

OT RENEWAL FORM INSTRUCTIONS

- ☆ A complete renewal includes: renewal information & attestation (either online or submitted on paper) ∪ correct fee(s) ∪ jurisprudence exam with passing score ∪ completed continuing education requirements.
- ☆ **Your renewal is not complete until all items are received at the Board office.** If you do not submit all the required items before the expiration of your license, late fees will be assessed. You may not provide occupational therapy services after your expiration date if you have not received your renewal certificate or the receipt from renewal at Texas Online.

ONLINE OPTIONS (*You may not renew or take the jurisprudence exam online after your license expires.*)

- **Renewing an Active License**
 1. Take the jurisprudence exam online at www.texasonline.com or www.ecptote.state.tx.us.
 2. When you pass the exam, you will receive an “exam key code.” Print out or write down the exam key code.
 3. Use your license number and exam key code to log in to the Texas Online payment portal. You may pay by credit card or check. The printable receipt at the end of the process can serve as your temporary renewal certificate until your certificate arrives in the mail (see details on the receipt). If you do not wish to pay online, you may use the second option described below.
- **Renewing an Inactive License or Changing your License Status** (Active to Inactive, Inactive to Active)
 1. Take the jurisprudence exam online by going to www.texasonline.com or www.ecptote.state.tx.us.
 2. Complete this downloadable renewal form, including the exam key code from the jurisprudence exam.
 3. Mail the renewal form and the renewal fee to the Board (see below for the fees and address).

ARRIVING SUMMER 2003 – TEXAS ONLINE PROFILE SYSTEM (TOPS)

TOPS contains information on many health professionals, including every OTR, LOT, COTA and LOTA actively licensed in Texas. This profile information is available to anyone looking for information about occupational therapy practitioners in Texas. Your business address, phone number, practice settings, years of practice, and specialty areas are included in the profile. Licensees are encouraged to complete their profile when the system becomes available, as the Board does not maintain all of the information included in the profile. You may access TOPS at www.texasonline.com.

FEES	Please make checks payable to: ECPTOTE		Late fees are required if you have not submitted all renewal or inactive requirements before the license expiration date. Renewal fees are only returned if the license has not been issued.
Active Renewal	OT - \$217	OTA - \$167	
Go or Stay Inactive	OT - \$108.50	OTA - \$83.50	
Reactivate License	OT - \$217	OTA - \$167	

LATE FEES

<p>If it has been 90 days or LESS since the day your license expired, you must pay the renewal fee or the inactive fee, plus a late fee which is half of the exam fee. (renewal + \$210)</p>	<p>If it has been MORE than 90 days since the day your license expired, but less than one year, you must pay the renewal fee or the inactive fee, plus a late fee equal to the exam fee. (renewal + \$420) and send in proof of CE.</p>
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PLEASE NOTE: If your license has been expired for a year or more, you may not renew the license. See §371.1 License Renewal, for more information.

CONSIDERING GOING INACTIVE? To go inactive, you must have completed the CE for the current renewal cycle.

ANY QUESTIONS? Many of the answers are on the webpage: <http://www.ecptote.state.tx.us>. Also, you may contact the Renewal Department at info@ecptote.state.tx.us, or phone at 512/305-6900.

**Send this to the Texas Board of Occupational Therapy Examiners
333 Guadalupe St. #2-510
Austin, TX 78701-3942**

OCCUPATIONAL THERAPY LICENSE RENEWAL FORM



Executive Council of Physical Therapy and Occupational Therapy Examiners
 Texas Board of Occupational Therapy Examiners
 333 Guadalupe St. #2-510, Austin, TX 78701
<http://www.ecptote.state.tx.us>

OTR/LOT
 COTA/LOTA
(circle one)

License #: _____	LICENSEE STATUS Current status <i>(check one)</i> <input type="checkbox"/> Current/Active <input type="checkbox"/> Inactive										
License Expiration Date: ____/____/____ (mm/dd/yy)	Check one box and enter fee amount. <input type="checkbox"/> Do not change my status. <input type="checkbox"/> Change my status to active. <input type="checkbox"/> Change my status to inactive. <input type="checkbox"/> I do not wish to renew my license. FEE ENCLOSED: \$ _____										
Social Security Number: ____/____/____											
Exam Key Code: <i>Attach printout of the jurisprudence exam key code or write the number here:</i> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>											

Name

First	Middle	Last	Suffix

Residential Information

Street: _____ Phone: _____

City: _____ State: _____ Zip: _____

Business Information

Bus. Name: _____ Phone: _____

Address1: _____

Address2: _____

City: _____ State: _____ Zip: _____

READ BEFORE SIGNING

By signing this form, I attest that I have met all of the renewal requirements as stated in the current OT rules for renewal, continuing education and supervision. My CE is subject to audit. I also attest the following:

* Since license issuance or last renewal, I have not been convicted of a felony, including a finding or verdict of guilty, an admission of guilt, or a plea of nolo contendere, in this state or any other.

* Since license issuance or last renewal, I have not had my license or registration to practice occupational therapy suspended or revoked in any other state or nation.

I understand that providing false or incorrect information is a violation of the OT Practice Act, and may subject me to the penalties set forth in the Act.

Signature				Date	
Receipt Date	Receipt No	Amt. Received	Postmark Date	JP Exam Score	Reviewed by: