

NORTH CAROLINA BOARD *of* OCCUPATIONAL THERAPY



CCA Records and Renewal Forms are available at the Board's website at www.ncbot.org

RENEWAL 2011 - 2012

APRIL 2011

2011-2012 RENEWAL INSTRUCTIONS

License renewals are due by June 30th each year. Renewal Applications, Continuing Competence Activity Records and required fees must all be received, complete and postmarked by June 30th to be considered on time. If you do not intend to renew your license, please print out, complete and return the Notification of Non-renewal Form available at the Renewals tab at the Board's website at www.ncbot.org.

The Board's rules regarding Continuing Competence Activities are found in Section .0800 on pages 30 - 35 of your Practice Act and Rules booklet. Additional CCA information can be found at the Continuing Competence and Frequently Asked Questions tabs at the Board's website and in the chart on pages 45 & 46 of your Practice Act booklet.

You are encouraged to MAIL EARLY! Failure to renew by June 30th will result in the expiration of your license. If your completed renewal package is received after June 30th your license may be eligible for reinstatement upon receipt of your completed Renewal Application, completed Continuing Competence Activity Record, \$50.00 renewal fee, additional \$50.00 late fee and written verification that you did not practice occupational therapy after June 30, 2011. Disciplinary action will be taken if you practice after your license has expired. "Non-sufficient funds" checks will be considered late renewals if restitution is not received by June 30th. Due to the high volume of renewals submitted in June it may take up to two weeks to process your Renewal Application. During this processing period, your license may not be able to be verified online as being current.

Print your name and license number in the memo section of your check to ensure proper credit. If your employer is paying your renewal fee, instruct the check writer to include your name and license number in the memo section of the check. **DO NOT SUBMIT ONE CHECK FOR MULTIPLE THERAPISTS.**

ONLINE RENEWAL TO BEGIN IN 2012

In an effort to make the license renewal process easier and faster the Board will be offering a random group of therapists the opportunity to complete their annual license renewal online for this renewal period. The Board's plan is to make online renewal available to all licensees for the 2012-2013 renewal period.

Check the Board's website for updates on additional online services coming soon. They will include the ability to store continuing competence activity information; address, employment and supervision updates; and credit card payments.

DOCUMENTS TO BE SUBMITTED WITH LICENSE RENEWAL APPLICATION

1. Completed, signed and dated 2011-2012 Application for Annual License Renewal
2. Completed and signed Continuing Competence Activity Record, unless your license was issued after April 1, 2010. Continuing competence activity is optional for your first renewal period *unless you are specifically notified by the Board to the contrary.*
3. \$50 Non-refundable renewal fee made payable to NCBOT

REQUIRED DOCUMENTATION of CONTINUING COMPETENCE ACTIVITIES

See Rule .0805 Qualified Activities for Maintaining Continuing Competence on pages 32 - 34 in your Practice Act booklet for required documentation. Do not submit documentation of continuing competence activities with your Renewal Application.

Pursuant to Rule .0807(a) licensees shall maintain the required proof of completion for each continuing competence activity for two (2) years following the last day of the license renewal period for which the continuing competence activities were earned. Retain a copy of your CCA Record. You will need it if your renewal is selected for audit.

ADDITIONAL INSTRUCTIONS

Renewal Applications are mailed to the most recent address on file with the Board. The Board will not re-mail or fax the application. You can download a Renewal Application at the Renewals tab of the Board's website. The OT and OTA Supervision Change Forms and other information update forms can also be downloaded at the Board's website. Pursuant to Rule .0401 you must notify the Board, in writing, within 10 days of any changes in name, address, employment or supervision.

You can check the status of your renewal at www.ncbot.org in the License Verification section. (Be sure to capitalize your last name.) Renewals will not be confirmed by telephone. The Board will make every attempt to respond to telephone calls and questions, however, the renewal period is an extremely busy time. Please listen to the phone prompts. Your question may be answered within a prompt. You may also e-mail your questions. E-mails will be answered as time permits. Your patience is appreciated.

OTs & OTAs must submit 15 continuing competence activity points. ONE POINT IN ETHICS IS MANDATORY FOR THIS RENEWAL PERIOD.

OTAs must have their Renewal Applications signed by their supervising OT. If an OTA is unemployed, simply indicate that on the Renewal Application. No OT supervisor signature is required if you are not employed as an OTA.

PLEASE NOTE: Licenses not renewed by June 30, 2011 are expired. There is no "inactive status." Your license is either current or expired. If you choose to renew your license within 24 months of the expiration date, you will still be required to complete the continuing competence requirements and pay the renewal fees for the period of time your license was not current, along with any applicable late fee.

Persons whose licenses have expired for more than 24 months, and who desire to reinstate their licenses, must reapply for North Carolina licensure and meet all requirements then existing.

DO NOT CALL THE BOARD OFFICE TO INQUIRE ABOUT YOUR RENEWAL

If your renewal information has not been returned to you within 10 business days from the time you mailed your Renewal Application and your expiration date has not been updated at www.ncbot.org, please notify the Board in writing or by e-mail. You should receive your new wallet-sized renewal card within 10 business days after your license has been renewed.

ALL DOCUMENTS MUST BE MAILED TOGETHER TO:

North Carolina
Board of Occupational Therapy
PO Box 2280
Raleigh, NC 27602

PARTIAL APPLICATIONS WILL BE RETURNED.

Licenses are not considered renewed until all required and completed documents and fees have been **received and processed** by the Board office.

THE BOARD DOES NOT ISSUE RECEIPTS.



NORTH CAROLINA BOARD of OCCUPATIONAL THERAPY

MAILING ADDRESS:

PO Box 2280
Raleigh, NC 27602

Phone: 919-832-1380

Fax: 919-833-1059

Email: administrator@ncbot.org

Website: www.ncbot.org

Offices located at the
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Suite 1900
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ANNUAL RENEWAL FEES

License Renewal Fee	\$50
Late Renewal Fee	\$50
Returned Check Fee	\$35