Level II fieldwork, your summer course tuition is covered within the tuition remission allowance.

### **• Residency for Tuition Purposes**

Residence for tuition purposes is determined on the basis of the twelve months preceding each semester/term of enrollment in accordance with Wis. Stats. 36.27(2). Students currently classified as residents for fee purposes, and who are engaged in an internship program outside Wisconsin, should be aware that taking steps to establish residency in another state may jeopardize tuition status. For example, moving belongings to another state, payment of taxes to that state, obtaining a driver's license or registering a car in another state are actions which may be construed as evidence of intent to become a domiciliary of that state. Students who will be leaving the state and have questions regarding the manner of maintaining Wisconsin residency while absent from Wisconsin should consult with residence counselors in the Office of the Registrar.

### **• Graduation and Fieldwork Requirements**

You need 61 credits to graduate. This includes the 12 credits of Level II fieldwork. It is your responsibility to identify and correct any course deficiencies, incompletes or on-campus requirements before starting Level II fieldwork. NOTE: A transcript will be withheld if there are any holds on a student record. All fines and holds must be cleared. Payment of enrollment fees must be made promptly.

### **• Health Requirements**

***Complete all health requirements of the facility. Because facility requirements sometimes change, verify requirements with the fieldwork coordinator of each site.*** Make arrangements for any necessary health screening and immunizations. You are responsible for providing any documentation that is required by the facility. CPR certification that covers ages across the lifespan from infant to elder must be current throughout all fieldwork assignments. Most facilities require that you receive the Hepatitis immunizations or sign a waiver of liability if you choose not to have the immunizations. In

most cases expenses associated with health requirements are assumed by the student. Contact the facility supervisor if you have questions. If you have insurance through the Student Health Insurance (SHIP) and plan to enroll for both Level II fieldwork courses in fall semester, you will need to get your immunizations before the end of spring semester while you are still officially enrolled as a student. Otherwise, you will not be eligible for SHIP discounted immunization fees until Welcome Week of fall semester.

- **Housing**

Review facility information to determine whether previous students offer housing suggestions. Some facilities maintain a list of housing possibilities. The fieldwork assistant can assist you with strategies for a housing search.

- **Review**

- Review facility information to determine specific health and other requirements.
- Review AOTA evaluation forms prior to the beginning of fieldwork so that you are familiar with requirements and how you will be evaluated.
- Confirm facility addresses and phone numbers prior to leaving campus and be sure to take the information with you.
- Complete CPR recertification if necessary and take your card to the fieldwork facility.
- Complete a liability insurance application form if the facility requires liability insurance beyond what is already provided by UW-Madison.
- Make all necessary arrangements for adequate financial support during fieldwork. Most students choose to enroll for OT662 and OT664 as fall courses and pay tuition as a full-time student in the fall. OT662 begins in July but can be considered a fall course.
- Locate the facility and arrange transportation prior to the designated starting time.

- **Email Introduction**

*At least 8 weeks prior to the start of fieldwork* email a formal introduction to each fieldwork facility. Maintain copies of all correspondence to fieldwork facilities. Take all course materials with you during fieldwork for reference purposes. The fieldwork assistant will provide facility fieldwork coordinator contact information to you. In your introduction email verify or inquire about:

- on what date and time you should arrive to the facility
- the facility street address
- dress code requirements including footwear
- health requirements
- any readings or suggested preparation which could be done ahead of time

Consider including a statement about your interest or enthusiasm for the scheduled placement. This will make a positive first impression. A sample introduction follows.

**REMEMBER:** The second placement (and third, if scheduled for optional fieldwork) must also be contacted at least 6 weeks prior to the starting date. If you have not heard from the facility representative two weeks ahead of time, contact him or her by phone. These contacts are your responsibility. If you do not contact the facility fieldwork coordinator or supervisor, staff at the facility may assume that the fieldwork has been canceled regardless of whether contact has already been made by the academic program.

### **Sample Email of Introduction:**

Dear Ms. Evans:

The purpose of this email is to introduce myself. I am very excited about beginning my Level II fieldwork experience at your facility. I am particularly interested in working with individuals with neurological disorders and have researched the innovative techniques that are used at your facility in treating this population.

I would like to come to your facility well prepared. When you have a moment could you answer some questions before my arrival on June 2\_, 20\_\_?

What will be my starting time on June \_\_?

What are the dress code requirements?

What evaluations and treatment techniques are frequently used at your facility?

Do you recommend any particular material I should review prior to my arrival?

Do you have recommended text or reading suggestions?

Could you give me the street address of your facility and directions to your treatment area?

Is there a phone number where I may reach you?

