

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”.

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))

Supervisor/Supervision

Step 3: Click on “+Add New”

Supervisor/Supervision Information

Your Supervisor

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

+ Add New

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	<input type="text" value="222222 - Nancy Schuberg"/>
Name of Supervisor: *	<input type="text" value="Start typing to search..."/>
Site of Supervision *	<input type="text"/>
Start Date *	<input type="text"/>
End Date	<input type="text"/>

< 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.

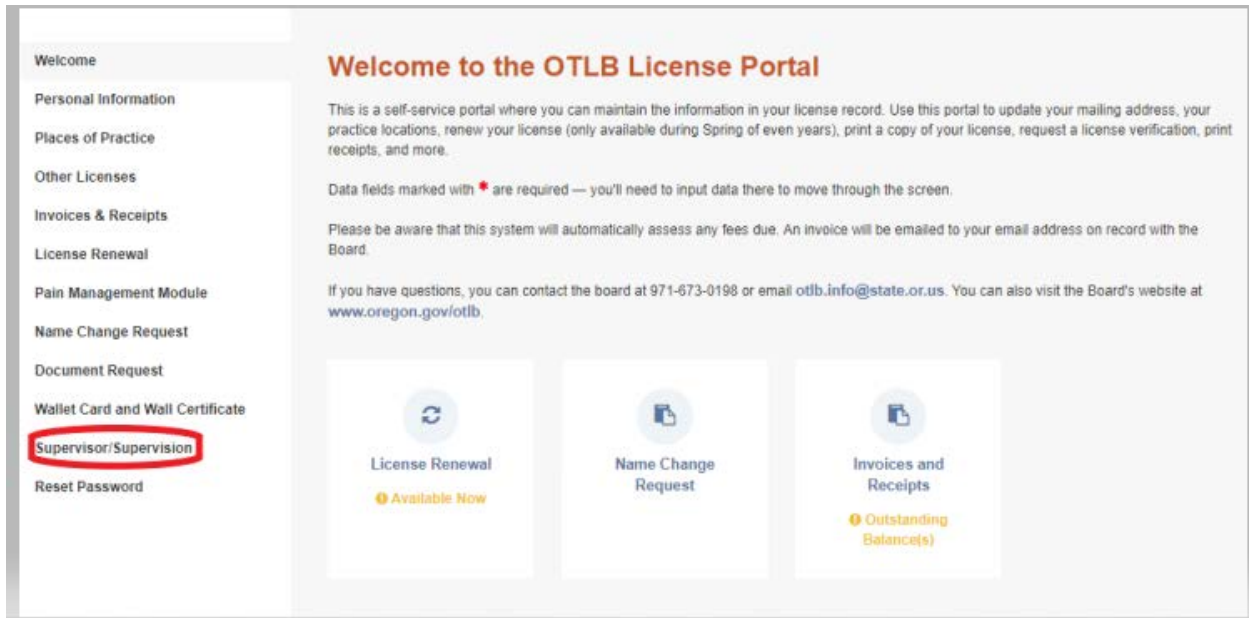
If you are not currently working in Oregon, under Site of Supervision, please add not **"Not currently working in Oregon."**

If the supervisor is no longer supervising you, add the End Date.

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

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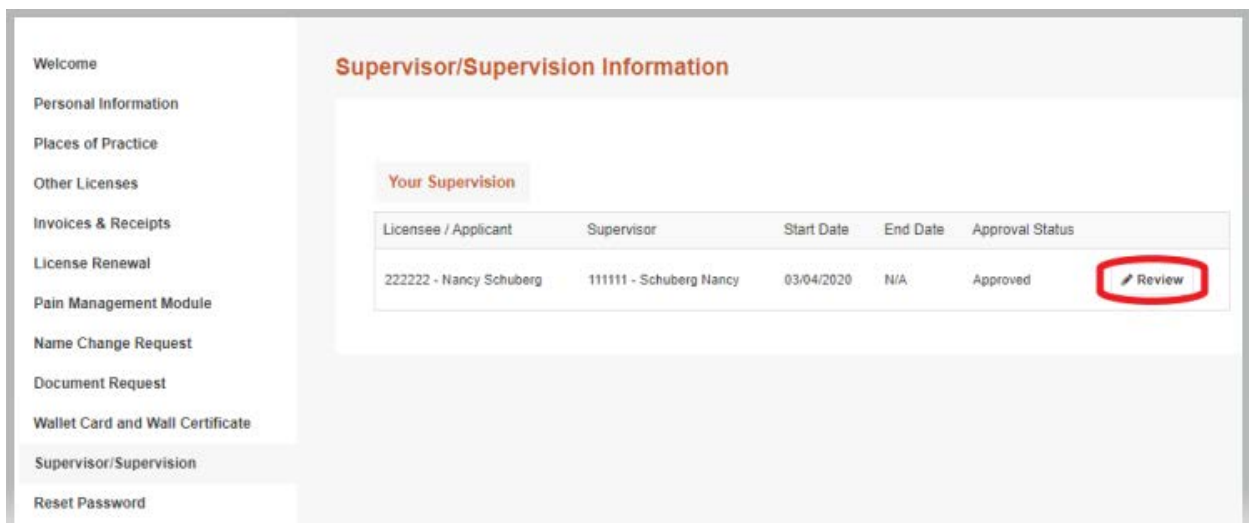
Data fields marked with * are required — you'll need to input data there to move through the screen.

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	
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.

If you are no longer supervising an OTA, add the date the supervision ended.