

Mission: To protect the public by supervising occupational therapy practice and assuring safe & ethical delivery of occupational therapy services.

OTLB News

Occupational Therapy Licensing Board



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January 2022

Renewals 2022 begin on March 1st!

Starting March 1, 2022, ALL Oregon Licensees are required to renew their OT/OTA license to continue working in Oregon. Renewals are from **March 1 to May 31st** without a late fee. After May 31st, your license lapses and you can no longer legally work in Oregon. Your new license will be good through May 31, 2024.

If your license lapses on June 1st, and if you renew after May 31, 2022, you will be required to pay a \$50 late fine and complete the FBI fingerprint background check. For fingerprinting, you are charged \$40 that OTLB passes through to the Oregon State Police who runs the background check. Fieldprint, the state vendor who runs the scan of your fingerprints charges \$12.50.

Update your contact info: All renewals are done through the [License Portal](#). To make sure things go smoothly, please make sure your contact information is up-to-date with the OTLB. You can log into the License Portal and make any changes to your information, complete the address change form on the home page of the board website or email [Board staff](#).

What to know about CE requirements: If you are currently NBCOT certified when you renew, your CE is good in Oregon. When you go to renew you just click that you ARE certified. Board staff will verify your certification with NBCOT.

If you are not NBCOT certified when you renew, then you will need to have 30 points of CE within the last two years from your renewal date. **Make sure that you have your completion certificates to upload to your renewal.**

New Cultural Competency requirement of all licensees: There is now a legislatively mandated 1 hour of CE on cultural competency. All licensees must have completed it whether your NBCOT certification is current or not. For more information click [here](#).

Background checks: When you renew you will also need to report any arrests, charges, convictions, abuse of alcohol or controlled substances, disciplinary investigations, or conditions which could impede your ability to practice safely. The board runs Law Enforcement Data System (LEDS) checks on all licensees prior to renewals. Be truthful. Licensees can be denied their license and assessed a civil penalty of up to \$1,000 if they are caught lying to the board.

NOT renewing your Oregon License? If you know you do not want to renew, let us know by emailing [Board staff](#). We will mark you as NON renewing and you will no longer receive reminders.

What has changed since 2020 renewals?

1) Licensee's not NBCOT certified will be required to upload 30 points of CE certificates and explain how CE course relates to their practice. AOTA/NBCOT approved courses automatically count.

2) Licensees will no longer be sent a new certificate since they can print off their own copy from the License Portal.

3) [Cultural Competency CE requirement](#).

4) The board accepts CE on Self-Care.

For more Renewal FAQ's, see page 2.

Renewals 2022—FAQ's:

What about Pain Management CE? Don't I have to complete the one-time 7 hours on Pain? Per HB 2078 (2021), the CE rules citing the one-time requirement of 7 hrs on pain no longer exist. **Pain Management CE is not required for 2022 renewals.** Starting with 2024 renewal, you will need to have completed the 1 hour free online pain management module. Click [here](#) to review the new CE rules on pain management.

How do I go about renewing my license? It's been two years since I logged into the License Portal, what if I can't remember my login? Starting in March, go to the [License Portal](#), click on the renewal and enter either your Oregon license number or your email address. (The email address must be the same address we have on file. It connects you to your record in the Portal). Click on "forgot my password", enter your email for a temporary password to be sent you. If you get locked out or have any problems you can always email [Board staff](#) or call 971-673-0198.

How much does it cost to renew? OT's are charged **\$200**. OTA's are charged **\$140** for a 2 year license that expires on May 31, 2024.