Thank you for your time. Feel free to contact me with any questions or concerns prior to my arrival. It is best to contact me by email at [sqt@iluvot.com](mailto:sqt@iluvot.com) or by phone at 555-555-5555. I am looking forward to meeting you!

Sincerely,

Jane Doe  
UW-Madison Occupational Therapy Student

## **During Level II Fieldwork**

- **Professional Behaviors**

You are expected to demonstrate professional behaviors at the intermediate level or above throughout your fieldwork. You are expected to follow the Occupational Therapy Code of Ethics (AOTA 2000). A copy of the most recent AOTA Code of Ethics is included in this student handbook, “Ethical Issues in Occupational Therapy Practice.”

- **Dress and Appearance**

The appearance of staff and students can have a major impact on the nature and quality of the therapeutic relationship between therapists and clients and on the perception of patients and others of the facility where you are affiliating, of you as a student, of the University of Wisconsin-Madison and of the occupational therapy profession. Accordingly, you should dress in a professional manner following the guidelines of your facility. Most facilities will have a dress code that students are required to follow. The University supports the facility's guidelines with regard to dress codes. For the sake of safety long hair should be pulled back; clogs and open toed shoes are not allowed. Bare midriffs are not allowed. **Consult facility fieldwork coordinators for specific requirements.**

- **Midterm Evaluation**

Your performance is scored at the midway point of your fieldwork which is approximately week 6 of the 12 weeks. The midterm evaluation is a requirement.

The midterm evaluation is NOT to be viewed as any kind of commitment for passing scores at the time of your final evaluation. Even if your performance is satisfactory at midterm, you may have difficulties after that time. This may occur because typically after midterm the pace of fieldwork increases and at the same time performance expectations are also increased.

Please contact the academic fieldwork coordinator if you have any concerns about your midterm evaluation. Your fieldwork supervisor has also been urged to contact the Academic Fieldwork Coordinator if it appears that you may have difficulty completing your fieldwork successfully.

- **Contact with the UW-Madison Academic Program**

The academic fieldwork coordinator is in contact with the clinical coordinator at your site prior to your arrival. The academic fieldwork coordinator will be in touch with your supervisor about midway through your placement.

Keep in mind that we are interested in how things are going. We encourage you to contact us by telephone or email. Let us know if questions or concerns arise. If the academic fieldwork coordinator is not immediately available, leave a voice mail stating your question and provide phone numbers and best times to contact you. You may also want to leave your message with the fieldwork assistant in the fieldwork office. Leave a voice mail message any time. The call will be returned.

You will participate in a Learn@UW discussion throughout both of your Level II fieldwork experiences. The purpose of this discussion is to allow all students to discuss issues on fieldwork, problem solve and keep in contact throughout the fieldwork experiences.

- **Problems on Fieldwork**

While you are on fieldwork you will remain an enrolled student at UW-Madison and you must adhere to all University and fieldwork assignment facility policies. When questions come up or problems arise discuss them with your immediate supervisor immediately. If you are dissatisfied with the response that you get or for some reason do not feel that you cannot discuss your problem with your supervisor, you are encouraged to take issues to the facility fieldwork coordinator. If you want further assistance, feel free to contact Interim Associate Academic Fieldwork Coordinator, Joshua Brown at 608-262-0093, jbrown59@wisc.edu or contact the fieldwork office at 608-262-8976. We are eager to hear how things are going.

Remember that evaluation materials have been emailed and sent to the fieldwork facility prior to your arrival. Your midterm and final performance evaluation will be conducted with an online survey tool. You may need to remind your supervisor that material has been emailed and sent to the facility fieldwork coordinator. The facility fieldwork coordinator is likely not the person who will be your immediate supervisor. Individual supervisors may not be assigned until shortly before the start date of fieldwork.

**Please encourage your supervisor to contact us promptly with any concerns or questions that they may have.**

- **Strategies for Success on Fieldwork**

Request regularly scheduled meetings with your supervisor for the purpose of reviewing your progress and getting feedback on your performance. A midterm evaluation is required. If by week six your supervisor has not spoken with you about scheduling a time to go over your midterm evaluation, request that she or he do so. The midterm does NOT need to be emailed or sent to the UW-Madison OT Academic Fieldwork Coordinator.

Contact the Academic Fieldwork Coordinator with concerns as soon as they are identified at any point during your fieldwork.

