



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, 2019

OCCUPATIONAL THERAPY ASSISTANT – License Expiration on June 30, 2019

PENNSYLVANIA LICENSING SYSTEM (PALS)

We’ve upgraded our online licensing system.

Go to www.pals.pa.gov to renew your license.



- You can login using your user ID and password from the previous renewal.
- Use the User ID and Password recovery links if you forget your login information.
- You will be asked to verify and update account information during your first login.



- From your PALS Dashboard, click the “Renew” box located at the top of your screen to be directed to the renewal application.
- Please note that documentation to certain questions must be uploaded with the application prior to submission.
- Click “Continue” to review your application and “Add to Cart”. Proceed through the payment process to submit the renewal application to the Board.



- You will receive an email confirming that your license is renewed.
- Paper licenses will arrive in the mail in approximately 7-10 business days.
- Employers can verify the status of your license online at www.pals.pa.gov/verify.

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

CONTINUING COMPETENCY ACTIVITY REQUIREMENTS FOR RENEWAL

Occupational Therapist

✓ 24 contact hours – Review the regulations at section §42.55. Acceptable continued competency activities at <https://www.pacode.com>.

✓ 2 hours of Act 31 Mandated Child Abuse Reporter Training from an approved provider

Occupational Therapy Assistant

✓ 2 hours of Act 31 Mandated Child Abuse Reporter Training from an approved provider

NOTICE TO OCCUPATIONAL THERAPY ASSISTANTS: The regulations now require occupational therapy assistants to complete a minimum of 24 contact hours of acceptable continued competency activities, beginning with the July 1, 2019 - June 30, 2021 biennium. Therefore, in order to renew licenses in 2021, occupational therapy assistants will be required to complete 24 hours of continued competency between July 1, 2019, and June 30, 2021. Review the regulations at starting at section §42.53. Continued competency requirements at <https://www.pacode.com>.