What if I'm not sure if I'm going to work in Oregon? Is there an inactive status? In Oregon, you are either licensed or not licensed. If you let your license lapse and want to get licensed later on, you would have to pay the \$50 late fee and get fingerprinted. The cost to Fieldprint, the state vendor is \$12.50, and \$40 added on to the fee that gets passed through the Oregon State Police. Cost to reinstate a lapsed license is as follows:

If you reinstate your lapsed license June 1, 2022-Feb. 28, 2023 you would pay the two-year fee:

OT: \$200+\$50 (late fee)+\$40 (fingerprinting) = **\$290**. OTA: \$140+\$50 (late fee)+\$40 (fingerprinting) = **\$230**.

If you reinstate your lapsed license from March 1, 2023-Feb. 29, 2024 you would pay the one-year fee:

OT: \$100+\$50 (late fee)+\$40 (fingerprinting) = **\$190**. OTA: \$70+\$50 (late fee)+\$40 (fingerprinting) = **\$160**.

****New* Legislatively mandated Cultural Competency CE Requirement***

Effective July 1, 2020, ALL licensed Occupational Therapists and Occupational Therapy Assistants are required to complete at least **one hour** on Cultural Competency per renewal period. This requirement is in compliance with HB 2011 (2019).

This new requirement does apply to 2022 renewals.

Link to rule: [339-020-0025 CE in Cultural Competency](#)

The Board leaves it up to the discretion of the practitioner to choose a course that would be most beneficial to their practice. The OHA list of courses below are available but it is not required that you choose a course from the list.

OHA List of Approved CCCE Training: [Click here](#)

OHA CCCE website: [Click here](#)

AOTA course: Diversity in Health Care for OT: [Click here](#)

Have you taken an excellent Cultural Competency CE course that you would like to share with your peers? Email [Board staff](#) with the link and we will add it to the OTLB website.

The OTLB will now accept CE on Self Care:

[339-020-0020 CE Categories and Points](#)

(18) Personal Development/Self-Care: Up to four points.

Licensee's must be able to describe how the CE relates to their practice. All CE must be at the professional level.

For more information on CE requirements, rules and tips: Click [here](#).

Continuing Education Requirements for Renewal

All licensees current on their NBCOT certification automatically meets the CE requirement in Oregon. If you are not current on your NBCOT certification, you must have 30 points of CE within 2 years of your date of renewal. Click [here](#) to view the rule.

REMINDER: **ALL** licensees will be required to have 1 hour on cultural competency when they renew. This is a legislatively mandated requirement of all OTs and OTAs. Click [here](#) to view the rule.

Information about the 30 points of CE :

- **NEW:** All Licensees who are not current on their NBCOT certification will now be required to **upload your 30 points of completion certificates into the renewal.**
- Do not leave it for the last minute. Most practitioners get more than the required 30 points.
- If you have **over the required 30 points** in the last licensing period and obtained it in March, April or May, you can use these points for the next renewal period. You cannot use CE from March, April, May twice, so if you used these CE points for the previous renewal, you cannot use them again.
- CE must be specifically **related to your OT practice** and be **at practice level.**
- **NEW:** Licenses are required to explain how the CE course relates to your practice **on the renewal.** NBCOT and AOTA Approved courses automatically count. No justification required.
- Any annual training for your job, universal precautions common health care safety training (CPR) is **not accepted** as CE for your OT/OTA license.
- **CE on emerging practice:** must have evidence-based support in addition to the completion certificates to count.
- **Management:** The Board recognizes that enhancing professional skills, although not clinically based in terms of patient care, demands more in terms of management so educational management courses will be approved.
- **Medicare training** may be approved depending on documentation and how it is related to OT.
- **In services:** Keep track of the information required, the date, who provided it and how it specifically related to OT at the practice level. If your facility does not do this then you must obtain the documentation.
- CE for an in-service given by an OT Assistant at a facility on testing is **not approved for an OT. Why?** The OT Assistant's scope of practice in gather testing information and the in-service on this may be appropriate CE for an OT Assistant. However, an OT cannot get CE for the Assistant's in-service since it is not at practice level for the OT. The OT Assistant cannot interpret data since this would be beyond the OT Assistant's scope of practice.
- CE on **self-care** is now accepted. 339-020-0020 (18)
- You are required by rule to keep your CE information for **four** years. 339-020-0080 (2)
- You will notified by the Board if you are selected for a random CE audit.
- For the full list of **CE Category and points:** click [here.](#)

Is the OTLB going to transfer to OHA's Health Licensing Office?