## **Successfully Completing Level II Fieldwork**

- **Checklist for Completion of Fieldwork and NBCOT Application**

- When your supervisor reviews your AOTA Fieldwork Performance Evaluation with you ensure that you have scored at least a 3 in the Ethics and Safety section under Fundamentals of Practice. It is an automatic failure if you do not receive at least a 3 in this area on the final evaluation. You need a score of at least 122 points to pass Level II fieldwork. To document that you have met all entry-level therapist objectives all items must be rated. If your supervisor has any questions about how to address and score any evaluation items, refer your supervisor to the UW-Madison academic fieldwork coordinator for assistance.

Complete the Student Evaluation of Fieldwork Experience form.

[Student Eval FW Experience.pdf](#)

- Ensure that UW-Madison curriculum is reflected in the course work section. The Student Evaluation of Fieldwork Experience is completed during the final week of each fieldwork placement. Discuss your fieldwork experience form at a final conference with your supervisor and obtain their signature on the form. Carefully note the 1-5 scale with 1 being minimal and 5 being excellent preparation. Use NA or 0 for those courses not directly related to your fieldwork.
- Ensure prompt submittal of evaluations to the Academic Fieldwork Coordinator so that grades can be assigned after completion of fieldwork. ***Grades must be processed by the end of the semester in order for you to graduate and to ensure that transcripts are ready to be sent to NBCOT promptly.***
- Request letters of recommendation from faculty members. Allow ample time for them to respond.
- Request letters of recommendation from your fieldwork supervisor as appropriate prior to leaving your fieldwork site.
- In October begin to review the NBCOT candidate handbook at [www.nbcot.org](http://www.nbcot.org). The handbook is revised each year and contains all certification exam application information.
- Before ending your final level II fieldwork placement establish an account with NBCOT in anticipation of preparing for the certification exam. You must complete all information exactly as requested by NBCOT and meet all deadlines. NBCOT makes no exceptions.
- **The NBCOT school code for the University of Wisconsin-Madison is 25508.**
- Request application materials for state certification, licensure or regulation from the Board of Regulation and Licensing in the State in which you plan to work. You will find links to state regulation and licensing offices at [www.aota.org](http://www.aota.org).
- Write a brief thank you letter to acknowledge the teaching efforts of the fieldwork facility staff.

- **Temporary State Licensure**

To be employed as an OT prior to being certified apply for temporary state licensure, regulation or certification. A supervising OT signature is required to obtain a temporary license. Application for a temporary license cannot be completed prior to securing work.

- **Continuing Education**

Continuing education is essential and required by most states, including Wisconsin. Keep records of attendance at all continuing education events you attend. Always maintain your occupational therapy certification and licensure via maintenance of CEUs and re-certification as requested. If you let your license or certification lapse you will have to re-take the national boards examination after taking several credit hours of course work.



## **Program Memorandum Intermediaries/Carriers**

**Department of Health and Human Services (DHHS), Health Care Financing Administration (HCFA), Transmittal AB-01-56**

**Date: April 11, 2001**

**Change Request 1498**

**Subject: Questions and Answers Regarding Payment for the Services of Therapy Students under Part B of Medicare**

This Program Memorandum is being issued in the form of questions and answers to respond to numerous inquiries regarding payment for the services of therapy students under Part B of the Medicare program.

1. Q. Can services provided by a student be reimbursed under Medicare Part B?
  - A. No, services performed by a student are not reimbursed under Medicare Part B. Medicare pays for services of physicians and practitioners authorized by statute. Students do not meet the definition of practitioners listed in §1861 of the statute.
2. Q. Can a physical or occupational therapist assistant serve as a clinical instructor (CI) for a physical therapist or occupational therapist assistant student while providing services to a Medicare patient that is within their scope of work, and performed under the direction and supervision of the licensed physical or occupational therapist?
  - A. Physical therapist assistants and occupational therapy assistants are not precluded from serving as CIs for therapy students while providing services within their scope of work, and performed under the direction and supervision of a licensed physical or occupational therapist to a Medicare beneficiary.
3. Q. Can services provided by a student with the supervising therapist “in the room” be reimbursed?
  - A. Only the services of the therapist can be billed to Medicare and paid. However, the fact that the student is “in the room” would not make the service un-billable. Medicare would pay for the services of the therapist.
4. Q. The Current Procedural Terminology (CPT) codes for Therapeutic Procedure state, “Physician or therapist is required to have direct (one-to-one) patient contact.” What if the provider has some contact with the patient (e.g., 5 minutes direct patient contact time) and then the student assumes responsibility for treatment under supervision?

- A. The therapist can bill for the direct services he/she provides to patients under Medicare Part B. Services performed by the therapy student are not payable under Medicare Part B.
5. Q. Under the Part A Skilled Nursing Facility (SNF) benefit, the SNF Prospective Payment System allows therapy student services to be counted toward rehabilitation minutes if provided under “line of sight” supervision of the therapist.\* Does “line of sight” supervision allow Medicare Part B services to be billed for student services?
- A. No. “Line of sight” supervision by a therapist does not allow student services to be billed. Services of students are not billable under Medicare Part B.

