

**Oregon OT Licensing Board**  
**SPECIAL Board Meeting** – Tuesday, March 24, 2020  
Portland State Office Building, 800 NE Oregon St. Suite 407, Portland, OR 97232

**PUBLIC Board Minutes**

The Oregon Occupational Therapy Licensing Board held a Special Board Meeting on **Tuesday, March 24, 2020**. A phone conference was held. Board members: Board Chair Sybil Hedrick Park, OTR/L, CHT, CSCS; Vice Chair/Public Member Erion Moore, Kari Hill, COTA/L, public member Clyde Jenkins, Maxwell Perkins, OTR/L and Nancy Schuberg, Executive Director were all present on the call.

With a quorum present, Board Chair Sybil Hedrick Park called the meeting to order at 2:00pm.

**1. Disciplinary/Investigations/Complaints:** In accordance with ORS 192.660 (2) (L) which allows the Board to meet in Executive Session on matters to consider information relating to information obtained as part of complaints and disciplinary investigations.

The following cases were considered:

- **2018-16**

**PUBLIC SESSION:** The Executive session was adjourned and the meeting was brought back to public session. All votes were taken in public session.

**2. Renewals and Applications in a time of State of Emergency due to COVID-19**

The board considered its options given language of the OTLB statute prevents the board from extending the deadline for renewal of licenses, waiving the fee requirements, and extending the deadline for paying renewal fees. Any changes would need to occur with approval from the legislature.

**ORS 675.290 License renewal procedure; delinquent fee.** Each licensed occupational therapist or occupational therapy assistant shall apply to the Occupational Therapy Licensing Board prior to the expiration of a license for a renewal of a license. Each applicant for renewal of a license shall pay a renewal fee, in an amount established by the board, at the time of filing a renewal application. Any license that is not renewed before June 1 of even-numbered years, or before such date as may be specified by board rule, shall automatically lapse. The board may revive and renew any lapsed license upon payment to it of a delinquent fee in the amount of \$50. However, late renewal of a license may not be granted more than three years after its expiration.

The Director was informed that a Special Legislative Session was going to happen in the near future and the board could submit a legislative concept to waive the \$50 late fee that goes into effect on May 2<sup>nd</sup> and for lapsed licenses.

The Board also agreed to extend existing limited permits 90 days because the Prometric test sites have closed and NBCOT exam were cancelled.

**3. Motions:**

**2018-16** A MOTION WAS MADE BY Sybil Hedrick Park AND SECONDED BY Kari Hill TO proceed with the Final Order by Default. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

A MOTION WAS MADE BY Kari Hill AND SECONDED BY Maxwell Perkins TO grant authority to the director to sign future Final Orders by Default. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR

A MOTION WAS MADE BY Sybil Hedrick Park AND SECONDED BY Kari Hill TO extend existing limit permits by 90 days THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

A MOTION WAS MADE BY Sybil Hedrick Park AND SECONDED BY Maxwell Perkins TO waive the \$50 late that goes into effect on May 2-May 31. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

A MOTION WAS MADE BY Sybil Hedrick Park AND SECONDED BY Maxwell Perkins TO waive the \$50 late fee for lapsed license for 6 months after licenses lapse. THE MOTION PASSED WITH ALL PRESENT VOTING IN FAVOR.

The meeting adjourned at 3:02 pm.

Director Nancy Schuberg, April 1, 2020