1. **How do I change my name and address with the Board office?**

   Log in to your eServices account and click on “Record Correction”. You are able to update your name and contact information in this section of your eServices account.

2. **How long does it take to get my license issued?**

   Once all required application documentation is received, the average turnaround time for your application to be reviewed by the Board and license issued is about 2 weeks. Please know that this is an estimation and could be completed sooner or later.

   *You can periodically check the Verification link on the Board’s website for any license information you may have. This is in real time with our database so you can verify license information prior to receiving your mailed approval letter and certificate.

3. **My license was just issued this year. How many CCUs do I need to renew my license?**

   You will need one (1) CCU for each month in which you have held your license.
   
   Ex: Issue date: March 15 -- you will need eight (8) CCUs

4. **Why do I have to renew my license in October if it was just issued in June?**

   All OT and OTA license holders in Kentucky are due for renewal on the same date, October 31, no matter the issue date. The only exception is licenses issued after August 1 are due for renewal the following October 31.


5. **I earned 20 CCUs last year. Can I use some of them for this year’s renewal?**

   No. Only CCUs earned in this current renewal period can be used for this year’s renewal. The renewal period runs from November 1 – October 31.

6. **When do my CCUs have to be completed?**

   CCUs are required to be completed during the current licensure year (November 1 – October 31). 201 KAR 28:200 Section 2 outlines this. All regulations can be found on the Board’s website under “Resources” and then “Kentucky Administrative Regulations”. Any CCUs completed after October 31 of the renewal year will NOT count toward your renewal. If you do not have CCUs completed by October 31, you will be required to complete the reinstatement process.
7. My continuing education courses are in PDUs or another format. Will these courses count toward my continuing education requirement? How many hours do I have?

Many programs, associations, and/or schools may use a different unit of measurement for continuing education courses. The Board defines “contact hour” as 60 minutes engaged in a learning activity. You are required to have 12 CCUs (12 hours) each year to renew. If you have questions regarding the amount of hours completed, you will need to contact the course provider regarding their units of measurement.

8. How can I get a continuing education course approved to use for my renewal?

As long as a course is current in subject matter and relevant to the practice of OT, you can use it for renewal and it does not require board approval. Some course providers wish to have the Board approve their courses so they can advertise that it is Board approved. A list of these courses can be found on the Board’s website under the “Resources” section and then “Continuing Education”.

9. I am a continuing education course provider and would like to submit a course for Board approval. How do I go about this?

You will need to complete and submit the Application for CE Program Approval for Course Providers. This is available on the Board’s website under “Resources”, and then “Applications and Forms”. There is no fee and you can email, mail, or fax to the Board.

10. My license was just issued this year. Do I have to complete the suicide training in order to renew?

If your license was issued after June 25, 2013, you have six (6) years from the date your license was issued to complete the suicide training. You will need to complete the training again every six (6) years.

11. I am licensed in another state. How do I become licensed in Kentucky?

Print the application from the board’s website (http://bot.ky.gov, under “Resources” tab, and then “Applications and Forms”). The last checklist on the first page is a list of items you will need to submit. You are required to submit license verifications from ANY state you are CURRENTLY or have EVER held a license. The Jurisprudence Exam is under the “Exam” link on the Board’s homepage. Once all application items are received, the application can be reviewed by the Board.
12. I am DPAM Certified in another state. Can I practice DPAM's in KY?

You must meet the regulatory requirements for DPAM Specialty Certification in Kentucky to practice DPAMs, which is outlined in 201 KAR 28:170. All regulations are on the Board’s website under “Resources” and then “Kentucky Administrative Regulations”. You can view the DPAM Specialty Certification Application on the Board’s website under “Resources” and then “Applications and Forms”.

13. I took a DPAM course a few years ago while working towards my DPAM certification. Can I still use it for my DPAM app?

As long as the course was approved at the time that you completed it, it will count towards your DPAM Certification. A list of Board approved DPAM courses are on the Board’s website under “Resources” and then “Continuing Education”.

14. What is “evidence of completion of education requirements and/or fieldwork” as requested on the temporary permit application checklist?

This simply means an official college transcript showing you have completed your required coursework.

*The Board cannot issue a full license until an official, conferred transcript is received.

15. What happens to my license if I do not renew it? Will I be in bad standing with the board?

If you do not renew your license, it will expire and you will receive a cease and desist letter advising so. You have up to five years from the date of expiration to reinstate your license through the Reinstatement Process. You will not have any disciplinary action on your license if you do not renew. Your license would simply be expired.

16. How do I request a license verification from Kentucky to be sent to another state?

Login to your eServices account and click on the "Verification for Other States" link. Please note that there is a $10 fee for this service that can be paid via ACH or credit card. You will need to provide the email address of the state licensing board that is requesting this verification. Digital verification is emailed directly from our office to the requesting license board, and you will be copied on the verification e-mail. Please note that digital verification is the only form of official license verification available from this office.
17. I am not currently working in Kentucky, but do not want my license to lapse. How do I renew on inactive status?

You can request inactive status when you renew online. Once you log into e-services and click “License Renewal”, you will need to verify your current contact information (address, phone#, etc). The next page will ask you which status you would like to renew as. You will need to select “inactive”. The renewal fee is $10.00 and you do not have to complete the CE requirement. While on inactive status you are required to renew annual by October 31 and can remain on inactive status for up to three (3) years.

18. My license is expired, but I want to start working in Kentucky again. How do I reinstate my license?

You can reinstate your license up to five (5) years of its expiration. If your license has been expired for more than five (5) years, you will have to complete an initial “Application Form” (OTB-1) to apply for a new license.

To reinstate, you will need to complete the “Reinstatement Application” (OTB-4) and submit with the required documentation listed on the form. All forms are available on the Board’s website under “Resources”, and then “Applications and Forms.”