

**ALABAMA STATE BOARD OF OCCUPATIONAL THERAPY  
ADMINISTRATIVE CODE**

**CHAPTER 625-X-5  
RENEWAL OF LICENSE**

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**625-X-5-.01      General Provisions.**

In order to continue the practice of occupational therapy as an Occupational Therapist or an Occupational Therapy Assistant, each license as issued by the Board must be annually/biennially renewed by the Board.

**Author:** Alabama State Board of Occupational Therapy

**Statutory Authority:** Code of Ala. 1975, §34-39-7.

**History:** Filed January 7, 1992. **Amended:** Filed December 18, 1995; effective January 22, 1996.

**625-X-5-.02      Requisites For Renewal.**

To qualify for a renewal of licenses previously issued by the Board, the license holder shall, 60 days prior to the expiration for the license, comply with all of the following requirements:

(a) File with the Board a properly completed application for renewal on forms approved by the Board and submit the application to the Office of the Board.

(b) An application for renewal must be accompanied by proof of completion of continuing education requirements which are as follows:

(1) An Occupational Therapist must obtain 1.5 CEUs (or 15 contact hours) annually or 3.0 CEUs (or 30 contact hours) biennially. No more than 1/3 of continuing education credits may be administration/management/academic related with the remainder related to direct patient treatment. No more that a 1/3 hours can be generated by the therapist's professional presentations.

(2) An Occupational Therapy Assistant must obtain 1.0 CEU (or 10 contact hours) annually or 2.0 CEUs (or 20 contact hours) biennially. No more than 1/3 of continuing education credits may be administration/management/academic related with the remainder related to direct patient treatment. No more than a 1/3 hours can be generated by the therapist's professional presentations.

(c) Request for renewal shall be deemed timely received if the application, fee and proof of continuing education are postmarked or electronically submitted prior to 60 days of the license expiration.

(d) Failure to timely file an application or to properly complete the application may result in the rejection of the application and may subject the license holder to a late fee as established by the Board.

**Author:** Alabama State Board of Occupational Therapy

**Statutory Authority:** Code of Ala. 1975, §34-39-7.

**History:** Filed January 7, 1992. **Amended:** Filed October 15, 1999; effective November 19, 1999. **Amended:** Filed May 17, 2013; effective June 21, 2013.

#### **625-X-5-.03      Issuance Of Renewal License.**

Upon receipt of a timely filed, properly completed application and payment of appropriate fees, the Board shall, after a review of the application for renewal, notify the applicant of the receipt of the application and renewal of the applicant's license.

**Author:** Cynthia G. Powell, O.T.

**Statutory Authority:** Code of Ala. 1975, §34-39-7.

**History:** Filed January 7, 1992.

#### **625-X-5-.04      Denial Of Renewals.**

In the event the Board, for whatever reason, denies a timely application for renewal, the Board shall notify the licensee, in writing, and shall send such notice by certified mail, return receipt requested, to the address given by the applicant in the application for renewal. The notice of denial shall state the reasons for the denial of the application of renewal.

**Author:** Cynthia G. Powell, O.T.

**Statutory Authority:** Code of Ala. 1975, §34-39-7.

**History:** Filed January 7, 1992.

**625-X-5-.05      Suspended Licenses/Licenses On Probation.**

Suspended licenses or licenses on probation shall be subject to the provisions of this regulation, but the issuance of a renewal license during the period of suspension shall not permit the license holder to practice occupational therapy as an Occupational Therapist or an Occupational Therapy Assistant until such time as the terms of the suspension have been satisfied or the period of probation has expired and the license has been reinstated.

**Author:** Cynthia G. Powell, O.T.

**Statutory Authority:** Code of Ala. 1975, §34-39-7.

**History:** Filed January 7, 1992.

Code of Alabama 1975, § 34-39-7, provides in pertinent part, that the Board shall establish regulations for the biennial renewal of licenses. This regulation provides for a procedure by which such licenses shall be renewed.