



New Mexico Regulation and Licensing Department
BOARDS AND COMMISSIONS DIVISION
Board of Examiners for Occupational Therapy
Toney Anaya Building ▪ 2550 Cerrillos Road ▪ Santa Fe, New Mexico 87505
(505) 476-4940 ▪ Fax (505) 476-4645 ▪ www.rld.state.nm.us/occupationaltherapy

RENEWAL FACT SHEET

To expedite the processing of your annual renewal, take note of the following information, which is addition to the information provided on the renewal form.

Incomplete, illegible, or incorrect information will cause delays in processing your application.

RENEWAL DEADLINE

Note that the renewal deadline is approximately two weeks prior to the actual expiration date of the license. This deadline must be adhered to if you need to have your license returned to you by the expiration date. The Board has limited staff and, providing all documentation is correct and complete, the process normally takes two weeks from receipt of renewal form to mailing of your license, *Do not expect to walk in on the expiration date and walk out with a license.*

LATE FEE

- Any renewal applications postmarked after the expiration date of the license will be charged a late fee. Refer to the rules and regulations for the amount of this fee.
- All renewal applications received after the license expiration date require proof of attendance for all continuing education submitted, regardless of audit.

EXPIRED LICENSE

Remember that it is unlawful to practice in New Mexico with an expired license. There is **NO GRACE PERIOD**. The expiration date of your license is printed on the license. A license not renewed by the expiration date is expired. A license cannot be renewed without submission of a renewal form, payment of the annual renewal fee, AND the required proof or documentation of continuing education. Practicing without a license is punishable by fine or imprisonment, or both.

It is the responsibility of the licensee to notify the office of any address and/or name changes. As a courtesy, the Board office mails a renewal postcard to all current licensees at least 30 days prior to the expiration date of the license. However, the licensee is responsible for knowing when their license expires. It is NOT the responsibility of the office to verify that you receive a renewal notice. If you prefer to use a paper renewal application, you can download one from the **Forms** page of the website.

ONLINE RENEWAL

To renew online: www.RLD.state.nm.us/OccupationalTherapy/renewal.html

If this is your first time renewing online, read the instructions and answers to frequently asked questions about online renewal. Your Renewal ID number is posted on the front of the renewal notice postcard next to your name and address or you can request this ID number from the Board office. To register online, the key points to remember are.

- You must *register* the first time you use the online process.
- An e-mail address is required so you can receive confirmation of your renewal application.
- A credit card is required for payment.

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COTAs AND SUPERVISION LOGS

REMINDER: A copy of the Supervision Log *must* be submitted to the Board with each renewal application. The Supervision Log should be current to *within one week of the date you sign your renewal form*.

The Supervision Log *must* be turned in with every COTA renewal regardless of whether the COTA was employed during the entire year. A written statement of the period of unemployment should be attached to the Supervision Log and submitted with the renewal form.

CONTINUING EDUCATION

If you submit continuing education programs taken between the renewal deadline and the expiration date from the previous year, these programs will be approved provided they were not submitted for the prior renewal period and that they adhere to the definition of continuing education in occupational therapy.

PROOF OF ATTENDANCE AND COMPLETION IS ALWAYS REQUIRED IF—

- ***You are being audited. You may not renew online if you are being audited.*** You must mail your CE certificates of attendance along with a paper renewal form to the Board office. The renewal form is available for download from the Forms page of the website. Submit proof of attendance *for the current renewal year only*.
- ***You submit continuing education programs dated after the date you signed the renewal form,*** you will be notified that proof of attendance will be required before credit is given. This applies whether you are audited or not.
- ***You are renewing late:*** renewal applications received after the license expiration date will require proof of attendance for all continuing education submitted regardless of whether you are audited or not.
- ***For certain types of continuing education:*** Whether you are audited or not, you must submit proof of attendance and of successful completion of the following types of continuing education. Refer to 16.15.4 NMAC or Part 4 of the rules and regulations for the required documentation, as all of these programs are always audited, and absence of proof of completion will result in a delay in processing your renewal license.
 - In-service programs
 - Book reports
 - Video/Cassette recorded material
 - Home study programs
 - College courses
 - Supervision of Level II fieldwork

DOCUMENTATION OF CONTINUING EDUCATION

Be sure to include the correct year that the continuing education was earned. Dates must be specific, especially multiple dates. ***Be sure to document all the days attended.***

If you record a single date for a course with eight (8) or more contact hours, it will be questioned. Courses usually do not exceed seven (7) contact hours in one day.

- One contact hour is equal to 60 minutes.
- One nursing hour is equal to 50 minutes and will be converted based on 60 minutes in an hour if nursing hours are submitted.
- One continuing education unit (CEU) is equal to 10 contact hours.

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Be sure your **Certificates of Attendance** include the following:

1. Your name
2. Name of the program attended
3. Dates attended
4. Number of contact hours or continuing education units
5. Signature of the program sponsor

CARRY-OVER HOURS

- *Less than one hour* will no longer be carried over.
- The maximum hours that can be carried over are twenty (20).