



## GUIDANCE FOR OD'S LICENSED IN OREGON FOR SHORT-TERM RESIDENCIES

**Just a reminder, here is a list of what you can do in the licensee self-service portal:**

1. Update legal address of record in the personal information section of the system – don't forget to do it within 14 days of but no later than the effective date to avoid a late reporting fee.
2. Update your email address.
3. Add your OE tracker number in the personal information section of the system.
4. Add or terminate practice locations – don't forget to do it within 14 days of but no later than the effective date to avoid a late reporting fee.
5. Update CPR certification in the qualifications section of the system – you can also add a copy of your CPR card in the system.
6. Request and pay for license verification in the document request section of the system.
7. Request and pay for license copies in the document request section of the system.
8. Print receipts for payments.
9. Request name changes.
10. Add CE courses (if you have your OE tracker number, they will add through the data feed). The due dates for any mandatory CE courses is on the top of the CE entry page in the portal.

**Reporting practice locations:** You must notify the Board in writing of each and every place of practice before engaging in practice at that location. Failure to do so will subject you to fees and potential discipline. Remember to mark one practice location as your primary practice. If you have multiple locations, or your primary practice changes, request a new license copy through the licensee self-service portal. When you terminate or leave a practice location, you must report it within 14 days, but no later than the effective date, to avoid a late reporting fee. If you are practicing in a residency position in Oregon, remember that you are a fully licensed Oregon optometrist and must follow all Board rules - including those regarding practice termination notice and change of address. Failure to timely report practice changes or address changes will result in late reporting fees.

**Reporting legal address of record changes:** You can check your legal address of record with the Board in the personal information section of the portal. Prior to leaving Oregon, be sure to update your legal address of record. Failure to do that timely, you will incur a late fee.

**License status changes:** You can change your license status to inactive at your license renewal if you wish. You can make requests to change your license status to lapsed or retired by emailing OBO with the request and including your e-signature which is: 1) your full name, 2) license number and 3) the last four digits of your social security number. If you change to either status, lapsed or retired, make sure you have reported the termination date(s) at any active practice locations.

**Oregon Board of Optometry**  
971-701-1194 (Executive Director)

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

[Optometry.board@obo.oregon.gov](mailto:Optometry.board@obo.oregon.gov)

971-701-1603 (Administrative Coordinator)