The Governor's biennial budget for 2021-2023 came out in early December in 2020 and proposed that six agencies that currently report directly to the Governor, including the Occupational Therapy Licensing Board, move under the Oregon Health Authority's Health Licensing Office (HLO). The other agencies included are the Speech Language and Audiology Board, Naturopathic Board, Mortuary and Cemetery Board, Medical Imaging Board and the Veterinary Board. Since 2006, these six boards have been grouped together for budgetary purposes as the Health Related Licensing Boards. The boards share resources and a budget code but otherwise operate as independent agencies.

HLO is one large agency that currently oversees 17 Boards and Programs, including the Art Therapy Program, Board of Cosmetology, Licensed Dietitians, tattoo artists, athletic trainers, etc. There is one executive director that oversees all the boards, and agency is divided into 3 divisions, Licensing, Investigations and Policy.

Link to HLO's website: [Click here](#). Link to HLO statutes: [676.560 Purpose of Health Licensing Office](#).

In June of 2021, the Joint Ways and Means Education Subcommittee recommended granting the six boards a two-year budget and has directed the six boards to work with the Dept. of Administrative Services (DAS) to present a plan to remain independent or to become a part of OHA's Health Licensing Office starting in the 2023-25 biennium. The boards and DAS must jointly report their proposal to the Joint Ways and Means Committee during the 2022 legislative session. For a link to the recommendation: [Click here](#). The bill went on to pass the house and senate has been signed into law by the Governor.

1/26/2022 update: The Executive Directors of the six Health Related Licensing boards submitted their report to the Legislative Fiscal Office on January 14, 2022. A work session is being scheduled with the Joint Ways and Means Education Sub-committee in February. At the session, the committee will discuss and vote whether to acknowledge receipt of the report. The subcommittee will not be advancing a recommendation related to whether or not the six agencies should remain independent, they will just be discussing the report and the contents. The report will be used to inform further discussion with legislators as they consider budgetary decisions for the 23-25 biennium.

Additional information will be shared with licensees as it becomes available.

Filing OTA Supervision

Any person who is licensed as an occupational therapy assistant may assist in the practice of occupational therapy only under the supervision of a licensed occupational therapist. Before an OTA can start working they must file their OT Supervisor with the board.

OTA's can update their OT Supervisor electronically through the OTLB [License Portal](#). No longer do you have to send in a form. Log in and Click on Supervisor/Supervision Tab, add the name of the OT Supervisor, the Site of Supervision, the Start date and click SAVE. **The OT Supervisor must then log in and change the approval status to "approve"**. Once this is done, the OT Supervisor is on file with the board.

[Step-by-step instructions on how to file supervision in the License Portal](#)

[OAR 339-010-0035 Supervision of an Occupational Therapy Assistant](#)

Finding “Normal” During the Pandemic

Courtesy of IBH Monitoring

Normal” is the buzz word of the day. Our country is eager for a “return to normal,” but that won’t be so easy after all that we have experienced.

The pandemic represents a chronic, long-term and on-going tragedy. When any tragedy strikes, normal human reactions follow a pattern called “crisis response.” This happens naturally in all of us and encompasses a range of both physical and emotional responses. Initially, our instincts take over and we experience “Fight, Flight or Freeze” reactions to threats or danger. In these moments, physical reactions include increased adrenaline, heightened senses, increased heart rate, hyperventilation, sweating, etc. We experience a variety of emotional reactions as well. These may include shock, disbelief, denial, anger, fear, sorrow, confusion, frustration, and guilt.

