

North Dakota Board of Occupational Therapy Practice  
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### 2022-2024 Renewal Notice for OT & OTA Licenses (4/2022)

[Online Renewal](#) is available to renew your OT or OTA license. Renewal is due by June 1, 2022, to avoid the additional \$100 late fee; and by June 30, 2022, to avoid expiration of your license. It is illegal to practice without a current license. *The Board is no longer mailing out license certificates but you may print it from the Board's website.*

**How Do I Renew My Occupational Therapy License?** A license may be renewed by submitting a renewal application, renewal fee (OT \$150; OTA \$110), completion of the jurisprudence exam, and proof of completion of the continuing education requirements. **You must have 20 hours of CE within the previous 2 years preceding the date of your license renewal application.\*** The Board also requires completion of the Jurisprudence Exam as a requirement of 2022-2024 license renewal. ***The Board only requires that you take the exam and no longer requires a passing score.*** The exam is required for renewal but its only purpose is to educate licenses on the laws and rules. **FMI: [Continuing Education Requirements](#)**

#### What you need to complete the [Online Renewal](#):

- **To log in:** Your last name, your ND license number, and the **last four digits** of your Social Security Number.
- A credit card or debit card to pay the renewal fee: OT \$150; OTA \$110. **If your renewal went through, a receipt should appear on the screen. If you do not get a receipt, call the Board office to confirm the renewal.**
- Continuing education completion certificates. **You will need to upload these during the renewal.**
- **OTAs only:** Completed substantiation of supervision signed by your OT supervisor to upload during the renewal.

#### Steps to renewing online:

- **Click [Online Renewal](#) OR Go to [www.ndotboard.com](http://www.ndotboard.com).** Click on the **Licensure Tab**, then go down and click on **Application for Renewal of Licensure**. You will then be able to login. In the online renewal form, you will be able to complete the online Jurisprudence Exam, upload your continuing education completion certificates, and substantiation of OT supervision form for OTA licensees, and pay to renew your license. **The online renewal form will work best on a computer or laptop in Google Chrome or Internet Explorer. Using a cell phone or mobile device may not work.**
- If you have difficulty with logging in, renewing or making your payment online, please contact the Board office.
- **Online renewals completed after 6/1/2022 will be charged the additional \$100 late fee.**
- If you renew online, **do not send** the renewal form and fee to the Board office.
- After 6/30/2022, the online renewal portal is closed. If you haven't renewed yet, you then must mail the paper renewal application, renewal fee, late fee, jurisprudence exam, and continuing education documents to the Board.

**NOTE: For the continuing education hours, you must use ONLY numbers (such 2 for 2 hours of CE)! DO NOT use words such as hours or two. You must also use a mm/dd/yyyy format in the dates.**

**Steps if you are unable to renew online:**

- Print and complete the 2022-2024 Application for Renewal of Licensure form from the Board's website. Incomplete forms will be returned.
- Mail the completed renewal form, and certificates verifying you completed the 20 hours of CE with your **check or money order for the renewal fee payable to NDBOTP**. You still may complete the jurisprudence exam online and a completion notice will be sent to the Board.
- Renewals postmarked after 6/1/2022 must pay the \$100 late fee in addition to the renewal fee.

**OTA Licensees:** All licensed practicing OTAs must submit the Substantiation of Supervision form with the online or paper renewal by June 30, 2022. If you are not currently practicing as an OTA, you do not need to submit this form until you begin practicing. It will be required within 30 days of starting the new practice setting or a new supervision situation.

**Continued Competency Timeline:** *Continued competency is valid if it was earned within 24 months prior to the date your 2022-2024 renewal application is received by the Board office.* **FMI: Continuing Education Requirements**

**Supervision Plan Audit for OTA Practice:** After July 1, the Board will audit 10 % of practicing OTAs to ensure the supervision plan is present and appropriate. Please see the **Supervision page** for detailed requirements and sample plans. ***Submit the Supervision plans, only if requested. Do not submit with your license renewal.***

**\*NEW GRADS/LICENSEES:** If you graduated from an OT/OTA program after 6/1/2020, OR your license was issued in ND on July 1, 2021 or after, you may not need the full 20 hours. **FMI: Continuing Education Requirements**

If you have any questions about your renewal, contact the Board office at **ndotboard@aptnd.com** or 701-250-0847.