



## 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, 2023

**OCCUPATIONAL THERAPY ASSISTANT** – License Expiration on June 30, 2023

### 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
- ▲ Please note that it is your responsibility to ensure your license is fully renewed prior to the expiration date of 06/30/23.

### 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 7/1/2021 and 6/30/2023)
- 2 hours must be in Act 31 Mandated Child Abuse Reporter Training from an approved provider. List of approved providers can be found [here](#). Do not upload your certificate of completion to your online application. Verification of course completion must be received electronically from the course provider. You must verify that your name, DOB, and last four of SS# match board records with the course provider to prevent successful linking of records.
  - Please note: Licensees who have been issued an initial license during the current biennium (July 1, 2021, through June 30, 2023) will be exempt from the 24-hour continuing education requirement for licensure renewal in June 2023 with the exception of the 2 hours of Act 31 Mandated Child Abuse Reporter Training. You may not use the same course used for initial licensure.
  - Do not upload your CE certificates to your online application. You should retain your certificates for your own records and should you be chosen for the random audit, following the renewal period, you then would need to provide proof of CE.
- 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 §42.55. Acceptable continued competency activities at [www.dos.pa.gov/therapy](http://www.dos.pa.gov/therapy) (exempt if initial license issued between 7/1/2021 and 6/30/2023)
- 2 hours must be in Act 31 Mandated Child Abuse Reporter Training from an approved provider. List of approved providers can be found [here](#). Do not upload your certificate of completion to your online application. Verification of course completion must be received electronically from the course provider. You must verify that your name, DOB, and last four of SS# match board records with the course provider to prevent successful linking of records.
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  - Do not upload your CE certificates to your online application. You should retain your certificates for your own records and should you be chosen for the random audit, following the renewal period, you then would need to provide proof of CE.