

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



October 2023

BOARD MEMBERS

- Whitney Hooker, OTR/L, CLT
- Max Perkins, OT/L
- Kari Hill, COTA/L, Vice Chair
- Erion Moore, Public Member, Chair
- Ellen Stauder, Public Member

BOARD STAFF

- Nancy Schuberg
Executive Director
- Rachel Cillo
Licensing Specialist

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Don't Miss the 2023 OTA Conference!

By the OTA Conference Committee



The **2023 OTA Conference** is quickly approaching! The conference is **October 28-29** at Pacific University in Forest Grove. You can earn up to 15.5 CEU for the upcoming 2024 license renewal year! This is the first in-person conference since 2019 and we look forward to seeing you there!

In addition, the AOTA Executive Board will also be joining us this year and hosting a listening session on Sunday. AOTA will be hosting an event Friday, October 27 on World OT Day (information to come!) and OTA will be hosting a social on Saturday evening!

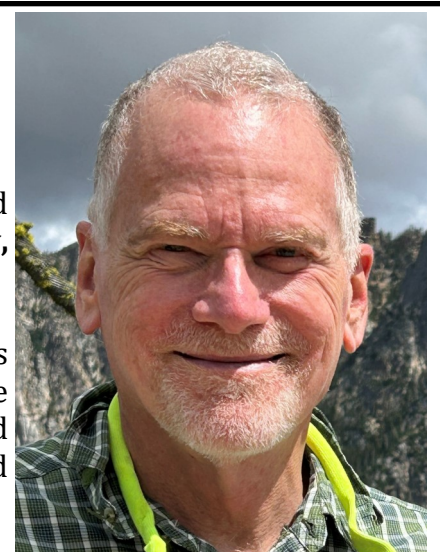
To register and ongoing updates about conference, please visit our website: click [here](#). If you have any questions, please don't hesitate to ask: otaconferencecommittee@gmail.com

OTLB Presentation: **"Don't Let Ethical Issues Jeopardize Your License!"**

Join the OT Licensing Board members and staff at the OTA conference on **Saturday, 10/28 from 12:25-1:25pm, (during lunch).**

OT member Maxwell Perkins will share his insights from sitting on the board, issues the board deals with, clinical competence and what to do (and what not to do) when faced with an ethical dilemma.

We look forward to seeing you there!



Maxwell Perkins, OT/L
OT Board Member

OT Board Member Vacancy

The OT Licensing Board is seeking a new OT member to serve on its five member board. The Board is comprised of 2 OTs, 1 OTA and 2 public members. Board members are appointed by the Governor and approved by the Legislature. Board members can serve up to two 4-year terms. The application deadline has been extended to **October 31, 2023 at 5pm**. *Thank you to those who have already submitted an application. The board will reach out starting November 1st to set up interviews.*

Board member responsibilities include but are not limited to:

- Attend quarterly Board meetings, customarily held on the first Friday of February, May, August and November. The meetings begin at 10:00am and generally last until 2:00pm. Meetings are usually held virtually with one in-person meeting per year in Portland.
- Review confidential complaints and complaint investigations, including confidential and protected health information to determine whether a licensee has violated Oregon statute or rule in the course of their practice, and impose discipline.
- Assist in responding to clinical or scope of practice inquiries that come to the Board.

The Board pays a stipend of \$151 per meeting plus reimbursement for travel to and from the in-person board meetings. **The Board encourages OT's outside of the Portland area to apply! You must reside in Oregon.**

The next opening will begin formally in early to mid 2024, however the appointment process will begin a few months in advance. **If you are interested, please apply online on the Boards and Commissions page of the Governor's website.** For the link, click [here](#).

The Governor is committed to ensuring that all Boards and Commissions represent the growing age, racial and gender diversity of the state.

For more information, email the [Board Director](#).

OTA Supervision—Resources available on the OTLB website

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 must update their OT Supervisor electronically through the OTLB [License Portal](#). 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 that you have entered will then need to log in to their portal and change the approval status to APPROVE. Once this done, the OT supervisor has been successfully filed with the Licensing board.

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

Check out the many resources available on the [OTLB Website](#): FAQ's by setting, AOTA Docs, Supervision Log forms, examples of the types of supervision, OAR's.

To review the supervision packet sent to all newly licensed OT Assistants , click [here](#).

Tips on Continuing Education

As we near the start next licensing cycle, it's a good time to remind licensees of the Oregon CE requirements, what the Board will and will not accept.