\*Under the SNF Prospective Payment System, payments are based upon the case mix or Resource Utilization Group (RUG) category that describes the patient. In the rehabilitation groups, the number of therapy minutes delivered to the patient determines the RUG category. Payment levels for each category are based upon the costs of caring for patients in each group rather than providing specific payment for each therapy service as is done in Medicare Part B.

6. Q. Can student supervision be provided under Medicare as “direct supervision” (e.g., on premises and immediately available) rather than “line of sight,” after determining student’s readiness by the therapist? This determination is based on the supervisor’s evaluation of student competence and safety, patient acuity, patient complexity, patient’s functional status and outcomes, and number of visits?
- A. No. Services provided by students are not billable under Part B.
7. Q. How can learning experiences be adequately provided for therapy students under Medicare if they must always be “in line of sight” even when:
- The student has been deemed competent in providing therapy or components of care delivery;
  - The student is nearing the completion of a clinical experience; and,
  - The student is nearing completion of the program and is evaluated as competent as an entry-level clinician.
- A. As previously stated, services of students are not billable under Medicare Part B. The Medicare statute does not include a benefit category for students. This policy applies to all physician and practitioner groups under Medicare. You may wish to consult with physician groups about how they structure their training programs.
8. Q. What if a student who is supervised under “line of sight” by the supervising therapist is treating a patient who is under Medicare Part A on Friday. On Monday, the patient’s coverage changes to Medicare Part B. How does this affect care provided by the student on Monday?
- A. The payment methodologies for Part A and B therapy services rendered by a student are different. Under the physician fee schedule (Medicare Part B), Medicare pays for services provided by physicians and practitioners that are specifically authorized by statute. Students do not meet the definition of practitioners under Medicare Part B.

## ***Frequently Asked Student Questions About Fieldwork*** [www.aota.org](http://www.aota.org)

This information provides answers to students about fieldwork requirements, supervision, grading, supervisor difficulties, failing, unfair treatment, accommodations for a disability and international fieldwork.

**Who Sets Fieldwork Requirements?** The Standards for an Accredited Educational Program for the Occupational Therapist or Occupational Therapist Assistant are the official AOTA documents that govern the length and types of fieldwork required for all students. View the OT Standards or OTA Standards.

**How Many Hours are Required for Level I and Level II Fieldwork?** For Level I Fieldwork, AOTA does not require a minimum number of hours. Each program sets the time requirements for students on Level I Fieldwork. For Level II Fieldwork, the Standards require a minimum of 24 weeks full-time for occupational therapy students and 16 weeks full-time for occupational therapy assistant students. This may be completed on a full-time or part-time basis, but may not be less than half-time, as defined by the fieldwork site. Your academic program determines the required time needed to complete both Level I and II fieldwork in your program. All students must complete the fieldwork required by their academic programs.

**Are There Mandatory Types of Level II Fieldwork Required for All Students?** The Standards recommend that the student be exposed to a variety of clients across the life span and to a variety of settings. While AOTA does not mandate specific types of fieldwork, such as pediatrics or physical disabilities, individual academic programs do have the right to require specific types of fieldwork placement for their students.

**How Many Days Off Are Allowed?** Time off during fieldwork is decided by the fieldwork site and the academic program. You should direct any questions about taking time off to your academic fieldwork coordinator and your fieldwork educator.

**How Many Times May a Student Repeat Level II Fieldwork?** Because fieldwork is considered a part of your academic program, your school sets the policy on repeating Level II fieldwork. Check your college catalog or student handbook for a statement of your program's policy. Discuss this issue with your academic fieldwork coordinator to be sure that you understand the policy at your institution.

**How Much Time Do You Have to Finish Level II Fieldwork?** The Standards do not specify time requirements for completion of Level II fieldwork. It should be completed in a reasonable amount of time. You should consult with your academic program if there are unusual circumstances that might make it difficult for you to complete fieldwork within their required time period.

**Who is Permitted to Supervise Students?** For Level I fieldwork, a student can be supervised by qualified personnel including, but not limited to, occupational therapy practitioners with initial national certification, psychologists, physician assistants, teachers, social workers, nurses, and physical therapists.

For Level II fieldwork, an occupational therapist can supervise an occupational therapy student as long as the therapist meets state regulations and has a minimum of 1 year of practice experience subsequent to the requisite initial certification. An occupational therapist or occupational therapy assistant who

meets state regulations and has 1 year of practice experience subsequent to the requisite initial certification can supervise an occupational therapy assistant student.

