**RENEWAL INFORMATION**

**Occupational Therapy 2015**

***Annual Continuing Education Requirements***

***A courtesy renewal notice will be mailed to each licensee at least thirty (30) days prior to the expiration date (OCTOBER 1, 2015) of the license. If you have received a NOTICE OF AUDIT provide completion certificates for the continuing education, a paper renewal application and renewal fees.Each licensee is responsible for submitting license renewal fee and continuing education by the expiration date.***

***If you were not AUDITED you may renew online after you receive the renewal notification postcard that contains your registration number; or contact the board office to obtain a registration code.***

* **Every licensed occupational therapist and occupational therapy assistant must earn a minimum of twenty (20) continuing education contact hours per year during each year of licensure.**
* **A maximum of twenty (20) contact hours may be carried over.**
* **Continuing education contact hours must be earned prior to license renewal the following year.**
* **The first year during which twenty (20) contact hours must be earned is the year beginning on October 1st following license issuance and ending on the following September 30th.**
* **Continuing education hours are not required until the new licensee has been licensed for a full year. Occupational therapists and occupational therapy assistants licensed during the first year will be expected to pay the annual renewal fee and may submit continuing education contact hours for carryover for the following renewal period.**

***Approval of Continuing Education***

* **No licensee may obtain credit for any continuing education contact hours without approval of those continuing education contact hours by the board.**
* **Prior approval of continuing education contact hours may be obtained upon request by the licensee or continuing education provider. Final determination of values and approval of continuing education contact hours will remain at the discretion of the board.**

***Annual Renewal Fees***

***Late fees: Late fees will be assessed for renewals postmarked after October 1, 2015.***

* **Occupational Therapist - $85**
* **Occupational Therapy Assistant - $60**
* **Penalty Fee for renewals not post marked by 10/1 of the renewal year - $100**