Looking at the pandemic through this lens, as a nation we have found ourselves in and out of crisis response for more than a year and a half. For health care providers on the front line, this is even more true. To put it mildly, this has been exhausting, both physically and emotionally. It is helpful to discuss what is happening in a supportive and safe environment. Validation of your experiences and acknowledgement of your emotional and physical reactions is helpful.

Most people show signs of stress to crisis. These symptoms are typically a normal reaction to an abnormal situation. Some of the predictable reactions that may persist as we continue to face the pandemic, and even after it abates, are listed at left.

In addition, there are some pandemic-specific crisis response reactions people may experience: It can feel like there is an expectation to return quickly to pre-pandemic activities and responsibilities. This may be a welcome change, but there may also be difficulties and challenges during this process. After more than 18 months of being encouraged to stay home and avoid contact with those outside of your family or “pod,” you may feel uneasy about resuming activities like eating in a restaurant, attending a movie or performance, going to an outdoor festival or parade, traveling, or many other activities that have not been a part of “normal” life since early 2020. You may be ready to jump back into pre-pandemic life with both feet, but you may also feel anxious about doing so (or likely, somewhere in the middle).

Being familiar with these signs of stress in yourself and your loved ones can be helpful. These signs are normal and should decrease over time. That said, it is important to know how to relieve stress in a healthy way and know when to get help. The first step is to prioritize self-care.

Keep yourself healthy

- Eat healthy foods and drink water.
- Avoid excessive amounts of caffeine and alcohol.
- Do not use tobacco or other drugs that have not been prescribed by your physician.
- Get enough sleep and rest.
- Get physical exercise.



WHAT'S COMING UP

2022

Feb. 11	Board Meeting
Feb. 24	Student Legis. Day
March 1	Renewals Begin
April	OT Month
May 6	Board Meeting
May 31	Last day of renewals (without a late fee)
June 1	Licenses not renewed lapse
Aug. 5	Board Meeting
Sept. 23	Strategic Planning (tentative)
Nov. 4	Board Meeting

State Holiday Closure Schedule

Feb. 21	Presidents Day
May 30	Memorial Day
June 20	Juneteenth
July 4	Independence Day
Sept. 5	Labor Day
Nov. 11	Veterans Day
Nov. 24	Thanksgiving Day
Nov. 25	Day after TG
Dec. 26	Christmas

Occupational Therapy Licensing Board

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Licensee Count:

OT's: 2471

OTA's: 566

Total: 3,037

Visit the [License Portal](#)

- Update your Contact Information
- Submit a name change request
- OTA 's can file their OT Supervisor with the board. (The OT Supervisor must log in to confirm)
- Request a verification to be sent to another state. Click on Document Request.
- Update your work location.
- View and print any invoices or receipts.
- Print a copy of your License.
- **Renew your license—starting March 2022.**

Lend your skills in an emergency...

State Emergency Registry of Volunteers in Oregon (Serv-OR)

SERV-OR is a statewide registry system to help health care professionals volunteer their services during emergencies with significant health impacts.

The registry is sponsored by the Oregon Public Health Division in partnership with the Medical Reserve Corps.

For more info, visit:

<https://www.serv-or.org/>

Self-reporting Requirements

If you are arrested you must notify the Board within **10 working days** of a conviction of a misdemeanor, or an arrest for or conviction of a felony. OAR 339-010-0020 (5)(d).



Did your Legal Name Change?

To change your name: Go to www.oregon.gov/otlb for the name change form or send an email to [board staff](#). Email or fax us the legal document showing the name change. OAR 339-010-0018

Keep your Contact Info Current—It's the Law!

Change your contact information within 30 days: Go to www.oregon.gov/otlb and complete the address change form, send an email to [board staff](#) or to log into the License Portal—click [here](#). OAR 339-010-0018

To order a verification to be sent to another state: click [here](#). (We do not need their form). We will email you back when it is done. Fee is \$25.