**What is a Passing Grade for Level II Fieldwork?** Each academic program is responsible for determining its grading criteria. The academic program has the responsibility to assign a letter grade or pass/fail grade, and to determine the number of credit hours to be awarded for fieldwork. What should you do if **your fieldwork grade is lower than you believe you deserve?** Because fieldwork is considered part of your academic program, you will need to follow whatever grade appeal process your program or college requires. The steps involved in that process should be outlined in your college catalog or student handbook. Your academic program makes the final decision on your fieldwork grade.

**What Should You Do if You Are Asked to Perform Above or Outside Your Level I Practice?** First, discuss this with your fieldwork educator. You may wish to check with the licensure board in the state where you are doing fieldwork for information defining the scope of practice. If you are unable to resolve this issue with the fieldwork site, contact your academic fieldwork coordinator.

**What Should You Do if You Are Experiencing Difficulty During Level II Fieldwork?** The first step is to talk with your fieldwork educator. Before your meeting, try to write down what you perceive as the problems and develop a list of possible solutions. If you are still experiencing difficulty after meeting with your fieldwork educator, contact the academic fieldwork coordinator at your school for a different perspective and advice on other possible solutions. It is very important that the academic fieldwork coordinator hear from you if you are experiencing difficulty.

**What Happens if You Fail Fieldwork and You Believe You Should Pass?** First, discuss the situation with your academic fieldwork coordinator. Should you wish to appeal your grade, you must follow the procedures required by your academic program or college. Check your student handbook or college catalog, or contact the Student Affairs office to learn about your school's procedure. Also, find out what your program's policy is on repeating a failed fieldwork. If repeating is a possibility, you should request another fieldwork placement to make up for the prior failure.

**Can Your School Drop You From the Program for Failing Fieldwork? What Options Would You Have to Get a Degree?** Each academic program determines its own criteria for dropping a student from the program. You need to find out your school's policy. You may wish to appeal the decision according to the procedure for your school or program. Some possible options for students who have been dropped from occupational therapy education programs include transfer to another major that may have similar course requirements; career counseling; or application to another occupational therapy program. Should you decide to apply to another occupational therapy education program, be aware that the prospective school decides on whether or not your course credits will be accepted.

**Are You Required to Tell the Fieldwork Site that You Have a Disability?** Under the Americans with Disability Act, occupational therapy and occupational therapy assistant students with disabilities have the right to decide if and when they disclose their disability to the fieldwork site. Students with disabilities have the right to be seen as qualified capable students first, and secondly as a student who has a disability. Discuss your decision to disclose with your academic fieldwork coordinator. Determine if you will need accommodations to fulfill the essential job functions for a student in your fieldwork setting. After a student is accepted for the fieldwork placement, the student, academic

fieldwork coordinator and fieldwork educator should determine the appropriate and most effective accommodations.

**How Can You Find a Fieldwork Site Outside of Your State or Region?** First, you should talk with your academic fieldwork coordinator for suggestions. Generally speaking, it is not appropriate for students to contact fieldwork sites independently unless they are told to do so by their school. Another source of information is the state occupational therapy association in the state where you wish to find a fieldwork site. View a list of State OT Associations contacts. AOTA does not maintain a listing of current fieldwork sites.

**How Do You Go About Filing a Formal Complaint if You Feel that You Have Been Treated Unfairly?** If you have not been able to resolve an unsatisfactory fieldwork situation with your academic program, you may wish to pursue a formal grievance procedure at your school. To do so, you must follow the steps outlined in the written information on your school or program's grievance process. See your program director for details.

**What if I Believe that the Occupational Therapy Program at My School Is Not in Compliance with the Standards for an Accredited Educational Program for the OT or OTA?** You may initiate a formal complaint in letter form to the Accreditation Council for Occupational Therapy Education (ACOTE). ACOTE requires the complainant to demonstrate that reasonable efforts have been made to resolve the complaint, or to demonstrate that such efforts would be unsuccessful. ACOTE will not intervene on behalf of individuals or act as a court of appeal for students in matters of admission or dismissal. ACOTE will intervene only when it believes practices or conditions indicate the program may not be in substantial compliance with accreditation standards or established policies. For more information on the complaint procedure, see **Accreditation Administrative Procedures**.

**What if I Believe that My Legal Rights Have Been Violated?** In this case, you may wish to consider seeking legal counsel. You should be aware that the courts have a history of upholding the judgment of professional educators on questions of student performance, but may rule in favor of the student when due process or civil rights have been violated.

