

**OREGON PHYSICAL THERAPIST LICENSING BOARD  
2014 - 2015 RENEWAL INSTRUCTION LETTER**

**Option # 1 – online renewal with electronic payment** - You will need to provide your last name, your Oregon PT/PTA license number, and the last four digits of your social security number. To access the online system go to the Board's website at [www.ptboard.state.or.us](http://www.ptboard.state.or.us) look for the "RENEWALS" headline and follow the instructions. You will be able to complete your renewal online and pay through the P.T. Board secure US Bank Merchant account system. You will be able to use a credit card, debit card, electronic check or Automatic Clearing House (ACH) transaction moving money from your account directly into the Board's account.

**Option # 2 – online renewal with a manual payment** – If you don't want to pay online, you will have the option to complete the renewal form online and print out a renewal confirmation. You will then mail the confirmation form along with your check or money order directly to the Board office. Confirmation forms received without a payment will be returned. Processing will take up to 5 business days from date received.

Regardless of what method you select, be certain to allow enough time to complete the renewal process by Monday March 31<sup>st</sup> 2014. Any license not renewed by that date will lapse at 12:01 AM Tuesday April 1<sup>st</sup> 2014, and the licensee can not provide patient care in the State or Oregon. All renewals received and or postmarked after March 31, 2014 will be assessed a \$50.00 lapsed license renewal fee.

**Continuing Education (CE)** - The current certification period is 04/01/2012 – 03/31/2014. In order to renew your license you must have completed the required CE of 24 hours for PT's and 12 hours for PTA's. If you are newly licensed between 04/01/2013 and 12/31/13, you will only need to complete half of those hours to renew your license. If you are newly licensed between 01/01/2014 – 03/31/14 you will not be required to complete any CE to renew your license for 2014.

**Pain Management CE requirement for PT's only.** If you were initially licensed in Oregon between 04/01/2010 – 03/31/2012 you must attest that you have completed the one time pain management course work to renew your license. Your initial licensure date can be found with your online renewal.

***CLICK HERE TO RENEW YOUR LICENSE***