

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



January 2024

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- Max Perkins, OT/L
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- Erion Moore, Public Member, Chair
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- Nancy Schuberg
Executive Director
- Rachel Cillo
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License Renewals begin on March 1st!

Beginning March 1, 2024, 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 unless you renew. Your renewed license is good through May 31, 2026.

If your license lapses and you later decide to renew you will be required to pay a \$50 late fee.

Update your contact info: All renewals are done through the [License Portal](#). To make sure things go smoothly and you don’t miss out on any important reminders, please make sure your contact information is up-to-date with the OTLB. To update your information, you can log into the License Portal, complete the address change form on the home page of the OTLB [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 the NBCOT.

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

All licensees (regardless of the status of their NBCOT certification) must complete the legislatively mandated

CE requirements:

Cultural Competency CE is required by all licensees: The legislatively mandated 1 hour of CE on cultural competency must have been completed within the last 2 years from your last renewal date. For more information and a list of CE available, click [here](#).

***New Requirement* Pain Management Module:** The Pain Management rule changed as a result of the passage of HB 2078 (2021). Licensees must complete the 1 hour [OHA Pain Management Module](#) starting 2022 and must demonstrate completion starting with 2024 renewals. Upload your completion certificate into the License Portal. For step-step instructions, [click here](#).

Background checks: When you renew you will be required 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. Licensees can be denied their license and assessed a civil penalty of up to \$1,000 if they are caught lying to the board. Remember, dismissed cases will show up on a background check.

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 email reminders.

For Renewal FAQ’s, see page 2.

Renewals 2024—FAQ's:

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. If you forgot your password to log into the Licensee Portal, you can use the Forgot Password link on the portal. Remember to check your junk folder if you don't receive the temporary password. You can also log in using your license number.

Will this CE course count? If you are current on your NBCOT certification, you automatically meet the CE requirement. To see if a course will count you may want to check with the NBCOT since you are reporting your CE to them. Check your certification status at www.nbcot.org.

If you are not current on your NBCOT certification, the OT board does not pre-approve CE but the OT practitioner can decide that it is relevant. The therapist has to determine that the class is at practice level and related to their OT practice. Those not currently certified will be required to upload 30 points of CE certificates and explain how each CE course relates to their practice. AOTA/NBCOT approved courses automatically count.

Is there a particular cultural competency CE course I must take? Licensees can choose a course that would be most beneficial to their practice. For a list of available courses, check the [OTLB website](#) under the "Cultural Competency CE" tab and scroll downward to the lower portion of the page. You will find a list of courses, costs and the links. You are not required to choose a course from the list.

How do I print a copy of my license for my employer ?

The **License Portal** allows you to print off your new license. However, please note your renewed license, good through May 31, **2026**, will not be available to print until you have completed all steps of your renewal **and** it has been approved by Board staff. You will receive an email once the renewal is processed. We are no longer mailing certificates.

How much does it cost to renew? OT's are charged **\$240** and OTA's are charged **\$160** for a 2 year license that expires on May 31, 2026.

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 lapsed and want to get licensed later on, you would have to pay the \$50 late fee. Cost to reinstate a lapsed license is as follows:

If you reinstate your lapsed licensed June 1, 2024-Feb. 28, 2025 you would pay the two-year fee:
OT: \$240+\$50 (late fee)= **\$290**. OTA: \$160+\$50 (late fee)=**\$210**.

If you reinstate your lapsed license from March 1, 2025-Feb. 29, 2026 you would pay the one-year fee:
OT: \$120+\$50 (late fee)= **\$170**. OTA: \$80+\$50 (late fee)=**\$130**.

I'm planning to stop working for a few years, should I renew? You should keep in mind that if you are unlicensed in any state for over 3 years you must go through a board approved re-entry program or retake the NBCOT exam to become re-licensed in Oregon. ORS [675.240\(5\)](#) / OAR [339-010-0016\(2\)](#).