[www.aota.org](http://www.aota.org)

**Fieldwork  
University of Wisconsin-Madison  
Occupational Therapy Program**

***FIELDWORK FORMS,  
FIELDWORK FACILITY CONTRACT,  
NBCOT EXAM INFORMATION  
AND WISCONSIN LICENSING  
FORMS***

# ***LEVEL I FIELDWORK EVALUATION FORMS:***

Please find fillable pdf copies of these forms on the UW-Madison Masters in Occupational Therapy Program website at:

<https://kinesiology.education.wisc.edu/ot/academics/msot/>

These include:

Generic Abilities Assessment form (performance evaluation)

[Generic Abilities Assessment Form.pdf](#)

and

Student Evaluation of Fieldwork Experience form

[Level I Student Eval FW Experience.pdf](#)

# ***LEVEL II FIELDWORK EVALUATION FORMS:***

**AOTA Fieldwork Performance Evaluation  
for the Occupational Therapy Student**

**sample copy**

[AOTA Performance Evaluation.pdf](#)

and a fillable pdf copy of

**STUDENT EVALUATION OF THE FIELDWORK EXPERIENCE (SEFWE)**

[Level II Student Eval FW Experience.pdf](#)



**Fieldwork  
University of Wisconsin-Madison  
Occupational Therapy Program**

# ***FIELDWORK CONTRACT***

## University of Wisconsin-Madison

### STANDARD AFFILIATION AGREEMENT

This affiliation agreement ("Agreement") is between Children's Center for Therapy ("Facility") located at 1552 Mall Drive, Iowa City, IA 52240, and the Board of Regents of the University of Wisconsin System, operating as the University of Wisconsin-Madison, School of Education School or College, Department of Kinesiology, Occupational Therapy Program ("University") to provide practical learning and clinical experiences for the University's students and to establish and operate a Clinical Education Program at the Facility ("Program").

This Agreement shall become effective on the date last signed below and shall automatically renew on an annual basis unless terminated as provided by this Agreement.

#### I. General

1. The beginning and ending dates for the placement of each student ("Placement") in the Program will be mutually agreed upon in writing by the Facility and the University.
2. The number of students eligible to participate in the Program will be mutually agreed upon by the Facility and the University and may be altered by mutual agreement.
3. The University will place with the Facility only those students who have satisfactorily completed the prerequisite academic portion of the University's curriculum.
4. The Facility may:
  - a. cancel, by notice in writing to the University, the Placement of any student whose performance or conduct is unsatisfactory or whose health conditions interfere with the student's successful completion of his or her assignment at the Facility;
  - b. immediately suspend any student's Placement if the student's performance adversely affects the safety or welfare of the Facility's patients or clients.

Prior to cancellation of any student's Placement, the Facility shall notify the University, provide the student and the University with written justification for the Facility's proposed cancellation, consult with the University about the proposed cancellation, and make reasonable efforts with the University to resolve the matter.

5. The University and the Facility shall not discriminate with respect to race, color, sex, creed, national origin, disability, age, public assistance status, marital status, sexual orientation, or religion in their on-going practices.
6. The University and the Facility shall make reasonable accommodations to provide accessibility for students with disabilities. If a student requests an accommodation in his or her assignment to the Facility, the University will encourage the student to disclose directly to the Facility information in support of the student's request.
7. This Agreement does not create any third-party beneficiaries.
8. The University's personnel, faculty, and students are not eligible for coverage under the Facility's Workers' Compensation or Unemployment Compensation insurance programs. Neither the University nor the Facility shall compensate students for their activities during their Placement. This paragraph

does not extend Workers' Compensation or Unemployment Compensation coverage beyond the specific requirements of Wisconsin law.

9. The Facility shall send to the University a list of required immunizations and titers, special training, applicable deadlines, and other conditions of participation in the Program. The University shall inform students of the Facility's requirements. Students are responsible for providing to the Facility timely documentation of completion of all the Facility's requirements.
10. Neither party may assign any rights or obligations under this Agreement without the prior written consent of the other party.
11. The parties agree that any student placed at the Facility under this Agreement is considered a member of the Facility's "workforce," as defined in 45 C.F.R. 160.103, for the limited purposes of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). The parties also agree that the University, its employees, and its students are not "business associates" of the Facility, as defined in 45 C.F.R. 160.103, for the limited purposes of HIPAA.
12. The parties agree that each party is and shall solely be responsible for any claim or damage resulting from its own negligent acts or omissions. This Agreement shall not be construed to require a party to indemnify any other party from its own negligent acts or omissions.
13. Either party shall have the right to terminate this Agreement for any reason on sixty days written notice to the other party. In the event of termination, the parties agree that any students placed at the Facility shall be permitted to complete their activities in connection with the Program.
14. This Agreement may be executed by electronic or facsimile means and in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.
15. The parties to this Agreement agree to revise or modify it only by written amendment signed by both parties.
16. This document constitutes the entire agreement regarding the subject matter hereof between the parties and supercedes all prior agreements.
17. This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin and venue of any action related to this Agreement shall lie in Dane County, Wisconsin.

