

# Occupational Therapy Licensing Board - License Portal Tutorial

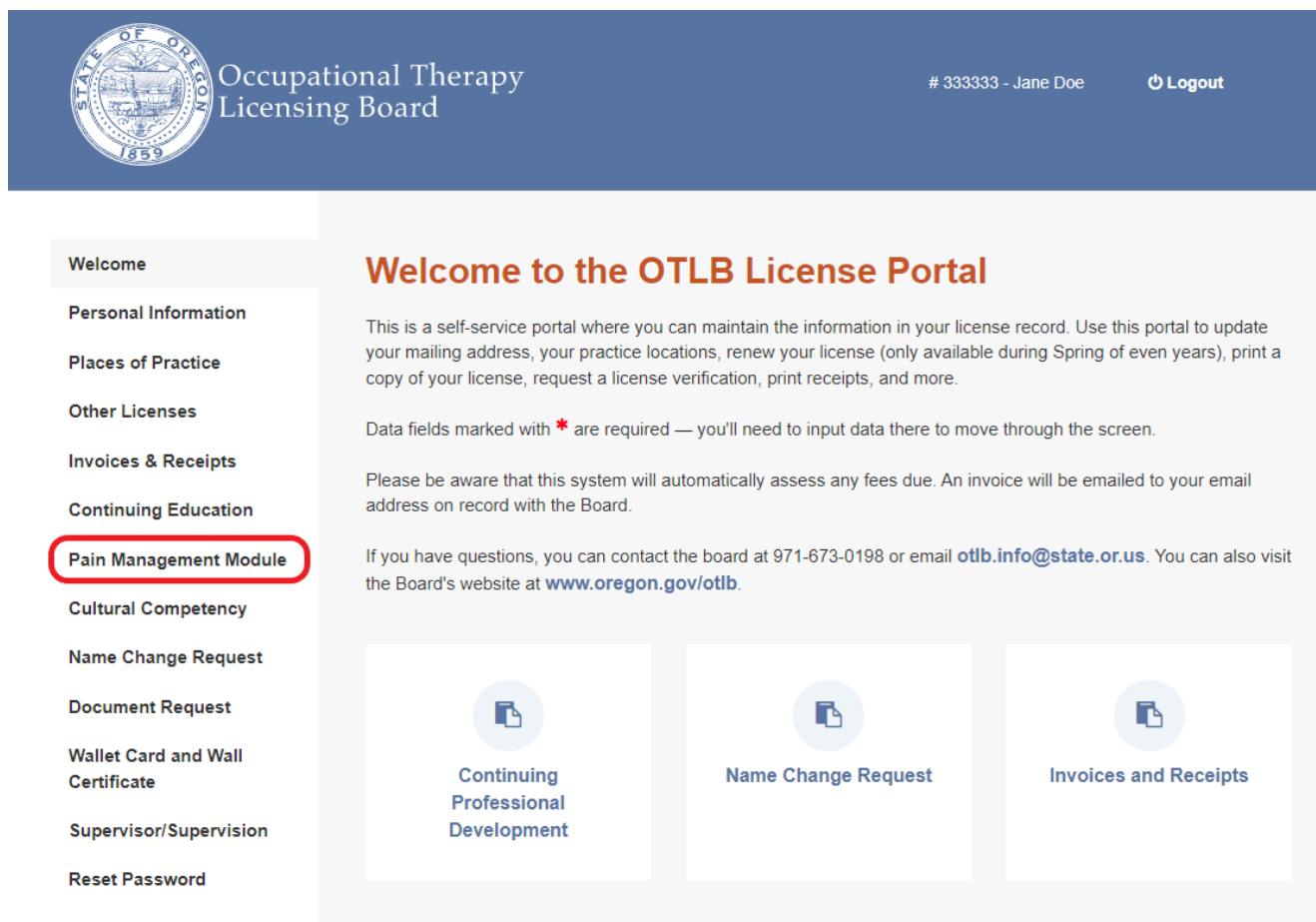
## Uploading the OHA Pain Management Module into the License portal.

Step 1: Complete the legislatively mandated **OHA Pain Management Module**, “Changing the Conversation about Pain”. Here is the link: <https://www.oregon.gov/oha/HPA/dsi-pmc/Pages/module.aspx>

Once completed, save the certificate to your files.

Step 2: Login to the License Portal: <https://otlb.us.thentiacloud.net/webs/otlb/service/#/login>

Step 3: Click on “**Pain Management Module**”.



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 "Pain Management Module" highlighted with a red circle. The main content area features a "Welcome to the OTLB License Portal" heading, followed by a paragraph explaining the portal's purpose. Below this, there are three informational paragraphs: one about required data fields marked with an asterisk, one about automatic fee assessments, and one about contact information. At the bottom, there are three white boxes with blue icons and text: "Continuing Professional Development", "Name Change Request", and "Invoices and Receipts".

**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

### 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](mailto:otlb.info@state.or.us). You can also visit the Board's website at [www.oregon.gov/otlb](http://www.oregon.gov/otlb).

Continuing Professional Development

Name Change Request

Invoices and Receipts

Step 4: Click on "Add Activity".



Occupational Therapy Licensing Board

# 333333 - Jane Doe [Logout](#)

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### Pain Management Module

The requirement of one-time 7 hours on pain is no longer in effect. Beginning in 2024, all applicants for renewal must demonstrate completion of the Oregon Pain Management Commission's pain management course.

Link to the course: <https://www.oregon.gov/oha/HPA/dsi-pmc/Pages/module.aspx>

(1) Beginning in 2022, all applicants for license renewal shall be required to successfully complete the online pain management module, sponsored and provided by the Oregon Pain Management Commission during each license cycle


(2) Beginning in 2024, demonstration of completion of required Cultural Competency CE must be provided in a format prescribed by the Board during every license renewal.

(3) This required CE on Pain Management may also be used towards satisfying the Occupational Therapy CE requirement under OAR 339-020-0010

Name of Course	Course Provider	Date Taken	Number of CE Points
No records have been added. Click <b>+ Add Activity</b> to add record.			

**+ Add Activity**

Step 5: Click the OHA Pain Management Module button.



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### New Pain Management Activity

OHA Pain Management Module  Other

Name of Course \*

Course Provider \*

Number of CE Points \*

Date Taken \*

[< Cancel & Back](#) [Save & Back >](#)

Step 6: Enter the date the course was completed.

The screenshot shows the Occupational Therapy Licensing Board website. The header includes the state seal and the text 'Occupational Therapy Licensing Board', the user ID '# 333333 - Jane Doe', and a 'Logout' button. The left sidebar lists various menu items, with 'Pain Management Module' selected. The main content area is titled 'New Pain Management Activity' and contains a form with two radio buttons: 'OHA Pain Management Module' (selected) and 'Other'. Below the radio buttons is a text input field labeled 'Date Taken \*' with a calendar icon, which is highlighted with a red border. At the bottom of the form are two buttons: '< Cancel & Back' and 'Save & Back >'.

Step 7: Click "Save".

This screenshot shows the same 'New Pain Management Activity' form as in Step 6. The 'Date Taken \*' field now contains the date '12/19/22'. The 'Save & Back >' button is highlighted with a red border, indicating it is the next step in the process.

Step 8: The course has been successfully added.

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Name of Course	Course Provider	Date Taken	Number of CE Points	
OHA Pain Management Module	N/A	12/19/2022	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

[+ Add Activity](#)