

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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February 2026

License Renewals open on Monday, March 2nd

Beginning on Monday, March 2nd, 2026, ALL Oregon Licensees are required to renew their OT/OTA license to continue working in Oregon. Current licenses expire on May 31, 2026. Renewals start on **March 2 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, 2028.

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, you automatically meet the state CE requirement and you do not need to upload the 30 points of CE. 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, you must have 30 points of CE completed within the last two years from your renewal date. **Make sure that you have your CE completion certificates handy to upload into your renewal.**

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

MANDATORY CE REQUIREMENTS: **Cultural Competency CE is required by all licensees:** The legislatively mandated 1 hour of CE on cultural competency must be completed during every renewal period. The licensee chooses the course. For more information and a list of CE available, click [here](#).

FREE OHA Pain Management Module: Licensees must complete the 1 hour **FREE OHA Pain Management Module** during every renewal period. The completion certificate must be uploaded into the License Portal. For step-by-step instructions, [click here](#).

Background checks: 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 for failure to answer truthfully any question asked by 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 NOT renewing and you will no longer receive email reminders.

Renewals 2026—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, **2028**, 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 licenses.

How much does it cost to renew? OT's are charged **\$240** and OTA's are charged **\$160** for a 2 year license that is good through May 31, 2028.

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 between June 1, 2026-Feb. 28, 2027, 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 between March 1, 2027-Feb. 29, 2028 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\(2\)](#).



OTA Supervision: Insights from the 2025 OTA Conference

Last November, the Occupational Therapy Licensing Board (OTLB) presented a deep dive into **OTA Supervision** at the 2025 OTA Conference. The session addressed questions gathered from a licensee survey. The Board thanks everyone who participated in the survey.

While the Board oversees the OTLB [Rules](#) and [Statutes](#), many day-to-day challenges fall under professional judgment. The Board panel of seasoned therapists with over 70 years of combined experience provided the following guidance:

1. **High Productivity & Staffing Shortages**—New grads struggling to get required supervision in high-pressure settings (e.g., schools or busy clinics).
 - **Strategy: Advocate and Document.** Caseload management is an employer/HR issue, but safety is a legal requirement. Schedule recurring meetings, educate managers on supervision rules, and document your time to show why requirements are not being met.
2. **New OT vs. Experienced OTA:** An OTA has advanced certifications or years of experience that the supervising "new grad" OT does not yet have.
 - **Strategy: Collaboration over Hierarchy.** Supervision is a legal responsibility. OTs must honor their role by verifying competency, while both parties should lean on Attitude, Opportunity, and Collaboration to share knowledge.
3. **When the OTA is the Boss**—Navigating clinical supervision when the OTA is also the Rehab Director/Manager.
 - **Strategy: Define the Hat.** Distinguish between *Operations* (day-to-day tasks/management) and *Clinical Performance* (patient skills/treatment). Establish clear boundaries and expectations early.

4. Clarifying Documentation & Logistics

Co-signing Notes: The OTLB rules do not strictly mandate co-signing every note; requirements are usually driven by facility policy or payers.

Supervision Logs: While not mandatory, the Board strongly recommends keeping them. If a complaint arises, logs are the best way to prove that proper supervision occurred.

Standardized Testing: There is no "years of experience" rule for OTAs performing tests. It is a professional judgment call between the OT and OTA. The OT remains responsible for scoring and interpretation.

Multiple Supervisors: If an OTA works across multiple sites or with various OTs: Each OT must be listed in the [OTLB License Portal](#), unless there is one "Head OT" can provide overall practice supervision across sites, provided they are familiar with the patients and facilities.

Resources available on the OTLB website:

[AOTA Supervision Guidelines](#)

[FAQ's by Setting](#)

These can be viewed by clicking [here](#) and clicking on the "Resources" tab:

◇ [2025 OTA Conference Ppt on OTA Supervision.](#)

◇ [OTLB Supervision Packet & Logs](#)

◇ [Quick Fact Sheet for Employers](#)

◇ [Examples of types of Supervision](#)

“Supervision 101-Important Considerations for Supervisors and Supervisees”

December 2025 Issue of OT Practice—*Courtesy of Kristen Neville, State Affairs Manager, AOTA.*

Link to article: [click here](#)

OTLB Rules on OTA Supervision

339-010-0035 Supervision of an Occupational Therapy Assistant

(1) 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.

(2) Before an occupational therapy assistant assists in the practice of occupational therapy:

(a) The occupational therapy assistant must log into their online license portal with the board and record the name of the licensed occupational therapist who will supervise them, the site where supervision will take place and the supervision start date.

(b) The licensed occupational therapist whose name is recorded in the online license portal with the board must log into their online license portal and confirm their supervision of the occupational therapy assistant by updating the approval status to “approved”.

(3) An occupational therapy assistant always requires at least general supervision.

(4) The supervising occupational therapist shall provide closer supervision where professionally appropriate.

(5) The supervisor, in collaboration with the supervisee, is responsible for setting and evaluating the standard of work performed.

339-010-0005 Definitions

(1) "Supervision," is a process in which two or more people participate in a joint effort to promote, establish, maintain and/or evaluate a level of performance. The occupational therapist is responsible for the practice outcomes and documentation to accomplish the goals and objectives. Levels of supervision:

(a) "Close supervision" requires daily, direct contact in person at the work site;

(b) "Routine supervision" requires the supervisor to have direct contact in person at least every two weeks at the work site or via telehealth as defined in OAR 339-010-0006(9) with interim supervision occurring by other methods, such as telephone or written communication;

(c) "General supervision" requires the supervisor to have at least monthly direct contact in person with the supervisee at the work site or via telehealth as defined in OAR 339-010-0006(9) with supervision available as needed by other methods.

339-010-0021 Imposition of Civil Penalties

(3) Civil penalties may be imposed according to the following schedule or as otherwise determined by the Board:

(m) Undertaking to act as an occupational therapy assistant independently of the supervision of an occupational therapist licensed by the Oregon Occupational Therapy Licensing Board, \$500.

WHAT'S COMING UP

2026

Mar. 2nd Renewals Begin

April—OT Month

April 23-25 AOTA Aspire

May 1 Board Meeting

May 31 Renewals End

Aug. 14 Board Meeting

Nov. 13 Board Meeting

State Holiday Closure Schedule

2026

May 25 Memorial Day

Jun. 19 Juneteenth

July. 3 Independence Day

Sep. 7 Labor Day

Nov. 11 Veterans Day

Nov. 26 Thanksgiving

Nov. 27 Day after TG

Dec. 25 Christmas

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

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

Scam Alert! Please read

A notice to all licensees: The OTLB 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. We also have heard from other health boards that their board letterhead is being used so it appears to be an official letter from the board.

There was one report that an OT clinic where the licensee works received an email from someone impersonating them with their credentials (written correctly, but from an email that was not theirs) and asking the clinic to change their bank account info to redirect their direct deposited paycheck. Fortunately, the clinic reached out to the licensee. Licensees should notify their clinics to be aware of this scam.

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

Licensee Count:

Oregon has reached its highest number of Licensed OT Practitioners!

OT's: 2,607
OTA's: 534
Total: 3,141

As of 2/23/2026

Up about 100 practitioners from 2 years ago.

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.