

TO: Occupational Therapists
Occupational Therapy Assistants

FROM: Donna Ashman
Executive Director

DATE: June 24, 2015

RE: Courtesy Reminder of MBOT Renewal Deadline

RENEWAL DEADLINE IS FAST APPROACHING!

Just a friendly reminder that the deadline for licensure renewal of active and inactive occupational therapists and occupational therapy assistants is June 30, 2015. Please be aware that you will incur a late fee of \$25 since it is after June 15.

Online renewal is available through our website: <http://dhmh.maryland.gov/botp>. Select the Online Services under the governor's picture and the "Renew a License" option. If you cannot remember your username and password from last year, press the Register button on the renewal page. You will need to enter your last name and your 6-digit registration code in order to create a username and password. Reply to this message if you have misplaced your registration code. Please remember to answer all of the questions. As each page is completed, you should see a checkmark under the menu section on the upper left-hand side of the page. Renewal fees cannot be paid until all pages have been checked off. Please remember that you can obtain detailed renewal instructions by downloading http://dhmh.maryland.gov/botp/docs/lic/2015_10.46.01.02_renewal_instructions.doc

If you do not wish to renew this year, please reply to this message so I can mark your file accordingly.

You will need to stop practicing on July 1, 2015 if you cannot meet the June 30th deadline. You do have the option to reinstate at any time. The reinstatement fee is \$225, and additional documentation is needed. Reinstatements are reviewed on a routine basis at the Board meetings that are held on the third Friday of every month. Please contact the Board office at 410-402-8560 for reinstatement instructions.

Thank you for your attention in this matter.