

2018-2020 Renewal Notice for OT & OTA Licenses

All N.D. occupational therapy licenses expire June 30, 2018. Renewal notices were mailed to the current address on file for all current licenses on April 2, 2018. Licensees are encouraged to renew online. You may follow the online directions to renew your license online, pay with a credit card, take the online Jurisprudence exam, and upload your continuing education certificates and OTA substantiation of supervision form. Renewing online is faster and easier for you and the Board office!

If you are not able to renew online, the Board will still accept the paper forms. **A completed 2018-2020 Renewal of License form, renewal fee, self-assessment test, and 20 hours of continued competency verification must be submitted to the Board office, postmarked on or before June 1, 2018.** For renewals postmarked after June 1, 2018, a \$100 late fee will be assessed in addition to the renewal fee.

The Board requires completion of the Self-Assessment Test/Jurisprudence Exam as a requirement of 2018-2020 license renewal. Your license will not be renewed until the completed test is received with your renewal fee and other documents at the Board office. Please contact the Board office to have the test sent to you by email or fax.

All licensed practicing OTAs must submit the Substantiation of Supervision form with the license renewal forms by June 30, 2018. If you are not currently practicing as an OTA, do not submit the form to the Board Office. It will be required within 30 days of starting the new practice setting and new supervision situation.

Continued Competency Timeline: Continued competency is valid if it was earned within 24 months prior to the date your 2018-2020 renewal application is received by the Board office. For example, if your renewal is received in the office on May 23, 2018 and your continued competency is from April 21, 2016 and May 29, 2016. The May 29th course would count because it is within 24 months prior to May 23, 2018. The April 21st course would not count since it is not within 24 months of that date. The 2018-2020 renewal period is for two years ending June 30, 2018.

If you are not able to renew online, you will need to submit the following documents, available on the previous page:

2016-2018 Application for Renewal of OT and OTA licenses – *Must submit completed form with a check or money order payable to NDBOTP for the appropriate fee. The Board cannot accept credit card payments if you do not renew online!* Incomplete forms or those submit without the proper payment will be returned!

Self-Assessment/Jurisprudence Exam – Must be submitted to the Board office before the license will be renewed!

Law & Rules – Reviewing the Law and Rules will assist you in answering the Self-Assessment Questions. The law and Rules can be viewed at the Board's website, www.ndotboard.com and click on Regulations.

Continuing Education – The guidelines have important information about CE.

Individual Licenseholder's Application for Program Approval – Complete this form if you do not have a Certificate of Completion for a course.

Substantiation of Supervision form – OTAs who are currently practicing must submit the completed form with their renewal. If you are not currently practicing, you do not need to submit the form until you begin practicing again. You must submit the form within 30 days of practicing. More information on supervision and sample supervision plans can be found here.

The Board's website, www.ndotboard.com, has all the renewal information and forms. Contact the Board office at ndotboard@aptnd.com or 701-250-0847 if you have any questions.