## II. Responsibilities of the University

1. The University shall ensure a caregiver background check is conducted in accordance with the applicable Caregiver Background Check statutes (Wis. Stats. §48.685 and §50.065) and regulations (Wis. Admin. Code Ch. DHS 12) for students who have or are expected to have regular, direct contact with Facility's patients. The University shall maintain completed Background Information Disclosure ("BID") forms for those students as well as the results from caregiver background checks, so that both may be retrieved for inspection by the Wisconsin Department of Health Services. The University agrees to notify Facility of any information about a student on a BID form or in caregiver background check results that could bar that student from regular, direct contact with Facility's patients. Facility shall make the final determination whether a student may have regular, direct contact with Facility's patients but only after consulting with the University.

2. The University shall send to the Facility a personal data form for each student placed with the Facility at least four (4) weeks before the commencement of each student's Placement. This form will include the dates on which each of the Facility's requirements was completed.
3. The University shall recommend hepatitis immunizations to each student and shall provide opportunities for training about:
  - a. bloodborne pathogens and universal precautions as required by OSHA;
  - b. HIPAA Privacy Rule requirements.
4. A University faculty member and a designee of the Facility shall coordinate the University's academic requirements with the Program activities of each student at the Facility.
5. The University shall notify each student that he or she is responsible for:
  - a. complying with the policies, procedures, standards, and practices of the Facility;
  - b. obtaining any uniforms required by the Facility;
  - c. providing his or her own transportation and living arrangements;
  - d. reporting for Program activities on time;
  - e. maintaining his or her own health records and providing his or her own health insurance coverage and documentation as required by the Facility;
  - f. complying with the policies, procedures, standards, and practices of the University;
  - g. granting the Facility a 30-day review prior to presenting or publishing any materials involving the student's activities at the Facility;
  - h. maintaining the confidentiality of patient or client records and information; and
  - i. wearing prominently, at all times when participating in activities under this Agreement, identification indicating that he/she is a student of the University of Wisconsin-Madison.
6. The University, as a unit within an agency of the State of Wisconsin, provides liability coverage for its students and faculty consistent with §§895.46(1) and 893.82(6) of the Wisconsin Statutes. The University's students and faculty who participate in the activities resulting from this Agreement are agents and employees, respectively, of the State of Wisconsin, and while participating in such activities, are acting within the scope of their agency or employment. The liability coverage provided by the State of Wisconsin under §895.46(1) is self-funded and provides funding for claims, demands, losses, and damages of every kind and description (including death), or damage to persons or property arising out of Program activities at the Facility and founded upon or growing out of the negligent acts or omissions of any of the employees or agents of the University while acting within the scope of their employment or agency where protection is afforded by §895.46(1) of the Wisconsin Statutes.

### III. Responsibilities of the Facility

1. The Facility shall provide a planned, supervised program of clinical experiences, as specified in writing to the University, for each student's Placement.
2. The Facility shall maintain complete records and reports on each student's performance, providing evaluations to the University on forms provided by the University.
3. In all cases, the Facility shall retain ultimate responsibility for the care of its patients or clients.
4. The Facility shall, on reasonable request, permit representatives of the University and academic accreditation agencies to inspect its facilities, the services made available for the Placement of students, student records, and other information relevant to the Program.

5. The Facility shall designate in writing to the University the name of the person responsible for the Facility's Program and shall also submit to the University the curriculum vitae of that person and of other professional staff participating in its Program. The Facility agrees to notify the University in writing of any change or proposed change in its designation of the person responsible for the Facility's Program, or of any other staff that may affect student Placements.
6. The Facility shall have primary responsibility for ensuring student compliance with the following responsibilities:
  - a. complying with the policies, procedures, standards, and practices of the Facility;
  - b. obtaining any uniforms required by the Facility; and
  - c. reporting for Program activities on time.

The University agrees to assist the Facility in achieving student compliance with the above responsibilities on request of the Facility.

