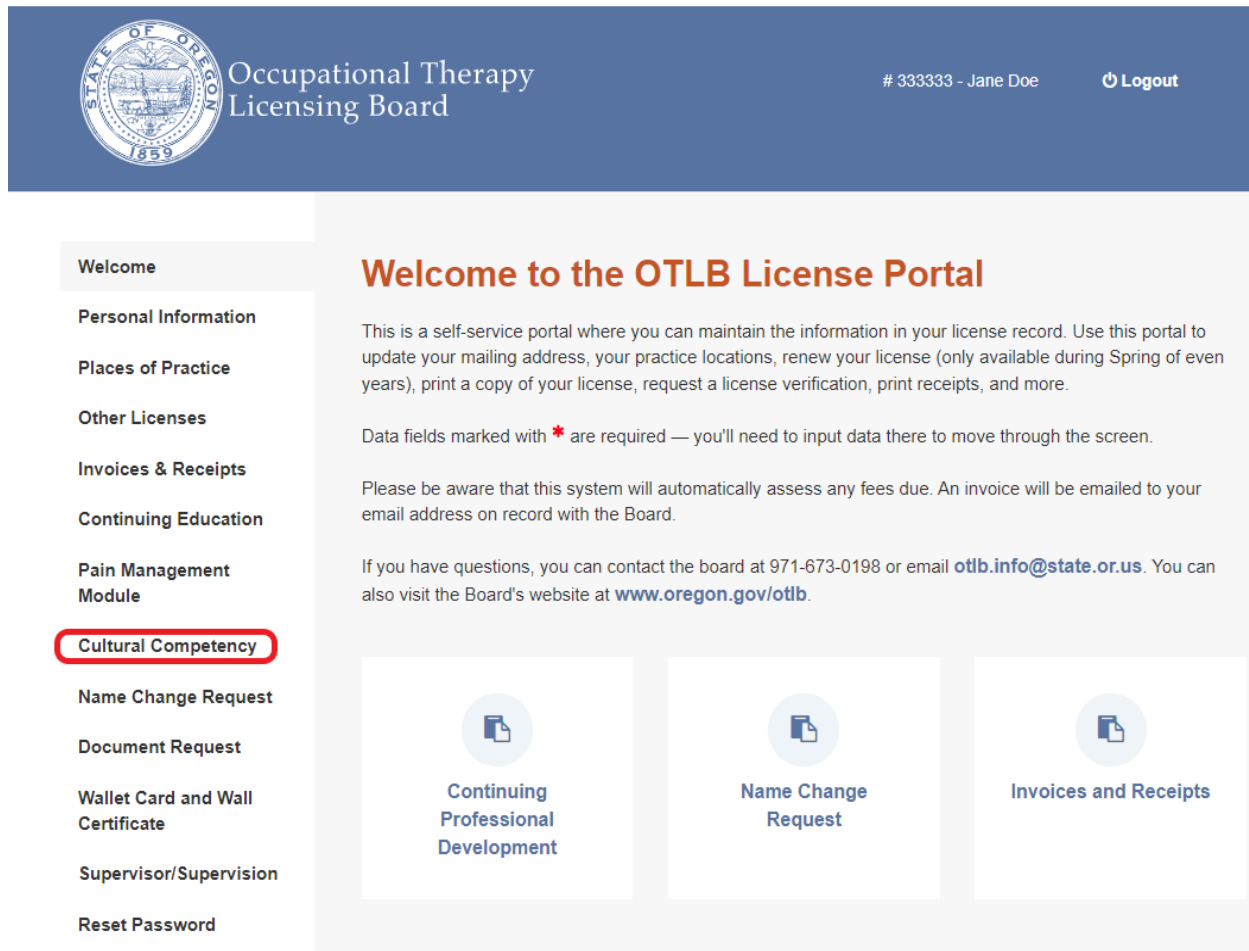


Occupational Therapy Licensing Board – License Portal Tutorial

Uploading your Cultural Competency CE into the License Portal.

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

Step 2: Click on “Cultural Competency”.



The screenshot shows the Occupational Therapy Licensing Board (OTLB) License Portal interface. At the top, there is a blue header with the OTLB logo on the left, the text "Occupational Therapy Licensing Board" in the center, and the user information "# 333333 - Jane Doe" and a "Logout" button on the right. Below the header is a navigation menu on the left with the following items: Welcome, Personal Information, Places of Practice, Other Licenses, Invoices & Receipts, Continuing Education, Pain Management Module, Cultural Competency (highlighted with a red border), Name Change Request, Document Request, Wallet Card and Wall Certificate, Supervisor/Supervision, and Reset Password. The main content area on the right features a large orange heading "Welcome to the OTLB License Portal". Below this heading is a paragraph explaining the portal's purpose: "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." This is followed by a note: "Data fields marked with * are required — you'll need to input data there to move through the screen." Another paragraph states: "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." A final paragraph provides contact information: "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." At the bottom of the main content area, there are three white boxes with blue icons and text: "Continuing Professional Development", "Name Change Request", and "Invoices and Receipts".

Step 3: Click on “+ Add Activity”:

The screenshot shows the Occupational Therapy Licensing Board dashboard. The header includes the state seal, the board's name, the user ID "# 333333 - Jane Doe", and a "Logout" link. A left sidebar lists navigation options, with "Cultural Competency" highlighted. The main content area is titled "Cultural Competency" and contains a table with columns for "Name of Course", "Course Provider", "Date Taken", and "Number of CE Points". The table is currently empty, with a message: "No records have been added. Click + Add Activity to add record." A red circle highlights the "+ Add Activity" button.

Step 3: Enter the Name of Course, Course Provider, Number of CE Points, Date Taken.

The screenshot shows the "New Cultural Competency Activity" form. The header and sidebar are identical to the previous screenshot. The main content area is titled "New Cultural Competency Activity" and contains a form with four input fields: "Name of Course *", "Course Provider *", "Number of CE Points *", and "Date Taken *". A red circle highlights these four fields. Below the fields is a "Supporting Documentation *" section with an "Upload File" button. At the bottom of the form are two buttons: "< Cancel & Back" and "Save & Back >".

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

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 Cultural Competency Activity

Name of Course *

Course Provider *

Number of CE Points *

Date Taken *

Supporting Documentation *

< Cancel & Back

Step 5: Click **“Save”**.

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 Cultural Competency Activity

Name of Course *

Course Provider *

Number of CE Points *

Date Taken *

Supporting Documentation *

Cultural competency CE.pdf x

< Cancel & Back

Step 6: The course is now filed in the License Portal.



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

Cultural Competency

Enter or upload your cultural competency continuing education certificate here.

Name of Course	Course Provider	Date Taken	Number of CE Points	
Cultural competency course name	CE.com	12/07/2022	1	Edit Delete

[+ Add Activity](#)