



# **Oregon Occupational Therapy Licensing Board (OTLB)**

## **Student Guide**

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## Overview

Congratulations on embarking on your new career in occupational therapy!

Occupational therapy is a licensed health profession. **You must hold a license in order to practice.** This guide provides information you need to know to get licensed in Oregon. If you are getting licensed in another state, visit their website to find out the state requirements and how to get licensed. Every state is different.

## Facts about the Board

- Created in **1977** to regulate the practice of Occupational Therapy.
- **Mission:** to protect the public by supervising OT practice and assure safe and ethical delivery of OT services.
- Govern by state statutes ([ORS 675.210-675.340](#)) and [OAR Chapter 339](#) - the State Admin. Rules.
- Self-supporting and financed solely from licensure and related fees.

## Role of the Board

The Board is responsible for protecting the health, safety and welfare of individuals who receive Occupational Therapy services in Oregon.

The **ROLE** of the Oregon OT Licensing Board is to:

- (1) Investigate complaints and take appropriate action.
- (2) Make and enforce laws and rules regarding OT practice.
- (3) Establish continuing education requirements.
- (4) Process applications and issue license and renewals.
- (5) Collect fees and authorize disbursements of funds.

## Make Up of the Board

The Board consists of five members appointed by the governor and confirmed by the senate to serve four-year terms. Three Board members are licensed professionals; 2 are OTs and 1 is an OT Assistant. Two are members of the public, and usually have been a recipient of occupational therapy services.

Each board member can serve up to two, four-year terms.

Board meetings are held quarterly and are open to the public. You can find minutes on the [OTLB website](#).

Board staff is comprised of a full-time Executive Director and a half-time Licensing Specialist.

## Contact Information for Board Staff

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## Limited Permits

Limited Permits are available to students who are waiting to take the NBCOT exam so they can start working right away. A Limited Permit costs **\$25** and is valid for 90 days from the date from your NBCOT Authorization to Test notification. You can only get one. If you fail the exam your limited permit is immediately void. You would need to stop working, re-take the exam and then get your license.

### Instructions:

If you are a new graduate waiting to take the NBCOT exam and you would like a limited permit, go to the [Application Portal](#), activate your account, apply for your OT or OTA application and click that you would like a limited permit. For more information on submitting an application, fingerprint background check, and completing the OHA pain management course, continue to the next page on Licensing.

To apply as an OT or OTA, click on the **APPLICANT PORTAL** link:

<https://otlb.us.thentiacloud.net/webs/otlb/application/#/login>

Requirements of a limited permits include the following:

- Official transcripts sent by the school
- Authorization to Test (ATT) letter from the NBCOT. You can forward the email to us at [otlb.info@otlb.oregon.gov](mailto:otlb.info@otlb.oregon.gov) or attach it to the application.
- Fingerprint Background Check through the state vendor, Fieldprint.
- Complete the OHA Pain Management Course - [Click here for link](#)

**OTA's:** Before you can start working you must enter your OT Supervisor in the License Portal. The OT Supervisor must also log in to their portal and confirm that they are supervising you, by logging to their portal and updating the approval status.

**OT's:** Before you can start working under a limited permit you must complete the [LP Supervision form - OT.pdf](#), have the OT supervisor sign it and send it to us at [otlb.info@state.or.us](mailto:otlb.info@state.or.us), or you can fax it at 971-673-0226. We will enter the information for you in your license portal and confirm back with you.

While working under the limited permit you must sign documents **OT/LP** or **OTA/LP**.

Please review the rules on Limited Permits: [339-010-0040 Limited Permits](#)

## Licensing

You do not have to get a limited permit. Many students prefer to wait and pass their NBCOT exam and then get licensed.

To apply for your Oregon OT or OTA license, click on the **APPLICANT PORTAL** link, and activate your account:

<https://otlb.us.thentiacloud.net/webs/otlb/application/#/login>

Application fees can be found on the website under the [Applications tab](#).

**Requirements to get licensed:**

- Transcripts: Have your official transcripts sent to us by the school.
- Pass the NBCOT exam – arrange to have the scores sent to Oregon.
- Pass the Law/Ethics exam which goes over the laws and rules in Oregon: [Click here for link](#).
- Complete the OHA Pain Management Course - [Click here for the link](#).
- Fingerprint background check: To schedule an appointment with Fieldprint, the state vendor: [Click here for the link](#). Toll free phone: (877) 614-4364. For step-by-step instructions, see the next page. You will need to provide Field print with the OT Board agency code "FPOccuTheraLicBd" in order to make an appointment.
- Complete the background questions on the application.