7. The Facility shall, at the commencement of a student's Placement, provide the University's faculty and the student with a thorough orientation about the Facility's policies, procedures, standards and practices relevant to the student's Placement.
8. At regular intervals, as specified by the University, the Facility shall provide the University with an outline of the curriculum for the Facility's Program.
9. In the event a student is absent because of illness for more than three (3) days during the student's Placement, the Facility shall promptly arrange for the student to make up the lost time or shall inform the University that it is not able to do so.
10. Except for personal emergencies, the Facility shall not grant leaves of absence from regularly scheduled activities to students during their Placements without prior approval from the University.
11. The Facility shall promptly advise the Vice Chancellor for Legal Affairs, University of Wisconsin-Madison, 361 Bascom Hall, 500 Lincoln Drive, Madison, Wisconsin 53706-1380, if it has any reason to believe a claim may exist against an officer, employee, or agent of the University in connection with any activities performed under this Agreement. Notification is for informational purposes only and shall not eliminate Facility's duty to follow the statutory claim procedure in §893.82 of the Wisconsin Statutes prior to instituting a lawsuit.
12. The Facility, at its sole cost and expense, shall procure and maintain in full force and effect throughout the term of this Agreement such policies of comprehensive general and professional liability insurance as necessary to insure the Facility and its employees and agents against any claim or claims for damages occurring as the result of personal injuries or death occasioned directly or indirectly in connection with the performance of any service by the Facility and its employees and agents in connection with this Agreement. Upon the request of the University, the Facility shall deliver copies of such policies to the University prior to or upon execution of this Agreement, and modifications, extensions or renewals of such policies prior to or upon each anniversary date of this Agreement. The Facility agrees to notify the University immediately upon notification from an insurance carrier that a policy will be canceled.
13. The University may disclose information from a participating student's educational record, as appropriate, to personnel at the Facility who have a legitimate need to know in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C. 1232g; 34 CFR Part 99). The Facility hereby agrees that its personnel will use such information only in furtherance of the

clinical education program for the student, and that the information will not be disclosed to any other party without written notice to the University and with the student's prior written consent.

#### IV. Notices

Any notice required or permitted by this Agreement must be in writing and be delivered personally or sent by certified mail, return receipt requested and postage prepaid, to the following at the addresses indicated (unless otherwise specified):

IF TO UNIVERSITY: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

IF TO FACILITY: Elizabeth Larson, PhD, OTR/L  
Academic Fieldwork Coordinator  
1300 University Avenue, Rm. 2165 MSC  
Madison WI 53706-1532

IN WITNESS WHEREOF, the parties hereto have executed this Agreement

#### **BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM**

#### **FACILITY**

By: \_\_\_\_\_

By: \_\_\_\_\_  
 Signature

University of Wisconsin

\_\_\_\_\_  
 Name (Please Print.)

\_\_\_\_\_  
 Title (Please Print)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

#### **UW-Madison Originating Unit**

By: \_\_\_\_\_  
 Chairperson of Department

***INSTRUCTIONS FOR:***

***NATIONAL BOARD FOR CERTIFICATION IN  
OCCUPATIONAL THERAPY (NBCOT)***

***AND***

***WISCONSIN LICENSURE***

## **National Board for Certification in Occupational Therapy** **(NBCOT)**

All forms and instructions are available at [www.nbcot.org](http://www.nbcot.org)

**Important:** During the last 3 months of Level II fieldwork submit an online NBCOT exam application as a “certification candidate.”

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During your second year in the MSOT program the Academic Fieldwork Coordinator will provide an NBCOT Academic Credentials Verification Form (ACVF) to you for completion.

In December after your final grades are submitted the OT office will mail all of your ACVF forms to NBCOT.

[www.nbcot.org](http://www.nbcot.org)

Click on Forms to see a sample of this document.



## **Wisconsin Department of Regulation and Licensing**

All forms and instructions are available at <http://drl.wi.gov/>

If you plan to seek OT employment in Wisconsin, complete the following within the last 3 months of Level II fieldwork:

1. Submit the *Application for a License to Practice Occupational Therapy* and *Social Security Number Addendum* to establish an account at the Wisconsin Department of Regulation & Licensing.
- **After** opening an account, email the *Occupational Therapy Certificate of Professional Education* form to UW-Madison School of Education Dean's Office, Mitchell L. Patton, [mlpatton@wisc.edu](mailto:mlpatton@wisc.edu), 608-262-5630. This form requires signature of a Dean or Department Head and an official seal, both of which are provided by the School of Education *not* the UW-Madison Occupational Therapy Program.
2. If you secure a job before taking the NBCOT exam, submit a *Request for Temporary License for Occupational Therapy* form – but only after the *Application for a License to Practice Occupational Therapy* (referred to in #1 above) has been submitted. An employer must sign the *Request for Temporary License for Occupational Therapy* form.