“It all boils down to Clinical Competence”

Last October, the OT Licensing Board Director was invited to participate in a panel discussion at the Seminar on Feeding given by [RSOL](#). Joined by representatives from the Board of Speech Language, Pathology and Audiology and the AOTA, presenters were asked to review their respective board’s OARs pertaining to feeding and eating.

This is what is in the OTLB OARs:

OAR 339 - 010 - 0005

(L) Management of feeding and eating to enable swallowing performance;

For occupational therapy, the rule is pretty standard in state practice acts and in the OTLB rules it falls under the definition of OT. It is included so it is understood that OTs have it within their scope to do management of feeding and eating.

As the rule is not specific, the board has received particular questions, can we do this? Or this? And always the board response is...only if you have the clinical expertise, education and experience. This is an advance practice, as with all practice you need to know what you’re doing. If there is a complaint, the board is going to investigate and you will be asked to prove to the board that you were qualified to do the intervention.

At the August 18th board meeting, the board discussed the OT practitioner role in feeding and eating. Kristen Neville, AOTA State Affairs Manager, participated and a school administrator joined in the discussion. He was being told by therapists, “my license is on the line”, “I can’t do this, I don’t have the training” and he wanted to gain a better understanding of where it was coming from.

The OTLB made it clear. If there is a complaint and someone got hurt, and if it was found out in the investigation that the licensee who did the intervention was not qualified or didn’t have the experience, they could be publicly disciplined. The board has authority to put a license on probation, suspend or even revoke a license.

Update on HB 2618

The passage of [HB 2618](#) (2023) required the Oregon Department of Education (ODE) to conduct a study to identify the best methodology for determining the appropriate number of students on a workload for Occupational Therapists, Physical Therapists, and Speech Language Pathologists. It also directed the ODE to submit findings of the study to the interim committees of the Legislative Assembly related to education by January 5, 2024.

For the submitted report, visit the ODE website by clicking [here](#).

Clinical Competence, continued...

This self-assessment falls on the therapist. And as one board member stated, “one course on dysphagia is probably not going to be enough to qualify you.”

But does that mean that you cannot get qualified? Of course not. From a managerial perspective, if that is part the job description and that is something you need to be doing as part of your job, you can work with your employer or administrator, come up with an action plan and gain the skills. The board suggested that competency can be established in many ways, through additional training, shadowing, research, coursework and observation.

In his presentation at the October OTA conference, OT Board Member Max Perkins said it best:

“It all boils down to clinical competence in regards to doing anything and just because the rules and regulations says you can do it, does not mean that you are competent to do it. And the fact that you are an OT doesn’t necessarily qualify you either. As an OT you have your hands in a multitude of things and are trained in a wide variety of subjects but it doesn’t necessarily qualify you to do what is being asked of you to do.”

“It doesn’t matter the pressure that’s being put on you either. Ask yourself...do you have the training to do it? Do you feel comfortable doing it? And do you have the clinical competency? And if not, then you shouldn’t do it. And that is to protect yourself and ultimately your client.”

WHAT'S COMING UP

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

2024

Jan. 15 MLK Jr. Day

Feb. 19 Presidents' Day

May 27 Memorial Day

June 19 Juneteenth

July 4 Independence Day

Sept 2 Labor Day

Nov. 11 Veterans Day

Nov. 28 Thanksgiving

Nov. 29 Day after TG

Dec. 25 Christmas

Occupational Therapy Licensing Board

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New on the OTLB website

The OTLB staff is continuously updating the [OTLB website](#) to ensure it is current and a good resource for licensees, as well as the public. Here are a few of the recent additions:

- Under the [Cultural Competency tab](#), available courses, links and costs.
- Under the [“OT in Schools “ tab](#), a list of contacts within the ODE per school district. This is a good list of who to contact if you have questions about IEPs and IFSPs.
- Under the [License Portal tab](#), tutorials on how to print off your license certificate, how to file OTA supervision, and uploading CE in the License Portal.
- Under Applications, a new [Student Guide](#), that includes information about the Board, Limited Permits, Licensing, Renewals, Continuing Education, Supervision of OTA's, Discipline, etc.

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.