STATE OF MARYLAND

DHMH MD Board of Occupational Therapy Practice

Maryland Department of Health and Mental Hygiene

Spring Grove Hospital Center • 55 Wade Avenue • Bland Bryant Building • 4th Floor • Baltimore, MD 21228

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

→ YOUR REGISTRATION CODE TO BE USED WHEN YOU REGISTER

Occupational Therapist and Occupational Therapy Assistant License Renewal 2012

Renew Your License Online –April 2nd through May 31st

Late Fee Applies June 1st through June 30th

To avoid delays, you are urged to renew your license on or shortly after April 2, 2012. Renewals executed after May 31st will incur a late fee of $25. To expedite processing of your Maryland occupational therapist (OT) or occupational therapy assistant (OTA) renewal, please use the Board's Online Renewal System and follow the instructions below.

Please read through the entire instructions. Before you begin, you will need:

1. A printer (to print a copy of your application and invoice or receipt).
2. Internet access.
3. Your Maryland Board of Occupational Therapy completed CCR compliance log.
4. Your Visa or MasterCard credit card. These are the only credit cards accepted.

To renew online:

1. Go to the Board's web site at http://dhmh.maryland.gov/botp/. Click Renew a License under Online Services.

2. If you remember your username and password from last year, skip to step #4. If not, you are required to register the first time you log in. Enter your last name and the registration code (preceding your name on the mailing label above). Press search. **You will be locked out after 3 unsuccessful attempts to login**. Please call the office for assistance.

3. The registration page will now display your license information. Page down to the bottom of the page and select a user id and password. Retype your password. If successful, please click Login.

4. From the User Login Screen:
   a. Enter the user id you selected in the username field.
   b. Tab and enter the password you selected. Click Login. (If you forget your username and password, just click the register button again and follow steps 2 and 3 above.)

5. The Licensing Home Page will display. To renew a license, click on Renew License on the left-hand side of the page. Your licensure information will be displayed on the next screen. Click continue.

6. Next, renewal information regarding licensure fees and contact information will be shown. Page down to the end of the screen and select "Click here to begin renewal process".

7. The next screen allows you the opportunity to update your demographic information. Please be sure that all required fields are populated. Don't forget to click the "Update" button at the bottom of the page.

8. The renewal questions screen is next. Please answer **all** the question(s) by choosing the respective answer from the drop-down menus. Click the Submit button when you have answered the questions. Note: If you answer Yes to any of the "Character and Fitness" questions, you must enter an explanation on the "Remarks" tab to the left. **(WARNING: If you navigate to the "Remarks" page without saving your changes, your changes will not be saved automatically.)**

9. Select a status of Active or Inactive. [Inactive licensees who want to retain their inactive status or active licensees who wish to go inactive will select "Inactive". All other licensees will select "Active". Inactive licensees who wish to reactivate must contact the Board office at 410-402-8560 for an application and reactivation instructions.] After reading and agreeing with the Attestation section, click the "Submit" button at the end of the screen.

10. On the next screen, answer the Health Occupations Article section and the Area of Practice/Specialty section. Although only one option should be chosen for each section, please place an answer for each line (i.e, Yes or No). Click the "Save Answers" button and then the "Agree" button at the end of the screen to continue.

11. The remarks screen is next. Click the "Save/Complete" button when you are finished with this screen.

12. The Application Summary page will follow. At this time, you have an opportunity to print a copy of the renewal for your file. Click on the "Printer" button in your browser. After you have verified your information, you can click "Pay Fees" button. Maintain a copy of your application for your records.

13. Please complete the billing address information and select a credit card type of Visa or Mastercard. The renewal fee for occupational therapists is $113, and the renewal fee for occupational therapy assistants is $80. Enter your credit card number and expiration date. Press the Submit button. You will receive a confirmation page that includes a receipt number. Print this confirmation page and retain for your records. The confirmation page will serve as your receipt. **Once you exit the system, you cannot print a receipt.**

IMPORTANT NOTICE:

1. You may only renew online between April 2nd and June 30th. **Please note if the Board receives a renewal application or payment by check between June 1st and June 30th, a late fee in addition to the renewal fee is due. See #2 for details.**

2. If the Board receives a renewal application or payment by check between June 1st and June 30th, a late fee of $25 is due, in addition to the renewal fee. If an OT or OTA does not renew by June 30th, the license status is considered expired. A licensee practicing without an active license is subject to a Cease and Desist Order and disciplinary action. **In addition, OTs and OTAs who have not completed the entire application process by June 30th may not renew,** but are instead required to pay a license reinstatement fee and complete the license reinstatement process.

3. **If you are unable to complete your application online for any reason,** please contact our web site at http://dhmh.maryland.gov/botp/SitePages/forms.aspx to download a hard copy of the license renewal form for the 2012 cycle. Your completed application must be postmarked before the June 30, 2012 deadline.

CONTACT INFORMATION: Maryland State Board of Occupational Therapy Practice

Computer Help Desk	Jo-Ann Lane	410-402-8552	lanej@dhmh.state.md.us
Renewal Questions	Marilyn Pinkney	410-402-8556	pinkneym@dhmh.state.md.us
CCR Questions	Denise Goetz	410-402-8554	dgoetz@dhmh.state.md.us

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410-402-8560 • Fax 410-402-8561
Toll Free 1-877-4MD-DHMH • TTY for Disabled - Maryland Relay Service 1-800-735-2258
Web Site: www.dhmh.maryland.gov/botp