



## **STATE BOARD OF OCCUPATIONAL THERAPY RENEWAL GUIDE**

### Instructions to Renew:

Renewals are available approximately 60 days prior to the license expiration date. You will receive an email notification when your renewal is available.

**OCCUPATIONAL THERAPIST** – License Expiration on June 30, 2021

**OCCUPATIONAL THERAPY ASSISTANT** – License Expiration on June 30, 2021

### **HELPFUL INFORMATION**

▲ Users can visit the Support Tab for answers to Frequently Asked Questions by clicking on *Support* located in the blue bar above the sign-in area.

▲ Renewal fees are:

Occupational Therapist - \$55.00

Occupational Therapy Assistant - \$45.00

### **REQUIREMENTS FOR RENEWAL**

#### **Occupational Therapist**

- ✓ 24 contact hours – Review the regulations at section §42.55. Acceptable continued competency activities at [www.dos.pa.gov/therapy](http://www.dos.pa.gov/therapy) (exempt if initial license issued between 7/1/2019 and 6/30/2021)
- ✓ 2 hours of Act 31 Mandated Child Abuse Reporter Training from an ACT 31 approved provider. Must be taken every biennial period. The board will not accept certificates uploaded by licensees. Electronic verification of course completion must be received directly from the course provider.
- ✓ Professional Liability - You **MUST** maintain the required professional liability insurance to hold an active occupational therapy license in the Commonwealth of PA. There are no exemptions to this requirement.

#### **Occupational Therapy Assistant**

- ✓ 24 contact hours – Review the regulations at section §42.53. Acceptable continued competency activities at [www.dos.pa.gov/therapy](http://www.dos.pa.gov/therapy) (exempt if initial license issued between 7/1/2019 and 6/30/2021)
- ✓ 2 hours of Act 31 Mandated Child Abuse Reporter Training from an approved provider. Must be taken every biennial period. The board will not accept certificates uploaded by licensees. Electronic verification of course completion must be received directly from the course provider.

## PENNSYLVANIA LICENSING SYSTEM (PALS)

**We've upgraded our online licensing system. Go to [www.pals.pa.gov](http://www.pals.pa.gov) to renew your license.**

### **LOGIN**

- You can login using your user ID and password from the previous renewal.
- Use the User ID and Password recovery links if you forget your login information.
- You will be asked to verify and update account information during your first login.

### **RENEW**

- From your PALS Dashboard, click the "Renew" box located at the top of your screen to be directed to the renewal application.
- Please note that documentation to certain questions must be uploaded with the application prior to submission.
- Click "Continue" to review your application and "Add to Cart". Proceed through the payment process to submit the renewal application to the Board.

### **VERIFY**

- You will receive an email confirming that your license is renewed.
- Paper licenses will arrive in the mail in approximately 10-14 business days.
- Employers can verify the status of your license online at [www.pals.pa.gov/verify](http://www.pals.pa.gov/verify).