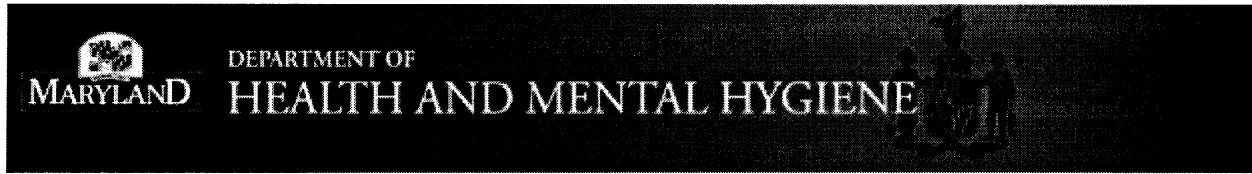


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## License Renewal for Odd-Year Licensees

Maryland Department of Health and Mental Hygiene [Boards & Commission] sent this bulletin at 04/19/2017 11:57 AM EDT



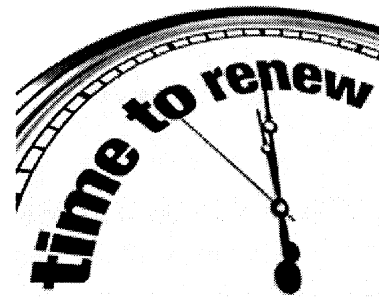
### Maryland Board of Occupational Therapy Practice

#### **Subject: License Renewal**

#### **Bulletin from the Board:**

##### **License Renewal Notices**

The Board Office mailed postcards with renewal notices to all odd-year licensees this week. Licensees may begin the online renewal process no earlier than 5/1. Registration numbers and fees for renewals are included on the postcard. Renewal instructions are posted on the Board's website and can be found by clicking [here](#).



##### **Confirming Approval**

Once licensees have completed the online renewal process, a transaction receipt will be generated. Licensees should print this transaction receipt for their records. Within 72 hours, licensees should receive an email indicating that the renewal has been approved. Any licensee who has not received this email within 72 hours should contact the Board Office, as there may be a problem with the renewal.

##### **Frequently Asked Questions**

At any point before or during the renewal process, licensees have the ability to click the Frequently Asked Questions link to find potential answers. The link can be accessed by

clicking [here](#).

**Questions? Contact us [here](#)!**

Spring Grove Hospital Center • 55 Wade Avenue • Bland Bryant Building, 4th Floor • Baltimore,  
Maryland 21228

410-402-8560 • Fax 410-402-8561

Toll Free 1-877-4MD-DHMH • TTY for Disabled - Maryland Relay Service 1-800-735-2258

Web Site: <http://dhmh.maryland.gov/botp>

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*DHMH is committed to customer service. Click [here](#) to take the Customer Satisfaction Survey.*

*NOTICE: Board responses to inquiries are intended for guidance purposes only. As these positions do not necessarily reflect a discussion of all material considerations required to reach the conclusions stated, they are not intended to be rules, regulations or official statements of the Board. Accordingly, due to their highly informal nature, these responses are not considered binding upon the Board and should not be relied on as definitive.*

This service is provided to you at no charge by Maryland Department of Health and Mental Hygiene Boards.

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