

Occupational Therapy Licensing Board – License Portal Tutorial

Entering your Continuing Education into the License Portal.

Please note: If you are NBCOT certified when you renew your license in 2024, you do not need to upload your CE courses. When you go to renew, just click that you ARE certified. [OAR 339-020-0010](#)

If you are Not NBCOT certified when you renew you must enter 30 points of CE and attach the supporting CE completion certificate.

CE must have been completed between March 1, 2022 and the date of renewal in 2024. (Renewals start March 1-May 31, 2024).

The legislatively mandated Pain Management and Cultural competency CE courses do count toward the 30 points.

For the list of CE Categories and points: Click [here](#).

Step 1: Login to the License Portal: <https://otlb.us.thentiacloud.net/webs/otlb/service/#/login>

Step 2: Click on “Continuing Education”.

The screenshot shows the Occupational Therapy Licensing Board (OTLB) License Portal. The header is dark blue with the OTLB logo on the left, the text "Occupational Therapy Licensing Board" in the center, and the user ID "# 333333 - Jane Doe" and a "Logout" button on the right. A left-hand navigation menu lists various options, with "Continuing Education" highlighted with a red circle. The main content area is titled "Welcome to the OTLB License Portal" and contains several informational paragraphs and three large buttons: "Continuing Professional Development", "Name Change Request", and "Invoices and Receipts".

Welcome

Personal Information

Places of Practice

Other Licenses

Invoices & Receipts

Continuing Education

Pain Management Module

Cultural Competency

Name Change Request

Document Request

Wallet Card and Wall Certificate

Supervisor/Supervision

Reset Password

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.

Continuing Professional Development

Name Change Request

Invoices and Receipts

Step 3: Click on “+ Add Activity”:

STATE OF OREGON Occupational Therapy Licensing Board # 333333 - Jane Doe Logout

Welcome

Personal Information

Places of Practice

Other Licenses

Invoices & Receipts

Continuing Education

Pain Management Module

Cultural Competency

Name Change Request

Document Request

Wallet Card and Wall Certificate

Supervisor/Supervision

Reset Password

Continuing Education Development Plan

All current licensees must be NBCOT certified or have obtained a minimum of 30 points of CE from Board approved categories during the two years immediately preceding the date of the license renewal

Renewal Period:2024

Date taken for 2024 Renewal CE - can accept CE taken from March 1,2022 through to May 31,2024

Corresponding CE Completion Certificates must be uploaded.

Board approved Category and Points: <https://www.oregon.gov/otlb/Pages/Continuing-Education.aspx>

Course or Activity	CE Provider	CE Points	Date Attended	
OHA Pain Management Module	N/A	1	2022-12-19	Edit
Cultural Competency CE	CE.com	1	2022-12-07	Edit

[+ Add Activity](#)

Step 3: Enter the CE Course information. All fields marked with a * must be filled out.

STATE OF OREGON Occupational Therapy Licensing Board # 333333 - Jane Doe Logout

Welcome

Personal Information

Places of Practice

Other Licenses

Invoices & Receipts

Continuing Education

Pain Management Module

Cultural Competency

Name Change Request

Document Request

Wallet Card and Wall Certificate

Supervisor/Supervision

Reset Password

New CE Activity

Name of Course or Activity *

CE Category *

CE Points *

Sponsored By *

Date Attended *

Explanation of how this applies to your OT practice *

Any CE course that is AOTA or NBCOT APPROVED automatically counts and does not require justification. Enter "AOTA APPROVED" or "NBCOT APPROVED" as appropriate.

Supporting Documentation *

[Upload File](#)

Step 4: Upload the CE certificate by clicking on **Upload File**, clicking on the completion certificate that you have saved to your own files.

Welcome

Personal Information

Places of Practice

Other Licenses

Invoices & Receipts

Continuing Education

Pain Management Module

Cultural Competency

Name Change Request

Document Request

Wallet Card and Wall Certificate

Supervisor/Supervision

Reset Password

New CE Activity

Name of Course or Activity *

CE Category *

CE Points *

Sponsored By *

Date Attended *

Explanation of how this applies to your OT practice *

Any CE course that is AOTA or NBCOT APPROVED automatically counts and does not require justification. Enter "AOTA APPROVED" or "NBCOT APPROVED" as appropriate.

Supporting Documentation *

< Cancel & Back

Step 5: Click **“Save”**.

Welcome

Personal Information

Places of Practice

Other Licenses

Invoices & Receipts

Continuing Education

Pain Management Module

Cultural Competency

Name Change Request

Document Request

Wallet Card and Wall Certificate

Supervisor/Supervision

Reset Password

New CE Activity

Name of Course or Activity *

CE Category *

CE Points *

Sponsored By *

Date Attended *

Explanation of how this applies to your OT practice *

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Supporting Documentation *

Doe - CE 1.pdf x

< Cancel & Back

Step 6: The course is now entered into the License Portal. Repeat the steps with the next course, until you have entered 30 points of CE.

Welcome

Personal Information

Places of Practice

Other Licenses

Invoices & Receipts

Continuing Education

Pain Management Module

Cultural Competency

Name Change Request

Document Request

Wallet Card and Wall Certificate

Supervisor/Supervision

Reset Password

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CE Course 1	N/A	5	2022-12-19	Edit Delete
Cultural Competency CE	CE.com	1	2022-12-07	Edit

[+ Add Activity](#)