

TO: Occupational Therapists
Occupational Therapy Assistants

FROM: Donna Ashman
Executive Director

DATE: January 28, 2015

RE: License Renewal Fees

The Board of Occupational Therapy Practice requests your input, relative to the license renewal cycle and continuing competency requirements. This information is urgently needed for the Board to prepare for potential changes in regulation and/or legislation.

Fees listed are estimated based on fees in 2014. The 2-year fee includes 2% inflation, a required 2-year MHCC Fee collection, and a recommended fund balance collection.*

Please reply by 2/12/15 and state your preference, option #1 or #2:

I prefer to renew my licenses, (choose one)

1. **\$170/1-year (w/NBCOT waiver, OR 12 contact hours)**. Comments, if any:
2. **\$392/2-year (w/NBCOT waiver, OR 24 contact hours)**. Comments, if any:

We look forward to hearing from you on this important matter by **2/12/15**.

**According to *The Executive Analysis of the 2014 Budget* prepared by the Maryland Department of Budget and Management, the anticipated annual revenue generated by boards whose licensees renew on an annual basis can be compared with the respective anticipated expenses for each year, [thereby reducing the amount need for a fund balance]. However, some boards require licensees to renew biennially. Under this model, the number of licensees renewing each year within the two-year renewal cycle may vary. Therefore, the fund balance for these boards fluctuates from year to year. Each board is advised to maintain a fund balance [in addition to its operating budget] of approximately 20 to 30%. The recommended fund balance that The Board of Occupational Therapy is advised to collect is 25%.*