



RENEWAL FORM

In order to process your renewal, please complete all sections of this form, sign, date and submit to the Board of Occupational Therapy at the above address along with the renewal fee of \$150, postmarked prior to the expiration of the license.

1. ADDRESS VERIFICATION

Name _____ OT/OTA # _____
Please circle one

Address of Record _____

City, State _____ Zip Code _____

Contact Number (_____) _____

Please note: If the above address is not your address of record, you must also submit an Address Change Request form.

2. PROFESSIONAL DEVELOPMENT UNITS

ACTIVE RENEWAL: I successfully completed 24 Professional Development Units (PDUs) in accordance with Title 16, California Code of Regulations sections 4160-4163.

INACTIVE RENEWAL: I am requesting inactive status and not subject to the PDU requirement. I am aware that I cannot practice in California with an "inactive" license. *(The Inactive Fee is currently \$25-if renewed timely.)*

FIRST RENEWAL: This is my first renewal, PDUs are not required on the first renewal

NOTE: If your renewal form is not postmarked on or before the expiration date of your license, you **CANNOT** renew with Inactive Status.

3. CONVICTION/DISCIPLINE

Have you been convicted of or pled guilty or nolo contendere to any misdemeanor or felony, whether or not the conviction has been dismissed, or been disciplined by another public agency in this or any other state, subsequent to your last renewal? (If you select YES, please indicate circumstances and court, and send copies of the court documents to the Board, if available.)

NO Yes Nature of Conviction & Court _____

4. PLEASE LIST THE PROFESSIONAL DEVELOPMENT UNITS YOU HAVE COMPLETED SINCE YOU LAST RENEWED:

Course Name	# of PDUs	Date Completed
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Course Name	# of PDUs	Date Completed
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5. CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of License Holder

Date

Processing time to receive a new pocket license is approximately 2-3 weeks after the Board updates your license. You may verify on the Board's website if your license has been updated.

You CANNOT practice in the State of California with an expired license!

If you have questions, please contact the Board at (916) 263-2294.