

Occupational Therapy Licensing Board



Student Guide
2014



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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
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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. **You must include the License application along with the LP 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.
- Have exam results from NBCOT sent directly to the Oregon Board. If you pay for this when you register to take your exam, the OTLB Director can access the results through a secure site the day after results are in. If you do not pay for the service when you register to take your exam, you must pay for the exam results to be mailed by paper copy, which takes several weeks.
- 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.

Application Fees: (Starting March 2014)

\$175 for OT

\$120 for OTA

For those of you who get your license in the summer of 2014, you will be paying the application fee (\$100 for OT and \$70 for OTA) and the second year fee (\$75 for OT and \$50 for OTA).

Have your school transcripts sent to the OT Licensing Board.

Renewals

Renewals start March 1st and are due May 1st on even years. For those who get their license in 2014, your next renewal period is **March-May, 2016**. 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



Continuing Education

Thirty points of CE are due for licensees renewing their license except:

For new licensees:

0 CE points are required during the first year.

15 CE points are required during the second year.

For those graduating and passing the NBCOT exam and getting licensed in 2014, you will need only 15 points of CE when you renew in 2016.

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.
- 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.



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.

There is also a new Name change form on the web site.

Address Changes

Email the Board if you have had an address change:

Felicia.m.Holgate@state.or.us

There is also a new Address change form on the web site.

Professional Organizations

OTAO – Occupational Therapy Association of Oregon

www.otao.com

NBCOT - National Board for Certification in Occupational Therapy

www.nbcot.org

AOTA – American Occupational Therapy Association

www.aota.org