If you are NBCOT certified when you renew, your CE automatically meets the state requirement. ([OAR 339-020-0010](#)). In the renewal, click that you ARE certified and we verify it when we process your renewal.

If you are not NBCOT certified when you renew, please read on for advice regarding your CE. This information has been added to the OTLB website under the [Continuing Education](#) tab. Click on "Advice on CE".

Next renewals will be held from March 1-May 31, 2024 and licensees must have at least 30 points of CE or be NBCOT certified. Licensees not NBCOT certified will be required to enter the course and completion certificate into the online renewal.

Advice on CE:

- **CE must be specifically related to your OT practice and be at practice level.**
- **Annual trainings** for your job, universal precautions, or common health care safety training **are not accepted.**
- **CE on emerging practice** must have evidence-base 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.
- **Self-help courses:** CE on personal development/self-care is accepted. [OAR 339-020-0020 \(18\)](#).
- **Medicare training** may be approved depend-

ing on documentation and how it relates to OT.

- **In-services:** Keep track of the information needed, the date, who provided it, number of hours and how it specifically related to OT at the practice level. If your facility does not do this then you must obtain the documentation.
- **For CE to count,** you must submit the CE completion certificate that includes **your name**, the **name of the course**, the **date**, the **number of CE points**, and **who it was given by**.
- **Do not leave it for the last minute.** Most practitioners get more than the required 30 points.
- If you had **over the required 30 points** in the last licensing period and obtained CE in March, April or May of 2022, you can use these points towards the 2024 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.
- **Waiver / Extension for CE:** The Board may, in individual cases involving physical disability or illness, or undue hardship, grant waivers of the minimum CE requirements or extensions of time within which to fulfill the same or make required reports. **Applications for waivers shall be made to the Board in writing at least two months prior to license expiration.** If you are requesting a waiver for medical reasons, you must provide letter from treating physician. [OAR 339-020-0090](#).
- You are required by rule to keep your CE information for **four** years. [OAR 339-020-0080 \(2\)](#)
- **Mandatory Legislative Requirements:** The Pain Management module and Cultural Competency CE Requirement does count toward the 30 points.
- For a list of CE Categories and Points please check the OTLB website under the [Continuing Education](#) tab.



WHAT'S COMING UP

2023

Oct. 19 Board Meeting-Virtual

Oct. 28-29 OTAO Conference

2024

Jan. 26 Board Meeting-Virtual

March 21-23 AOTA Inspire

April—OT Month

May 3 Board Meeting-In person

Aug. 2 Board Meeting-Virtual

Nov. 1 Board Meeting Virtual

State Holiday Closure Schedule

2023

Nov. 10 Veterans Day

Nov. 23 Thanksgiving

Nov. 24 Day after TG

Dec. 25 Christmas

Occupational Therapy Licensing Board

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(971) 673-0226 FAX

Website:

<https://www.oregon.gov/otlb/Pages/default.aspx>

Email:

Nancy.Schuberg@otlb.oregon.gov
-or-
Rachel.Cillo@otlb.oregon.gov

Licensee Count

OT's: 2,441

OTA's: 516

Total: 2,957

Next License Renewals: March 1—May 31, 2024

All licensees must have 30 points of CE within the 2 years preceding the date of renewal or be NBCOT certified when they renew. To check if your NBCOT certification is current, click [here](#). ALL Licensees must have completed 1 hour of CE on [Cultural Competency](#) and complete the [Pain Management module](#).

Scam Alert!

The Board continues to receive reports from licensees that they are receiving fraudulent calls from scammers claiming to be Board staff. In some cases, the calls appear to be coming from the Board or another official agency because the scammers are "spoofing" telephone numbers. These scammers will pretend that you are under investigation with the Board and will threaten loss of license and will demand payment or personal info.

If you receive any of these calls, or unsure if the call you receive is legitimate, please hang up and either call the Board at 971-673-0198 or send an [Email](#).

Licensee Self-reporting Requirement

[OAR 339-010-0020 \(5\)\(d\)](#)

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. Email the [Director](#).

Name Change

[OAR 339-010-0018](#)

To change your name: Log into the [License Portal](#) and submit a name change request. You can also complete the [name change form](#) on the website. [Email](#) us or fax us a copy of the legal document showing the name change.

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

[OAR 339-010-0018](#)

Log into the [License Portal](#) and update your address, or complete and submit an [address change form](#).

Order a verification to be sent to another state

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