

To restore the use of OT and OTA as consistent with the OT Practice Act

**§376.6 Renewal of Registration Application**

(a) An individual or entity registered as an Occupational Therapy Facility under this Rule must renew its registration annually. Licensee may not provide occupational therapy services in a facility if the registration is not current.

(b) Requirements to renew a facility are:

(1) a ~~A~~ renewal signed by the owner, managing partner or officer, or a person authorized by the owner to complete the form and the OTR or ~~L~~OT-in-charge;

(2) a list of all **occupational therapy practitioners** ~~OTRs, LOTS, COTAs and LOTAs~~ working at the facility;

(3) the renewal fee as set by the Executive Council, and any late fees, which may be due; and

(4) an Occupational Therapist-in-Charge form with the notarized signature of the occupational therapist.

(c) The annual renewal date of a primary Occupational Therapy Facility registration is the last day of the month in which the registration was originally issued. The renewal date for an additional facility will be the same as the renewal date for the primary facility. The owner of the OT facilities may request that the renewal date of the OT facilities be synchronized with the PT facilities with which they are associated.

(d) The board will notify the Occupational Therapy Facility at least 30 days before the registration expiration date. An individual or entity offering occupational therapy bears the responsibility for ensuring that the registration is renewed. Failure to receive a renewal notice from the board does not exempt the requirement to pay the renewal fee in a timely manner.

(e) The Occupational Therapy Facility renewal certificate must be displayed with the original certificate and is the property of the board.

(f) An Occupational Therapy Facility will be allowed to renew without a late fee if the renewal application and fee are received prior to the expiration date. However, the board will not issue the certificate until the Board receives the signed and notarized **OT** or OTR LOT-in-Charge form and a list of the name(s) of the occupational therapy practitioners employed at that facility.

(g) The registration renewal fee for an OT linked facility will be for OT primary and/or additional facility where the same owner has previously registered a PT facility at the same location. The PT facility registration must be current in order for the owner to pay the OT linked facility fee.