

OTA's: Step-by-step Instructions - Filing Your OT Supervisor with the OT Licensing Board:

Step 1: Login to the License Portal: <https://otlb.onlineservice.oregon.gov/webs/otlb/service/#/login>

Step 2: Click on “Supervisor/Supervision”.

The screenshot shows the OTLB License Portal home page. On the left is a navigation menu with items: Welcome, Personal Information, Places of Practice, Other Licenses, Invoices & Receipts, License Renewal, Pain Management Module, Name Change Request, Document Request, Wallet Card and Wall Certificate, **Supervisor/Supervision** (circled in red), and Reset Password. The main content area is titled "Welcome to the OTLB License Portal" and contains instructions on how to use the portal, including a note about required data fields and contact information. Below the text are three service tiles: "License Renewal" (Available Now), "Name Change Request", and "Invoices and Receipts" (Outstanding Balance(s)).

Step 3: Click on “+Add New”




The screenshot shows the "Supervisor/Supervision Information" page. It features a section titled "Your Supervisor" with a table listing supervisor and licensee information. Below the table is a "+ Add New" button, which is circled in red.

Supervisor	Licensee / Applicant	Start Date	End Date	Approval Status	
111111 - Schuberg Nancy	222222 - Nancy Schuberg	03/04/2020	N/A	N/A	Review

Step 4: Enter your Supervisor's name, Site of Supervision and Start Date. Click on Save & Back.

Supervisor Information - Edit

Note: All information with a * is required information.

Licensee / Applicant	222222 - Nancy Schuberg
Name of Supervisor: *	Start typing to search... 
Site of Supervision *	
Start Date *	
End Date	

< Cancel & Back Save & Back >

After this is done, the OT Supervisor will be sent a reminder email to login to their license portal and confirm that they are your OT Supervisor. Instructions for OT's are listed below.

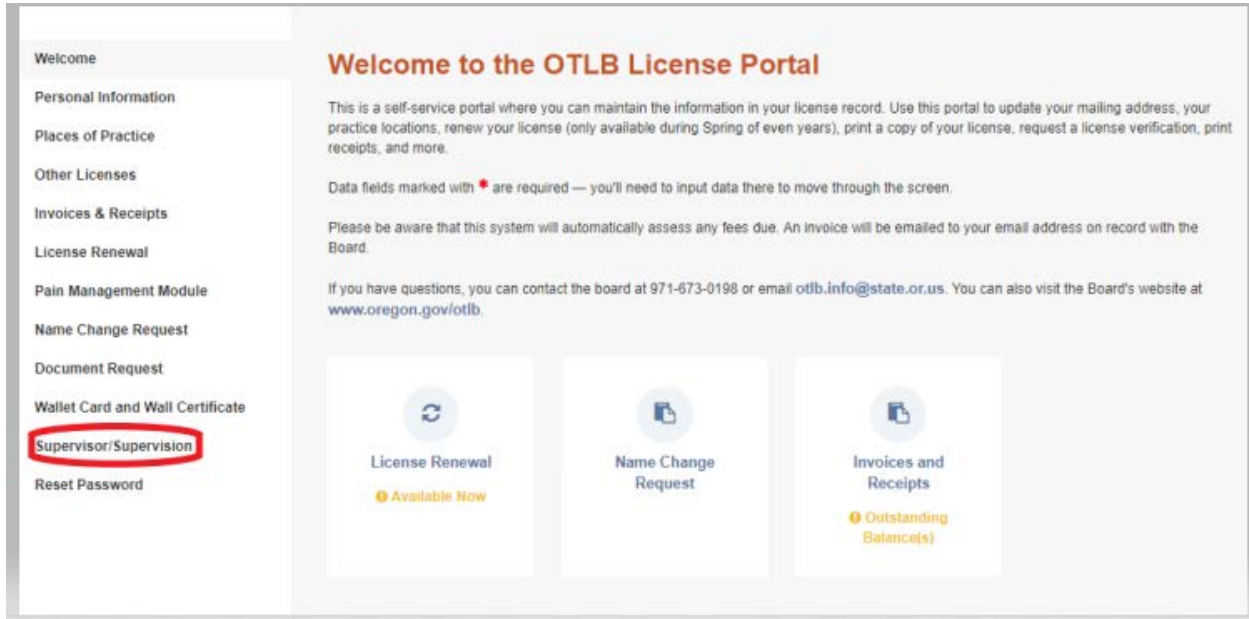
OTA's should follow up with the OT Supervisor and log back into the License Portal to verify that the Approval Status is "Approved". Until this status is entered, the supervision will not be considered filed with the board.