**Arrest history?** If a past arrest does show up on the fingerprint FBI background check and you do not check "Yes" to the question regarding arrest history, your application automatically must go in front of the full board and is subject to a \$1,000 fine. Since the board meets quarterly, this may result in waiting a longer period-of-time for your license than if you disclosed the arrest on your application. Many applicants will confuse "dismissed" cases with "expunged". Dismissed cases will still show up on the background check.

### [OAR 339-010-0021](#) Imposition of Civil Penalties

Imposition of a civil penalty does not preclude disciplinary sanction against the occupational therapist's/occupational therapy assistant's license. Disciplinary sanction against the occupational therapist's/occupational assistant/s license does not preclude imposing a civil penalty. Criminal conviction does not preclude imposition of a civil penalty for the same offense.

**(g) Knowingly making a false statement to the Board, \$1,000;**

**How long does it take to receive your license?** Once we receive all documentation, we license within **3 days**. An email will be sent to you once the license is issued.

## Fingerprinting/Background Checks

In accordance with ORS 676.303 (3), the OT Licensing Board will require that all applicants pass a background check prior to licensure in Oregon. All applicants for licensure or a limited permit must have their digital prints taken at a Field Print office. Cost is \$12.50 paid directly to Field Print, the state vendor. The fingerprints will be sent digitally to the Oregon State Police (OSP) who will run a national background check. **The cost of the background check is \$50 and is added to your licensure fee and passed through to OSP.**

To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit [www.FieldprintOregon.com](http://www.FieldprintOregon.com) There are **1200 locations** across the US. Prints are taken digitally.
2. Click on the “Schedule an Appointment” button.
3. Enter an email address under “New Users/Sign Up” and click the “Sign Up” button. Follow the instructions for creating a Password and Security Question and then click “Sign Up and Continue”.
4. Enter the Fieldprint Code **FPOccuTheraLicBd**. This directs the results back to the Oregon OT Licensing Board.
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
7. If you have any questions or problems, you may contact our customer service team at 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com) .

## Renewals

Renewals start March 1<sup>st</sup> and are due by May 31<sup>st</sup> on even years. All renewals are done online through the License Portal. Renewing is fast and easy and fees can be paid by check or credit card. To renew your license, log into the [License Portal](#).

The board likes to save money on postage and save trees so we communicate mainly by email. Make sure you **always** keep the board updated on your current email and mailing address so you do not miss any reminders.

When you renew, your CE is due. Please refer to the next page on continuing education requirements...



## Continuing Education Requirements in Oregon

In Oregon, if you maintain your NBCOT certification you automatically meet the CE requirement. If not, then you must have 30 points of CE within the last two years from the date you renew. Here is the rule:

### 339-020-0010 CE Requirements for Current Licensees

- (1) All current licensees shall obtain a minimum of 30 points of CE from Board approved categories during the two years immediately preceding the date of the license renewal;
- (2) Maintenance of current NBCOT Certification (National Board of Certification in Occupational Therapy) may be used to satisfy the requirements for CE under subsection (1) of this rule but may not be used to satisfy the cultural competency CE requirements of OAR 339-020-0025 or the pain management CE requirements of OAR 339-020-0015.

As a new graduate, who just passed the NBCOT exam, your NBCOT certification is good through 3 years. After that time you can decide whether you will renew your certification or let it lapse. To check your certification visit: <https://www.nbcot.org/>

If you are NBCOT certified: use the designations **OTR/L** or **COTA/L**

If you are not NBCOT certified: use the designations **OT/L** or **OTA/L**

### Mandatory Legislative CE Requirements:

Cultural Competency: In Oregon, all licensed OTs and OTAs are required to complete 1 hour on cultural competency during every renewal period. (OAR [339-020-0025](#)). (Licensees can choose the course).

Pain Management: In Oregon, all licensees must complete the OHA Pain Management Module (OAR [339-020-0015](#)). Link to the OHA Pain Management module: <https://www.oregon.gov/oha/HPA/dsi-pmc/Pages/module.aspx>.

Licensees can upload the completion certificates for their cultural competency CE and pain management course into the License Portal during or in advance of renewals.

Link to license portal: <https://www.oregon.gov/otlb/Pages/OTLB-License-Portal.aspx>

*Make sure you always save your CE completion certificates and keep them for 4 years in case you are audited.*

# Supervision of OTA's

## [OAR 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.

Step-by-step instructions on how to file supervision in the License Portal: [OTA instructions for filing OT Supervision.pdf](#)

## TYPES of OTA SUPERVISION

### OAR 339-010-0005: Definitions of types of supervision

(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.

#### **Specific examples of an OTA needing "Close" supervision:**

A therapist who is new to a particular task. A new graduate. An experienced practitioner who has switched to a new specialty.

