



# Oregon

Theodore R. Kulongoski,  
Governor

## Occupational Therapy Licensing Board

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[www.oregon.gov/otlb](http://www.oregon.gov/otlb)

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### 2010 RENEWAL INFORMATION

Oregon OT and OT Assistants can start renewing their licenses in March, 2010

- ◆ You will receive a yellow postcard by mail giving you a code to renew online
- ◆ You will use that code and the last four SS numbers to access the renewal site
- ◆ You will renew online after March by going to: [www.oregon.gov/otlb](http://www.oregon.gov/otlb)
- ◆ Form must be **postmarked or submitted online by May 1** or pay the **\$50 late fee.**
- ◆ You can pay by credit card or send signed, dated confirmation page with a check or money order
- ◆ You should renew online to save money. If you cannot, you can call or e-mail for a paper copy
- ◆ Fees are non-refundable. The Board does not have the authority to waive late fees
- ◆ Fees have been reduced by \$10 per year! A 2-year OT fee is \$150; OT Assistant is \$100

### SUPERVISION OF OT ASSISTANTS

All OT Assistant working in Oregon must file a current Statement of Supervision form signed by both the OT and the OT Assistant. During the 2010 renewals the supervision form can be filed online by both the OT Assistant and the supervising OT.

### CONTINUING EDUCATION INFORMATION

The definition of Continuing Education is participation in courses, classes, workshops and other means for developing and updating occupational therapy professional skills.

To show compliance with required 30 points of CE for last two years:



- ◆ **You will write in** how many CE points you have completed, have your CE documents ready
- ◆ New grad in 2009? You do not need CE; New grad in 2008? You need 15 CE points  
CE categories and credits, log form and Tips are on the web site: [www.otlb.state.or.us/OTLB/CE.shtml](http://www.otlb.state.or.us/OTLB/CE.shtml)

## RENEWAL DEADLINE – May 1, 2010

If you have questions about your CE, contact [Felicia.M.Holgate@state.or.us](mailto:Felicia.M.Holgate@state.or.us) early

- ◆ **Pain Management** CE is mandatory and must be completed (six + 1 hour free online) May 1, 2010
  - It is one time and part of the required 30.
  - See [www.otlb.state.or.us/OTLB/docs/PainManagementCE.doc](http://www.otlb.state.or.us/OTLB/docs/PainManagementCE.doc) for more information
  - If you have not been licensed for 2 years, you have until your 2012 renewal to complete Pain CE
  - Be sure you print up the certificates so you have them if you are audited.

Generally, one point = 1 hour of attendance; two points per hour if you are presenting. CE must be obtained from March 1, 2008 through May 1, 2010. If you took a class in March, April or May, 2008 and already received credit for it for your 2008 renewal, you may not claim it again for this licensing period. The Board does not give credit for classes you plan to take in May, 2010 unless the Board approved your written request for an extension. You must have **completed** the class.

- ▶ **CE must be practice related**. Some courses may offer enrichment or provide useful skills, but to be approved for CE they must contribute to your **professional OT development**.
- ▶ Keep your CE records for a minimum of 4 years; provide them to the Board upon request.
- ▶ Do not send in certificates unless you are audited.
- ▶ The log form can be completed online and sent to the Board. For copies of the CE log form go to [www.otlb.state.or.us/OTLB/CE.shtml#CE\\_LOG\\_FORM](http://www.otlb.state.or.us/OTLB/CE.shtml#CE_LOG_FORM)
- ▶ **CE AUDIT: If you are selected for CE audit (clearly marked under your name) you must return your completed and signed CE Log Form and copies of all CE certificates.**
- ▶ **Exemptions** –Only licensees who have just graduated and passed the NBCOT exam are exempt from CE for the first year after getting their NBCOT certification.
- ▶ The Board recognizes that some courses and conferences are costly. Many licensees take advantage of local classes, hospital in-services (if OT related), and guest speakers. Check your local library, college/university for video tapes, and the professional association OTAO for a schedule of events. There are classes online that are less expensive. CE is a requirement. Check the OT Licensing Board web site at [www.otlb.state.or.us](http://www.otlb.state.or.us) under CE.

**CE Waivers:** OAR 339-020-0090 states "The Board may, in individual cases involving physical disability or illness or undue hardship, grant waivers of the minimum continuing education requirements or extensions of the time within which to fulfill the same or make the required reports. Applications for waiver shall be made to the Board in writing at least two months prior to license expiration." Waiver requests because of illness must include a statement of need from your treating physician. *Inconvenience to the licensee is not cause for waiver or extension.* If you would like to request a CE waiver or an extension you must submit a request to the Board before the March 31 deadline".

If you do not receive your license within 10 days please contact our office.