

# Occupational Therapy Licensing Board



Student Guide  
2016-17



## Table of Contents

- Role of the Board & Contact Information
- Limited Permits
- Licensing & Renewals
- Continuing Education
- Supervision
- Discipline
- Useful information:
  - Name/Address Changes
  - Professional Organizations



## Role of the Board

The Board is responsible for protecting the health, safety and welfare of individuals who receive Occupational Therapy services in Oregon.

The **ROLE** of the Oregon OT Licensing Board is to:

- (1) Investigate complaints and take appropriate action.
- (2) Make and enforce laws and rules regarding OT practice.
- (3) Establish continuing education requirements.
- (4) Process applications and issue license and renewals.
- (5) Collect fees and authorize disbursements of funds.

The **MISSION** of the Board is to protect the public by supervising Occupational Therapy practice.

## Make Up of the Board

The Board consists of five members appointed by the governor and confirmed by the senate to serve four-year terms. Three Board members are licensed professionals; 2 are OT and 1 is an OT Assistant. Two are public members, usually having been a consumer of occupational therapy services.

## Contact Information

Oregon Occupational Therapy Licensing Board  
800 NE Oregon St. Suite 407  
Portland, OR 97232

[Nancy.Schuberg@state.or.us](mailto:Nancy.Schuberg@state.or.us)  
Executive Director

Phone: 971-673-0198  
Fax: 971-673-0226

[Rachel.Cillo@state.or.us](mailto:Rachel.Cillo@state.or.us)  
Licensing Coordinator

Phone: 971-673-0202  
Fax: 971-673-0226



## Limited Permits

Limited Permits are available *only once* for those who are applying to take the NBCOT examination. A Limited Permit costs **\$25** and is eligible for 90 days from the date of your NBCOT Authorization to Test notification.

### Instructions:

- Return the signed and completed form with a **\$25** check or money order payable to the “OT Licensing Board”. Applications are found on the website. **The limited permit application and license application are together in one packet, along with the LP supervision form. Send in the LP application along with the license application.**
- Your original school transcripts must be sent directly to the Oregon OT Licensing Board from your school.
- The “Authorization to Test” notification from NBCOT is required. You can forward the email or fax a copy. You do not need to pay for a paper copy to be sent to the OT Licensing Board if you have the email.
- Pay to have NBCOT scores sent to the Oregon Board.
- Have a signed “LP Statement of Supervision” filed in the OTLB office prior to the start of work under the LP. It can be faxed to 971-673-0226 or scanned and emailed.
- *If you have a job and need the license immediately, make sure the Board has your license application **fee** when your exam scores come in. That way, we can issue the license right away.*



## Licensing

If you do not already have a Limited Permit, fill out OT or OTA application, found on website. Send in signed hard copy along with your check. If you have already obtained a limited permit, you only need to send in your fee.

Complete the required online Law/Ethics exam:

[http://www.oregon.gov/otlb/Pages/Application\\_Forms.aspx#ETHICS\\_AND\\_LAW\\_EXAM](http://www.oregon.gov/otlb/Pages/Application_Forms.aspx#ETHICS_AND_LAW_EXAM)

### Application Fees:

After March 1<sup>st</sup>, 2016, the application fees will be as follows:

\$175 for OT (2 year fee). If you do not need your license until after March 1, 2017, pay the 1 year fee of \$100.

\$120 for OTA (2 year fee) If you do not need your license until after March 1, 2017, pay the 1 year fee of \$70.

Have your school official transcripts sent to the OT Licensing Board.

## Renewals

Renewals start March 1<sup>st</sup> and are due May 1<sup>st</sup> on even years. For those who get their license in 2016, your next renewal period is **March 1-May 1, 2018**. You must renew on line. It is fast and easy and fees can be paid by check or credit card.

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



## Continuing Education

### 339-020-0010 CE Requirements for Current Licensees

(1) All current licensees shall obtain a minimum of 30 points of CE from Board approved categories during the two years immediately preceding the date of the license renewal; -  
**OR-**

(2) The Board recognizes the maintenances of continuous professional development hours as evidenced by current NBCOT Certification (National Board of Certification in Occupational Therapy) as fulfilling the requirement for CE under (1).

For those graduating, passing the NBCOT exam and getting licensed in 2016, you will be NBCOT certified in 2018 so you will have met the CE requirement in Oregon. The NBCOT requirement is 36 CE points every 3 years.

### Pain Management

There is a one-time mandatory 7 hours of CE on Pain for new Occupational Therapists due within 2 years of licensure in Oregon.

The Pain Commission website provides a link to take the one hour of free CE on Pain. You need an additional 6 hours of classes on Pain Management CE. Any class on the Pain Commission site, including online classes, counts, but you can take other classes not on the site. If you are not sure whether the class counts, you can contact the Pain Commission at:

<http://www.oregon.gov/oha/OHPR/Pages/pmc/index.aspx>

### CE Audits

A random number of licensees are picked for CE audit each renewal period. A CE Log Form is available on the website to track your CE.

Send in the log form and documentation **only IF** you are being audited. It will clearly state on the renewal form that you are being audited.



## Supervision

### Rules:

- Any person who is licensed as an Occupation Therapy Assistant may assist in the practice of occupational therapy only under the supervision of a licensed Occupational Therapist.
- Before an OTA can assist, he/she must file with the Board a signed, current Statement of Supervision of the licensed occupational therapist who will supervise the OTA. The “Statement of Supervision” form can be found on the OTLB website: [www.oregon.gov/otlb](http://www.oregon.gov/otlb).
- An OTA always requires at least “general” supervision, as defined by the ORS rules:

“General supervision” requires the supervisor to have at least monthly direct contact in person with the supervisee at the work site with supervision available as needed by other methods.
- The supervising OT must provide closer supervision where professionally appropriate.
- The supervisor in collaboration with the supervisee is responsible for setting and evaluating the standard of work performed.
- Supervision can be done through video conferencing.



## **Discipline**

The Board must investigate all complaints filed with the Board. These complaints may come from various sources including patients/clients, family members, other health professionals, hospitals and employers.

Grounds for disciplinary action are:

1. Unprofessional conduct as defined by the Board (See OAR 339-010-0020);
2. Obtaining or attempting to obtain a license by means of fraud, misrepresentation or concealment of material facts;
3. Violating any lawful order or rule adopted by the Board that may affect the health, welfare and safety of the public; or
4. Gross negligence or incompetence in the performance of professional duties.

If the Board determines a violation has occurred, the Board may deny, suspend, revoke or refuse to renew a license or may impose probationary conditions on a licensee or applicant. The Board may also fine violators.

The Board's investigation is confidential, unless and until there is formal disciplinary action taken by the Board. If the investigation results in disciplinary action, the final order, or consent agreement is available to the public.

The Board also takes informal action, such as sending a Letter of Concern to the licensee. This action is not public and is confidential.



## Useful Information

### Names Changes

Email the Board if you have had a name change. Include a copy of the legal document showing the name change.

*If documents will come in a different name, please make that clear on the front of your application form!*

Be sure to include any changes to address, telephone or e-mail.

### Address Changes

Email the Board if you have had an address change:

[Rachel.Cillo@state.or.us](mailto:Rachel.Cillo@state.or.us)

### Professional Organizations

OTAO – Occupational Therapy Association of Oregon

[www.otao.com](http://www.otao.com)

NBCOT - National Board for Certification in Occupational Therapy

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

AOTA – American Occupational Therapy Association

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