#### **Specific examples of an OTA needing "Routine" supervision:**

Once a new practitioner has increased his/her level of expertise and knowledge of the task at hand, he/she may be able to transition from "close" to "routine" supervision.

#### **Specific examples of an OTA needing "General" supervision:**

A skilled OTA that has worked in the area of practice for many years, and has been observed in a treatment session by their OT Supervisor. If the OT Supervisor has confidence in the OTA, and the OTA has demonstrated service competency, they can go forward with once per month supervision meetings.

# Discipline

The Board must investigate all complaints filed with the Board. These complaints may come from various sources including patients/clients, family members, other health professionals, hospitals and employers.

Grounds for disciplinary action are:

1. Unprofessional conduct as defined by the Board (See [OAR 339-010-0020](#));
2. Obtaining or attempting to obtain a license by means of fraud, misrepresentation or concealment of material facts;
3. Violating any lawful order or rule adopted by the Board that may affect the health, welfare and safety of the public; or
4. Gross negligence or incompetence in the performance of professional duties.

If the Board determines a violation has occurred, the Board may deny, suspend, revoke or refuse to renew a license or may impose probationary conditions on a licensee or applicant. The Board may also fine violators.

The Board's investigation is confidential, unless and until there is formal disciplinary action taken by the Board. If the investigation results in disciplinary action, the final order, or consent agreement is available to the public, NBCOT and National Practitioners Databank.

The Board also takes informal action, such as sending a Letter of Concern to the licensee. This action is not public and is confidential.

## 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.

## Keep your Contact Information Current with the OTLB – It's the Law!

[OAR 339-010-0018](#) requires that all applicants, licensees and limited permit holders must keep on file with the board:

- Legal Name\*
- Home Address
- Current Telephone
- Current Employer
- Email

**Address and Name changes must be done within 30 days.**

\*Names Changes – send us a copy of the legal document showing the name change.

**Updates can be made by logging into the OTLB License Portal**

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

**What you can do in the License Portal:**

- Update your Contact Information
- Submit a name change request
- OTA 's can file their OT Supervisor with the board. (The OT Supervisor must log in to confirm)
- Enter your Pain Management and Cultural Competency CE certificates.
- Request a verification to be sent to another state
- Update your work location
- View and print any invoices or receipts
- Record and track your continuing education
- Print a copy of your License
- Renew your license

## ALWAYS REMEMBER... Advice from the OTLB:

- 1) Take your license seriously, you've worked hard to get it. If you are publicly disciplined by the Board, it stays on your record for life. Any public discipline is reported to the National Health Practitioners Databank, the NBCOT and the order shows up on the Online License Search on the OTLB website. If you move to another state, you will have to report any discipline and explain what happened. Make sure you are up to date with the OTLB rules and the AOTA Code of Ethics.
- 2) As a professional, you are accountable for the services that you provide, regardless of what is going on in your personal life, what the employer does or asks you to do. If you're being pressured to do something that is not right, it is up to you to remediate the situation to ensure you are practicing within the rules and statutes of the Board and staying true to the AOTA Code of the Ethics. What happens with your license is ultimately your responsibility.
- 3) You must be competent and qualified to do any intervention. Just because you're an OT / OTA doesn't necessarily qualify you to perform the task/test. Regardless of what your supervisor or employer is asking you to do, if you are not qualified and/or have the training to provide that particular clinical intervention, you should not do it. If there is a complaint and someone got hurt, and if it was found out in the investigation that the licensee was not qualified or didn't have the experience, they could be publicly disciplined. The board has authority to put a license on probation, suspend or even revoke a license.

The rules on unprofessional conduct state:

[339-010-0020 Unprofessional Conduct](#)

[\(2\) Unprofessional conduct relating to professional competency includes:](#)

[Engaging in any professional activities for which licensee is not currently qualified;](#)

This assessment falls on the therapist and it does not matter what pressure is being put on you. Ask yourself, do you have the training to do it? Do you feel comfortable doing it? And do you have the clinical competency? If not, you shouldn't do it.

- 4) Some new graduates are surprised to hear that what happens in your personal life can affect your license. Licensees are **required** to "notify the Board within **10 working days** of a conviction of a misdemeanor, or an arrest for or conviction of a felony.
- 5) Always keep mindful of the expiration date of your license and keep your contact information current with the board so you don't miss out on the quarterly newsletter and renewal reminders. Newsletters will update you of rules changes, legislative requirements and important information that can affect your license so make sure you pay attention.

## Helpful Links

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

OTAO – Occupational Therapy Association of Oregon

[www.otao.com](http://www.otao.com)

NBCOT - National Board for Certification in Occupational Therapy

[www.nbcot.org](http://www.nbcot.org)

AOTA – American Occupational Therapy Association

[www.aota.org](http://www.aota.org)