If you are not currently working in Oregon, under Site of Supervision, please add not **"Not currently working in Oregon."**

OT's: Step-by-step Instructions - "Approving" your OTA Supervisee with the OT Licensing Board

Step 1: Login to the License Portal: <https://otlb.onlineservice.oregon.gov/webs/otlb/service/#/login>

Step 2: Click on Supervisor/Supervision:



Welcome to the OTLB License Portal

This is a self-service portal where you can maintain the information in your license record. Use this portal to update your mailing address, your practice locations, renew your license (only available during Spring of even years), print a copy of your license, request a license verification, print receipts, and more.

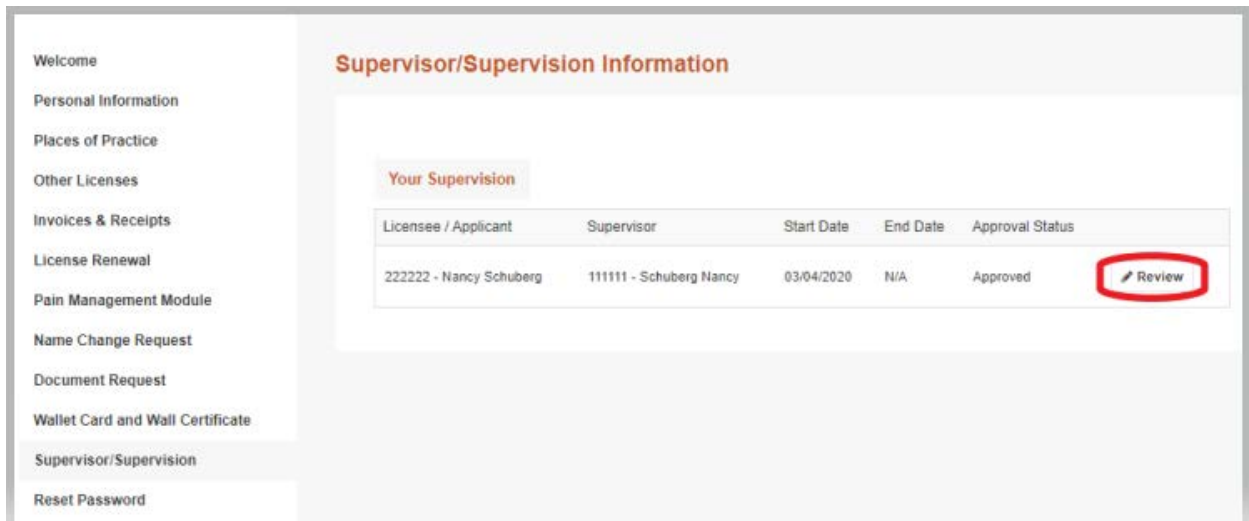
Data fields marked with * are required — you'll need to input data there to move through the screen.

Please be aware that this system will automatically assess any fees due. An invoice will be emailed to your email address on record with the Board.

If you have questions, you can contact the board at 971-673-0198 or email otlb.info@state.or.us. You can also visit the Board's website at www.oregon.gov/otlb.

- License Renewal (Available Now)
- Name Change Request
- Invoices and Receipts (Outstanding Balance(s))

Step 3: Click on "Review"



Supervisor/Supervision Information




Your Supervision

Licensee / Applicant	Supervisor	Start Date	End Date	Approval Status	
222222 - Nancy Schuberg	111111 - Schuberg Nancy	03/04/2020	N/A	Approved	Review

Step 4: Verify the start date and Click on the down arrow and enter “Approved”. Click on “Save & Back”.

Supervision Information - Edit

Note: All information with a * is required information.

Licensee / Applicant	222222 - Nancy Schuberg
Start Date *	03/04/2020 
End Date	<input type="text"/> 
Approval Status *	Select... 

[< Cancel & Back](#) [Save & Back >](#)

Once the OT supervisor has entered and saved “Approved” in Approval Status, the OT Supervisor is successfully filed with the Board.